

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 **February 9, 2022**, 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 Letha Ihrke, Commissioner Roger Swansen, Commissioner Vince Konkler, Water Operator Carl Nelson, Jerry Ihrke and Howard Briggs, Mary Wise and clerk Bonnie Callecod.

The meeting was called to order by Chair Vince Konkler at 7:04 p.m.

The minutes of the regular meeting held January 12, 2022 were read.  
Letha moved and Roger seconded to approve the minutes. The motion passed.

**Treasurer's Report:**

Fund 670 010*	Balance as of 01/12/2022:	197,277.09
(General Fund)	Expended claims payments	5552.01
	Expended payroll	4564.20
	Water Sales	7622.20
	Excise Tax	489.70
	Balance as of 2/09/2022:	<b>195,272.78</b>
Fund 670 022	Balance as of 1/12/2022:	54,916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 2/09/2022:	<b>54,916.11</b>
Fund 670 031	Balance as of 1/12/2022:	38819.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1250.00
	Supplemental Deposit (3.00/pmt)	375.00
	Payment	0.00
	Balance as of 2/09/2022:	<b>40,444.41</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	113,915.88

Total Monthly Revenues	9736.90
Total Monthly Expenditures	<b>10,116.21</b>

Comparison to last year:

Fund 670 010*	Balance as of 1/13/2020:	218,011.18
(General Fund)	Expended claims payments	3954.11
	Expended payroll	4518.20
	Correction on December claims form	5.24
	Water Sales	3221.03
	Excise Tax	1224.28

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	Balance as of 2/10/2021:	213,978.94
Fund 670 022	Balance as of 1/13/2021:	7,718.00
(Capital Improvements Fund)	Deposits (New Connection Fees)	27,195.36
	Expenditures	0.00
	Balance as of 2/10/2021:	34,913.36
Fund 670 031	Balance as of 1/13/2021:	31,833.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1600.00
	Supplemental Deposit (3.00/pmt)	480.00
	Payment	0.00
	Balance as of 2/10/2021:	33,913.58
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	136,699.05

Kittitas County Water District #7  
General Ledger Report  
(from Kittitas County Office of the Treasurer)  
1/1/2022 to 1/31/2022

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

Beginning Cash on Hand	\$213,314.02
Total Received	\$11,601.95
Total Disbursed	-\$11,464.26
Ending Cash on Hand	\$213,451.71

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	\$33,267.35
Total Received	\$2,457.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$35,724.35
Ending Bonds Outstanding	\$113,915.88

Letha moved and Roger seconded to approve Treasurer's Report. The motion passed.

**Maintenance Report**

Water pumped through January 2022: 2.36 acre-feet  
Water pumped through January 2021: 1.48 acre-feet

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Water pumped through January 2020: 1.54 acre-feet

Water pumped January 1-31, 2022: 769,661 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 pumping has been fairly regular at 22,000 gallons per day. The meter fixed itself of its oddity and it's back to regular usage.

**Old Business**

Current water connections: 233 active accounts (out of 267 available connections).

Managers' Reports – there was nothing to report that was not covered in other topics on the agenda.

Capital Improvements update (including income survey) – Commissioners met with Water Operator to work together and focus on updating Old Business. A financial survey will be required if Kittitas County Water District #7 wants to pursue funding to make improvements, otherwise it will have to be paid for by residents for capital funding. A small block grant would be beneficial to be able to do surveys ourselves. If customers want to pay for the entire project themselves, they won't need to have an income survey.

Levy options - Does the water district want to conduct a financial survey of customers? – Covered in the topic above. Continued in New Business for finding a new lawyer for Kittitas County Water District # 7.

Water operator salary- All three commissioners agreed not to increase salary at this time. Salary is to stay as is, and they will be mapping out a list of jobs to be paid by the hour. Some office work will be included to increase water operator duties.

Names on Delinquency Reports/Shutoff Notices- It was decided to have full customer information printed on the Delinquency Reports and Shutoff Notices that is given to the commissioners. County Auditor confirmed that it is public record, so full information can be given.

Cross Training of Commissioners- Carl is putting together binders with maps and locations of all meters, hydrants, shutoff valves, monitoring and crossover locations and job duties for cross training of the water operator duties that need to be done in emergency situations.

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**New Business**

Water Operator's Report- Making emergency response packets for commissioners. Carl wrote a letter to Russel Mau, Regional Director of Department of Health, to keep in the loop with funding.

