

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

Letha Ihrke, Commissioner

Roger Swansen, Commissioner

Vince Konkler, Commissioner

MINUTES of the regular meeting of the Board of Commissioners, held **December 8, 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, Jerry Ihrke, Howard Briggs, Vince Konkler, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:12 p.m.

Mary Wise announced her resignation from the clerk position to be effective February 28, 2022.

The minutes of the regular meeting held November 10, 2021 were read.

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

Treasurer's Report:

Fund 670 010*	Balance as of 11/10/2021:	207,384.52
(General Fund)	Expended claims payments	13,628.57
	Expended payroll	6,010.20
	Water Sales	6,932.36
	Excise Tax	472.42
	Balance as of 12/8/2021:	195,150.53
Fund 670 022	Balance as of 11/10/2021:	54,916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 12/8/2021:	54,916.11
Fund 670 031	Balance as of 11/10/2021:	33,723.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1,530.00
	Supplemental Deposit (3.00/pmt)	459.00
	Payment	0.00
	Balance as of 12/8/2021:	35,712.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	9393.78
Total Monthly Expenditures	19638.77

Comparison to last year:

Fund 670 010*	Balance as of 11/11/2020:	210,971.23
(General Fund)	Expended claims payments	671.29
	Expended payroll	4167.60

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	Correction on October claims form	380.00
	Water Sales	7022.60
	Excise Tax	466.89
	Balance as of 12/9/2020:	214,001.83
Fund 670 022	Balance as of 11/11/2020:	7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Expenditures	0.00
	Balance as of 12/9/2020:	7,718.00
Fund 670 031	Balance as of 11/11/2020:	27,309.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1380.00
	Supplemental Deposit (3.00/pmt)	414.00
	Payment	0.00
	Balance as of 12/9/2020:	29,103.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
 General Ledger Report
 (from Kittitas County Office of the Treasurer)
11/1/2021 to 11/30/2021

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

Beginning Cash on Hand	\$226,550.90
Total Received	\$9,263.55
Total Disbursed	-\$17,936.32
Ending Cash on Hand	\$217,878.13

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	\$28,613.35
Total Received	\$2,366.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$30,979.35

Ending Bonds Outstanding \$113,915.88

The amount of funds has dropped below \$200,000.00. Carl said that the fact that revenue is not keeping up with expenses might help with getting funding. Letha moved and Roger seconded to approve Treasurer's Report as corrected. The motion passed.

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Maintenance Report

Water pumped through November 2021: 25.62 acre-feet
Water pumped through November 2020: 25.51 acre-feet
Water pumped through November 2019: 21.72 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
Water pumped November 1-30, 2021: 630,731 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 everything is doing fine. Last month there was a spike in usage. Carl suspected there might be a leak in an unoccupied house. He found an empty house on Morrison Canyon. He discovered a leak that lost about 100,000 gallons. After he shut off that meter, all was fine. It is pumping about 20,000-23,000 gallons per day. Residuals have been .42-.45 per day. Letha reported that there is about three to four months' supply of chlorine. It is in good supply right now, but is very expensive.

Old Business

Current water connections: 233 active, out of 267 available connections. Carl said he has noticed activity at the burned-out house on Sunlight Dr.

Capital Improvements update – Carl reported that there has been no new digging. He has been focusing on funding. he will assist on continuing to look for funding.

RESOLUTION 2021-09: UPDATING THE METER LOCK OFF (WATER SHUTOFF) POLICY – the commissioners reviewed the resolution. Roger moved and Letha seconded to approve the resolution. The motion passed.

Updated lock-off log form – Mary explained how the updated form would work. The consensus of the commissioners was to begin using the form, now that the governor's moratorium on lock-offs has been lifted.

