

KITTITAS COUNTY WATER DISTRICT #7
 SUNLIGHT WATERS
 P.O. Box 161, Thorp, WA 98946

Carl Nelson, Commissioner

Letha Ihrke, Commissioner

Roger Swansen, Commissioner

MINUTES of the regular meeting of the Board of Commissioners, held **November 10, 2021**, at the Sunlight Waters Country Club. The meeting was held in person in a large well-ventilated room, with sufficient space for distancing requirements for seating, with masks and sanitizer available. Those attending were Commissioner Carl Nelson, Commissioner Letha Ihrke, Commissioner Roger Swansen, Vince Konkler, Rick Towles, Steve Howard, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:06 p.m.

The minutes of the regular meeting held October 13, 2021 were read. Letha moved and Roger seconded to approve the Treasurer's Report. The motion passed.

Carl congratulated Vince Konkler on being elected as the new water commissioner, beginning January 1, 2022. Carl was pleased there were two candidates who ran. This demonstrates there is more interest in the district than was sometimes the case. He thanked both candidates for their willingness to serve the community by participating in the water district.

Treasurer's Report:

Fund 670 010*	Balance as of 10/13/2021:	212,116.37
(General Fund)	Expended claims payments	7881.02
	Expended payroll	5495.66
	Water Sales	8113.30
	Excise Tax	531.53
	Balance as of 11/10/2021:	212,116.37
Fund 670 022	Balance as of 10/13/2021:	54,916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 11/10/2021:	54,916.11
Fund 670 031	Balance as of 10/13/2021:	55,949.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1480.00
	Supplemental Deposit (3.00/pmt)	444.00
	Payment (10/04/2021)	24,150.17
	Balance as of 11/10/2021:	33,723.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	10568.83
Total Monthly Expenditures	37526.85

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Comparison to last year:

Fund 670 010*	Balance as of 10/14/2020:	213,590.44
(General Fund)	Expended claims payments	7698.87
	Expended payroll	4673.90
	Water Sales	9128.36
	Excise Tax	625.20
	Balance as of 11/11/2020:	210,971.23
Fund 670 022	Balance as of 10/14/2020:	7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Expenditures	0.00
	Balance as of 11/11/2020:	7,718.00
Fund 670 031	Balance as of 10/14/2020:	24,631.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2060.00
	Supplemental Deposit (3.00/pmt)	618.00
	Payment	0.00
	Balance as of 11/11/2020:	27,309.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
10/1/2021 to 10/31/2021

670 010 Kittitas County Water District #7 Maintenance
(Operating Budget)

Beginning Cash on Hand	\$ 228,746.94
Total Received	\$ 11,591.48
Total Disbursed	-\$ 13,787.52
Ending Cash on Hand	\$ 226,550.90

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$42,916.01
Total Received	\$0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$42,916.01

670 031 Kittitas County Water District #7 Maintenance
(PWTF Loan Repayment Funds)

Beginning Cash on Hand	\$50,358.51
Total Received	\$2,405.00
Total Disbursed	\$24,150.16
Ending Cash on Hand	\$28,613.35

Ending Bonds Outstanding	\$113,915.88
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A typo in the report was pointed out. Letha moved and Roger seconded to approve Treasurer's Report as corrected. The motion passed.

Maintenance Report

Water pumped through October 2021: 23.69 acre-feet
Water pumped through October 2020: 24.16 acre-feet
Water pumped through October 2019: 20.34 acre-feet

Water pumped January 1-31, 2021: 482,000 gallons
Water pumped February 1-28, 2021: 482,000 gallons
Water pumped March 1-31, 2021: 525,000 gallons
Water pumped April 1-30, 2021: 542,000 gallons
Water pumped May 1-31, 2021: 779,000 gallons
Water pumped June 1-30, 2021: 1,124,000 gallons
Water pumped July 1-31, 2021: 1,344,000 gallons
Water pumped August 1-31, 2021: 1,072,000 gallons
Water pumped September 1-30, 2021: 813,000 gallons
Water pumped October 1-31, 2021: 556,279 gallons

Gallons billed for October 2020 through April 2021: 3,017,027 gallons
Gallons billed for May 2021: 715,567 gallons
Gallons billed for June 2021: 1,088,040 gallons
Gallons billed for July 2021: 1,183,800 gallons
Gallons billed for August 2021: 975,870 gallons
Gallons billed for September 2021: 684,980 gallons

Billing during the winter is estimated on minimum usage. (The last meter reading before winter was taken on 9/30/2021.)

Letha reported that the pump is pumping 20,000 to 23,000 gallons per day. The residuals have been at .40 to .44. the heater is keeping the pumphouse warm. Gravel has been piled around the base of the pumphouse to insulate it from the cold.

Old Business

Current water connections: 233 active, out of 267 available connections.

How to count new installations when meters with earlier numbers have been disconnected? There was more discussion. The commissioners decided it is important to track how many meters there are. New connections will no longer be assigned a connection number, but will just be added to the total number of connections. (A connection number is not the same as the meter number.)

Capital Improvements update – Carl reported that the holes for the hydrants have been closed. He made hydrant maps for all the fire trucks. 5 out of 10 ordered hydrants arrived. Some of the installations were complicated. Carl put two valves by the welcome sign in a vault. Some had vegetation in the easements that had to be cleared. Carl suggested putting solar light caps on the 4x4 support posts. A suggestion was made to place blue reflectors in the street adjacent to the hydrants. Carl pointed out that this had been done, but the reflectors were destroyed by the snowplows. Another suggestion was made to place the reflectors on the support posts. There was

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discussion about installations and options. Carl reported that the road patches have been completed. Carl talked to the contractor about the backup well (#1). The contractor is available now to take it apart and assess its condition. The well is 500 feet deep, contains a 15 hp pump, and pumps at 40 gallons per minute. Carl needs to get the hard figure bid for the work. Prestige submitted a bid to upgrade the pressure relief valve. Kittitas County Water District #7 needs to book a time for the work to be done. Vince contacted a couple of companies (in Puyallup and Roseburg, Oregon) to get more bids. He will hear more by the end of the week.

