

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 **March 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 Vince Konkler, Water Operator Carl Nelson, clerk Bonnie Callecod.

The meeting was called to order by Chair Vince Konkler at 7:12 p.m.

The minutes of the regular meeting held February 9, 2022 were read.  
Letha moved and Vince seconded to approve the minutes. The motion passed.

**Treasurer's Report:**

Fund 670 010*	Balance as of 02/09/2022:	195272.78
(General Fund)	Expended claims payments	15015.62
	Expended payroll	5988.70
	Water Sales	7021.51
	Excise Tax	685.89
	Balance as of 3/09/2022:	<b>181,975.86</b>
Fund 670 022	Balance as of 2/09/2022:	42,916.01
(Capital Improvements Fund)	Deposits (New Connection Fees)	3798.84
	Expenditures	0.00
	Balance as of 3/09/2022:	<b>46,714.85</b>
Fund 670 031	Balance as of 2/09/2022:	40444.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1640.00
	Supplemental Deposit (3.00/pmt)	492.00
	Payment	0.00
	Balance as of 3/09/2022:	<b>42,576.41</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	113,915.88

Total Monthly Revenues	13638.24
Total Monthly Expenditures	<b>21004.32</b>

Comparison to last year:

Fund 670 010*	Balance as of 2/10/2021:	213,978.94
(General Fund)	Expended claims payments	1063.10
	Expended payroll	3899.40
	Meter Installation Costs deposit	4000.00
	Water Sales	9920.40

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

	Excise Tax	2450.52
	Balance as of 3/10/2021:	<b>225,387.36</b>
Fund 670 022	Balance as of 2/10/2021:	34,913.36
(Capital Improvements Fund)	Deposits (New Connection Fees)	7597.68
	Expenditures	0.00
	Balance as of 3/10/2021:	<b>42,511.14</b>
Fund 670 031	Balance as of 2/10/2021:	33,913.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	4530.00
	Supplemental Deposit (3.00/pmt)	1359.00
	Payment	0.00
	Balance as of 3/10/2021:	<b>39,802.58</b>
	<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)  
2/1/2022 to 2/28/2022

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

Beginning Cash on Hand	\$213,451.71
Total Received	\$11,329.31
Total Disbursed	-\$16,685.22
Ending Cash on Hand	\$208,095.80

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$42,916.01
Total Received	\$3,798.84
Total Disbursed	-\$0.00
Ending Cash on Hand	\$46,714.85

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

Beginning Cash on Hand	\$35,724.35
Total Received	\$2,327.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$38,051.35
Ending Bonds Outstanding	\$113,915.88

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

**Maintenance Report**

KITTITAS COUNTY WATER DISTRICT #7  
SUNLIGHT WATERS

P.O. Box 161, Thorp, WA 98946

Water pumped through January 2022: 2.36 acre-feet  
Water pumped through January 2021: 1.48 acre-feet  
Water pumped through January 2020: 1.54 acre-feet

Water pumped January 1-31, 2022: 769,661 gallons  
Water pumped February 1-28, 2022: 496,581 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 25,000-26,000 gallons per day, averaging 17,000 gallons a day. Pump is running regularly after finding water leak. A property owner had a broken pipe from bathroom renovation that was not discovered until much later.

**Old Business**

Current water connections: 234 active accounts plus one pending (out of 267 available connections).

Capital Improvements update (including income survey) – Commissioners discussed the types of loans qualified for grants:

CDBG – in house (qualify for grant funds PR campaign for homeowners' benefit)

Revolving state fund

RCAC source for managing 3rd party steps. Cathy Reed- get standard form

Carl will continue to work on income survey forms for customers. <Action item for Carl>.

Carl and Vince plan to attend Asset Management, and cost analysis training.

Commissioners will plan a work session for funding.

Water Rate Increase – Commissioners discussed raising rates because of cost of service increases.

Lawyer for Kittitas County Water District #7 – Jennifer Ellis plans on staying our lawyer, she doesn't want to do the resolutions for levy. Richard Cole resulted in no response after 3 weeks. We need to find someone to help with the levy. Better to wait until after getting financial information. Dick Jonson says best option is to bypass a lawyer and go straight to bond council. Recommend Nancy from Foster Garvey for an income survey with Cathy.

Commissioners met with the Beedles. The yearly contract was signed and original will be mailed.