Lawyer for Kittitas County Water District # 7- We need to find a new lawyer to be on file to be able to get Resolutions for water levy 80 days before election. Letha will check with other areas with who they use as their lawyer. <Action item for Letha>.

Business Cards- The commissioners requested that business cards be made for all Commissioners and Water Operator. <action item for clerk>.

Resolution 2022-01: Resolution for hiring Bonnie Callecod as clerk. Roger moved and Letha seconded, motion passed.

Resolution 2022-02: Resolution canceling WA Cares Warrant was motioned by Letha and seconded by Roger and passed.

Open discussion – Mileage for Roger and Vince will be paid to them in March for class taken.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 2/13/2022) – The commissioners reviewed the list. Confirmation from County Auditor that full information can be given on the report to each commissioner, and report minus names to the Water Operator.

**Added Items**

The commissioners will decide on a date to meet with the Beedles. Clerk will resend Beedle contract to Letha to get a signature. Beedles sent a refund check from being double paid.

The commissioners discussed a possible water rate increase and potential annual meeting date. They asked the clerk to see when the last bill was paid on the Baker Building rent.

Commissioners requested an updated copy of customer list.

Bridge repairs-Draft letter to contact water operator in case of emergency.

The commissioners disputed the invoice from NW Landscaping for snow plowing dates. Letha requested copies of invoices. Bill was removed from claims form.

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Test: Bacteria (inv. 16105)	670 010 5340040	25.00
00406	THE COPY SHOP	Adm	Copies (trans. # 268677)	670 010 5340030	130.28
00317	JERROLS	Adm	Binders (inv # 748219)	670 010 5340030	10.56
D0002	COSAND, JERRY	Op/M	Snow plowing(1/8/22, 1/17/22)	670 010 5340040	375.00
D0017	PERNA, SCOTT E CPA	Adm	W2s, W-3, 1099s, 1096 preparation	670 010 5340040	295.04

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02669	PUGET SOUND ENERGY	Adm	Electricity (1/04/2022)	670 010 5340040	607.86
03230	CALVIN BEEDLE EXCAVATING AND TRUCKING	Op/M	Install meter on 171 Highline Loop; install hydrants, water leak repair (inv 06118, 06119)	670 010 5340040	11607.59
03278	US POSTAL SERVICE	Adm	Pre-stamped, pre-printed envelopes	670 010 5340030	1393.40
D0022	NELSON, CARL B.	Adm	Refund of Washington Cares withholding	670 010 5340040	9.77
D0012	IHRKE, LETHA	Adm	Refund of Washington Cares withholding	670 010 5340040	4.63
01574	SWANSEN, ROGER	Adm	Refund of Washington Cares withholding	670 010 5340040	1.49
02977	WISE, MARY	Adm	Refund of Washington Cares withholding	670 010 5340040	10.62
02977	WISE, MARY	Adm	Certified fees; postage dues	670 010 5340040	86.20
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 <b>February</b>	670 010 5340020	458.18
	<b>DO NOT GENERATE WARRANT</b>				
				<b>TOTAL</b>	<b>15015.62</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount	
02740	CALLECOD, BONNIE	Payroll	670 010 53410	741.34	
02977	WISE, MARY	Payroll	670 010 53410	981.13	
D0012	IHRKE, LETHA	Payroll	670 010 53410	750.25	
01574	SWANSEN, ROGER	Payroll	670 010 53410	470.57	
D0047	KONKLER, VINCE	Payroll	670 010 53410	420.57	
D0022	NELSON, CARL B.	Payroll	670 010 53410	1541.33	
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	25.33	
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 <b>February</b>	670 010 520	1058.18	
	<b>DO NOT GENERATE</b>				
				<b>TOTAL</b>	<b>5988.70</b>

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

The commissioners approved 670 010 Claims Payment Request in the amount of \$15,015.62.

The commissioners approved payroll in the amount of \$5988.70.

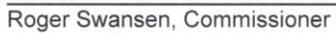
Total approved for claims & payroll: **\$21,004.32.**

The next regular meeting was set for: March 9, 2022, 7:00 p.m.

The meeting was adjourned at 8:46 p.m.

Board of Commissioners:

  
Letha Ihrke, Commissioner

  
Roger Swansen, Commissioner

  
Vince Konkler, Commissioner

ATTEST

  
Bonnie Callecod, Clerk