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Snow plowing bid – Letha received only one bid for snow plowing. It is from Northwest Landscap. That is the company that plows Sunlight Waters Country Club. Their bid was \$142.54 (plus tax) per plowing (\$153.90 total). The consensus was to hire them. Letha will check with them to see if there would be a discount if they plow for Kittitas County Water District #7 each time they come out to plow for Sunlight Waters Country Club. <Action item for Letha>.

Clerk procedure manual progress report – Mary reported that the manual is completed, with only a few small changes needed. She reminded the commissioners that there will always be changes needed as policies, tax amounts, etc. change.

New Business

Water Operator’s Report (Repair & Maintenance Work) – Carl reported that things have been relatively quiet. He found the leak indicted by the spike in the pump readings. It was on Morrison Canyon, in an empty house. The water spigot was running. He shut off the meter and contacted the absent owner. The wind has been causing some concern, since some trees have been coming down. Carl has been working on a water operator manual, he is currently working on the maps portion.

Managers’ Report – There were no reports. (See Funding Effort).

Funding effort – Carl sent the RFP/RFC to Cathi, the Small Community Initiative manager at the state commerce department.

Levy options – Kittitas County Water District #7 is a special taxing district. The auditor received information about putting a levy on a ballot to attach a certain amount to property tax, Carl said it is worth looking into.

Oath of Office – Mary administered the Oath of Office to Vince Konkler, who will begin his duties as commissioner on January 1, 2022.

Open discussion – Howard thanked all the commissioners for their work.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 12/14/2021)

Kittitas County CLAIMS PAYMENT REQUEST (fund 670 010):

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Tests: Gross Alpha; Radium; Total Trihalomethanes #1-#4; Environmental Protection Agency 515.4 Herbicides (inv. #15624)	670 010 5340040	1120.00
00406	THE COPY SHOP	Adm	Copies, scans, email services (trans. # 266147; 266296; 266301; 266448; 266785)	670 010 5340030	418.54

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00080	SUPER 1 FOODS	Op/M	Bleach (inv. # 11-771885)	670 010 5340030	77.04
02409	WASHINGTON ASSOCIATION OF SEWER AND WATER DISTRICTS	Adm	2022 dues	670 010 5340040	153.11
D0024	LAURMAR ELECTRIC INC	Op/M	Flowmeter upgrade (inv. # 2121)		1118.61
D0044	VITAL MECHANICAL SERVICE	Op/M	Master meter installation (inv. # 43451)	670 010 5340040	2561.48
D0043	WASZKIEWICZ, PAUL	Adm	Property sold – credit refund	670 010 5340040	14.98
02977	WISE, MARY	Adm	Postage due, cell phone minutes	670 010 5340030	27.01
02977	WISE, MARY	Adm	Perforated printer paper	670 010 5340040	138.52
00110	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i> DO NOT GENERATE WARRANT	Adm	Social Security & Medicare – Employer Contributions to IRS for December	670 010 5340020	426.69
				TOTAL	6055.98

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount	
02977	WISE, MARY	Payroll	670 010 53410	1410.30	
D0012	IHRKE, LETHA	Payroll	670 010 53410	820.97	
D0022	NELSON, CARL B.	Payroll	670 010 53410	2307.29	
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87	
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	14.08	
00110	INTERNAL REVENUE SERVICE – Employee Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i> DO NOT GENERATE WARRANT	Tax, Social Security & Medicare – Employee Contributions to IRS for December	670 010 520	906.69	
				TOTAL	5577.20

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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 \$6055.98.

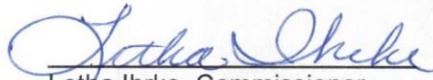
The commissioners approved payroll in the amount of \$5577.20.

Total approved for claims & payroll: **\$11633.18.**

The next regular meeting was set for: January 12, 2022, 7:00 p.m.

The meeting was adjourned at 8:40 p.m.

Board of Commissioners:


Letha Ihrke, Commissioner


Roger Swansen, Commissioner


Vince Konkler, Commissioner

ATTEST


Mary Wise, Clerk