Mass customer email / phone number list – so far there have been 58 responses.

Clerk procedure manual progress report – the commissioners reviewed the progress checklist, and Mary passed around a printed copy of the manual. There is a little more work to be done, but she expects it to be completed by the next meeting.

New Business

Water Operator's Report (Repair & Maintenance Work) – this reported was covered in the Capital Improvements Update section.

Manager's Report – there were no reports. An attendee asked how many operational hoses are in the Baker Building. There is one 50-foot old hose.

Howard Briggs set up a meeting with Judy Warnick and Tom Dent. Carl notified the other two commissioners about the meeting. Letha responded and attended the meeting. Carl reminded them about the Department of Ecology requirement to upgrade the system. They listened and took notes. They are now responding to Carl's email messages about that project.

Pumphouse snow plowing – Letha said the former snowplower is no longer in the area. Carl said Sunlight Waters Country Club has contracted for one. Letha will check to see if he can plow Kittitas County Water District #7 too. <Action item for Letha>.

Time limits for meeting length and topic lengths – Carl said it is good to have more people attend. The open session at the end of the meetings may help with this. The topic was tabled until a future meeting.

RESOLUTION 2021-09: UPDATING THE METER LOCK OFF (WATER SHUTOFF) POLICY - The topic was tabled until a future meeting.

Updated lock-off log form - The topic was tabled until a future meeting.

Open discussion – There was a customer question about knowledge of computers and email receipt notification. He suggested phoning a commissioner when they don't respond to email requests. Another customer said he has always been interested in the water district.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 11/13/2021) – the commissioners reviewed the list.

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Kittitas County **CLAIMS PAYMENT REQUEST (fund 670 010):**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (10/31/2021, inv. #1109191)	670 010 5340040	16.05
00406	THE COPY SHOP	Adm	Copies, scans, email services (trans. # 265200; 265423; 265588)	670 010 5340030	105.74
00317	JERROLS	Adm	Printer paper; notebook dividers; printer toner; pocket folders (inv. # 735400; 736273)	670 010 5340030	161.97
02669	PUGET SOUND ENERGY	Adm	Electricity (11/2/2021)	670 010 5340040	628.71
02594	EVERGREEN RURAL WATER OF WA	Adm	Class registrations (for CEU Roundups; Value of Reading Your Water Facilities Inventory; Sampling) (inv. # 44298)	670 010 5340040	690.00
00131	MIDSTATE CO-OP	Op/M	Parts for meter installations or system maintenance (inv. # 4146635; 4146899; 4147136; 5079370)	670 010 5340030	765.94
00363	KNUDSON LUMBER CO	Op/M	Posts, concrete, wire brushes (inv. # 235006)	670 010 5340030	185.65
00558	H D FOWLER COMPANY INC	Op/M	Quick joint (inv. # 15936493)	670 010 5340030	113.27
D0011	POLLARD WATER	Op/M	Hydrants (inv. # 0198020)	670 010 5340030	6966.00
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Gravel (inv. # 315226)	670 010 5340030	128.82
C3859	CENTRAL PAVING	Op/M	Prep and install paving on road (inv. # 3546)	670 010 5340040	3240.00
D0041	BERKEY, THOMAS	Adm	Property sold – credit refund	670 010 5340040	14.52
D0022	NELSON, CARL B.	Op/M	Fuel for district truck	670 010 5340030	94.35
02977	WISE, MARY	Adm	Postage due, cell phone minutes	670 010 5340030	30.67
02977	WISE, MARY	Adm	3-ring binders, USB drive	670 010 5340040	27.06
00110	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Adm	Social Security & Medicare – Employer Contributions to IRS for November	670 010 5340020	459.82
	DO NOT GENERATE WARRANT				
				TOTAL	13628.57

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PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	1161.64
D0012	IHRKE, LETHA	Payroll	670 010 53410	703.07
D0022	NELSON, CARL B.	Payroll	670 010 53410	2954.75
01574	SWANSEN, ROGER	Payroll	670 010 53410	235.75
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	15.17
00110	INTERNAL REVENUE SERVICE – Employee Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Tax, Social Security & Medicare – Employee Contributions to IRS for November	670 010 520	939.82
DO NOT GENERATE WARRANT				
			TOTAL	6010.20

Roger moved and Letha seconded to approve the claims and payroll. The motion passed.

The commissioners approved 670 010 Claims Payment Request in the amount of \$13628.57.

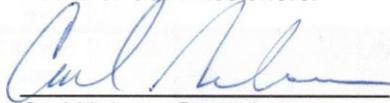
The commissioners approved payroll in the amount of \$6010.20.

Total approved for claims & payroll: **\$19638.77.**

The next regular meeting was set for: December 8, 2021, 7:00 p.m.

The meeting was adjourned at 9:19 p.m.

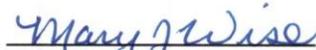
Board of Commissioners:


 Carl Nelson, Commissioner


 Letha Ihrke, Commissioner


 Roger Swansen, Commissioner

ATTEST


 Mary Wise, Clerk