Financial survey of customers – Commissioners discussed various options for a third party for the financial survey.

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

Seeking Engineering Services / Funding – Commissioners discussed setting up a date to review the scoresheet and to look for the best suitable negotiated price. Carl submitted a letter to the tech team, but it was premature. Vince will amend water system plan and project report to be 2025 consistent, referring to reestablishing. <Action item for Vince>. Vince will confirm with Brenda, what is all needed, Pay or finance? 0.00% loan or keep money in bank. There is a link to apply online. <Action item for Vince>.

Cross training of commissioners for emergencies/separate job categories – Vince offered to learn how to chlorinate the water at the pumphouse.

Northwest Landscaping invoice resubmitted and was approved at the meeting.

Update: Large leak from February located. It was discussed in Maintenance Report.

RFQ status – Commissioners have a meeting March 11, 2022 to go over score sheet.

Bonnie will give commissioners a copy of the procedure manual.

Additional rental space in Baker Building – The commissioners are continuing to work on getting approval for space.

**New Business**

Water Operator's Report (Repair & Maintenance Work) April 30, 2022 will be the first meter reading of 2022. Russell Mau said that the commissioners were jumping ahead in response to the letter that was sent. Carl did all inspections. Carl suggested to have a meet and greet with people that the commissioners and water operator deal with.

Letha reported that she had to manually turn on the pump and had to check it 3-4 times a day.

**Open Discussion**

There were no guests at the meeting.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 3/16/2022) - the commissioners reviewed the log.

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Test: Bacteria (inv 16290)	670 010 5340040	25.00
D0046	NORTHWEST LANDSCAPE AND DESIGN, LLC	Op/M	Snow Removal (inv 258)	670 010 5340040	307.80
D0024	LAURMAR ELECTRIC, INC	Op/M	Flow meter, storage tank level control (inv 2176)	670 010 5340040	2217.51

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

02972	ONE CALL CONCEPTS, INC	Op/M	Evacuation Notifications (inv 2029192)	670 010 5340040	3.21
00769	NEEDHAM, THOMAS	Adm	Property sold-credit refund	670 010 5340040	106.33
00317	JERROLS	Adm	Hanging files, correction tape	670 010 5340030	14.19
D0047	KONKLER, VINCE	Adm	Mileage Reimbursement-travel for class	670 010 5340040	126.95
01574	SWANSEN, ROGER	Adm	Mileage Reimbursement-travel for class	670 010 5340040	126.95
02740	CALLECOD, BONNIE	Adm	Cert mail, Postage Due, cell phone minutes	670 010 5340040	78.94
02740	CALLECOD, BONNIE	Adm	Business cards for commissioners and water operator, copy paper	670 010 5340030	84.03
02977	WISE, MARY	Adm	Banker boxes	670 010 5340030	15.15
00110	INTERNAL REVENUE SERVICE – Employer Contributions (held by Kittitas County Water District #7 to pay IRS via EFTPS)	Adm	Social Security & Medicare – Employer Contributions to IRS for <b>March</b>	670 010 5340020	441.00
<b>DO NOT GENERATE WARRANT</b>					
				<b>TOTAL</b>	<b>3547.06</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1148.87
02977	WISE, MARY	Payroll	670 010 53410	823.87
D0012	IHRKE, LETHA	Payroll	670 010 53410	778.64
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.63
D0047	KONKLER, VINCE	Payroll	670 010 53410	185.26
D0022	NELSON, CARL B.	Payroll	670 010 53410	1643.35
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical	670 010 520	25.38

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

		Leave		
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 March	670 010 520	1041.00
	<b>DO NOT GENERATE WARRANT</b>			
			TOTAL	<b>5764.00</b>

Letha moved and Vince seconded to approve the claims and payroll. The motions passed.

The commissioners approved 670 010 Claims Payment Request in the amount of \$3547.06.

The commissioners approved payroll in the amount of \$5,764.00.

Total approved for claims & payroll: **\$9311.06.**

The next regular meeting was set for: April 12, 2022, 6:00 p.m.

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

Board of Commissioners:

  
 Letha Ihrke, Commissioner

ATTEST

  
 Bonnie Callecod, Clerk

  
 Roger Swansen, Commissioner

  
 Vince Konkler, Commissioner

