

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

Letha Ihrke, Commissioner

Vince Konkler, Commissioner

**MINUTES** of the regular meeting of the Board of Commissioners, held **May 10, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Letha Ihrke, Commissioner Vince Konkler, Water Operator Carl Nelson, resident Dorothy Nichols, and clerk Bonnie Callecod.

The meeting was called to order by Chair Vince Konkler at 6:04 p.m.

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

**Treasurer's Report:**

Fund 670 010*	Balance as of 04/12/2022:	187,576.18
(General Fund)	Expended claims payments	3455.34
	Expended payroll	4113.00
	Meter Installation Costs Deposits	2500.00
	Water Sales	7345.20
	Excise Tax	489.48
	Balance as of 5/10/2022:	<b>190,342.52</b>
Fund 670 022	Balance as of 4/12/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 5/10/2022:	<b>54,312.53</b>
Fund 670 031	Balance as of 4/12/2022:	45,943.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1460.00
	Supplemental Deposit (3.00/pmt)	438.00
	Payment	0.00
	Balance as of 5/10/2022:	<b>47,841.41</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	113,915.88

Total Monthly Revenues	12,232.68
Total Monthly Expenditures	7,568.34

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Comparison to last year:

Fund 670 010*	Balance as of 4/14/2021:	237,451.73
(General Fund)	Expended claims payments	8776.93
	Expended payroll	4493.10
	Meter Installation Costs deposit	2500.00
	Water Sales	5471.27
	Excise Tax	389.09
	Balance as of 5/12/2021:	<b>232,542.06</b>
Fund 670 022	Balance as of 4/14/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 5/12/2021:	<b>53,907.65</b>
Fund 670 031	Balance as of 4/14/2021:	42,909.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1440.00
	Supplemental Deposit (3.00/pmt)	432.00
	Payment	0.00
	Balance as of 5/12/2021:	<b>44,781.58</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)  
4/1/2022 to 4/30/2022

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

Beginning Cash on Hand	\$205,290.48
Total Received	\$10,836.39
Total Disbursed	-\$10,522.97
Ending Cash on Hand	\$205,603.90

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$46,714.85
Total Received	\$7,597.68
Total Disbursed	\$-\$0.00
Ending Cash on Hand	\$54,312.53

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

Beginning Cash on Hand	\$40,417.35
Total Received	\$2,288.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$42,705.35

Ending Bonds Outstanding \$113,915.88

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

**Maintenance Report**

Water pumped through April 2022: 7.23 acre-feet  
Water pumped through April 2021: 6.23 acre-feet  
Water pumped through April 2020: 7.09 acre-feet

Water pumped January 1-31, 2022: 769,661 gallons  
Water pumped February 1-28, 2022: 496,581 gallons  
Water pumped March 1-31, 2022: 564,483 gallons  
Water pumped April -30, 2022: 524,486 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.) First meter read was taken on 4/30/2022.

Letha reported that residuals are down a little. The tank was filled with a mixture of old and new chlorine, and the pump is cycling every 3 or 4 days with 1 rest day, but running smoothly and averaging 23,000- 24,000 gallons a day.

**Old Business**

Current water connections: 235 active accounts plus one pending (out of 267 available connections).

Capital Improvements update- Carl met with fire chief, Brandon Schmidt, to determine which hydrants need to be focused on replacing first. Identified 4 sites for hydrant replacement and to keep one hydrant for emergency needs.

Financial Survey of customers – Attempt a survey for funding with a newsletter and at the annual meeting to let homeowners know why we collect the information. Median household income below \$51K/year will get more funding. Possibly have Jonson & Jonson look at the results. <action item for Carl> to work on newsletter.

Cross training of commissioners for emergencies/separate job categories- training is put on hold for now.

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Additional rental space in Baker Building – It would be to the resident’s advantage, having inventory on hand, and to save money buying supplies now before prices rise and to store the work truck.

Water District Tour with Representatives turnout – Turnout was great. In attendance were commissioners Letha Ihrke and Vince Konkler, and Water Operator Carl Nelson, Rep. Tom Dent, Sen. Judy Warnick and Rep. Alex Ybarra, and residents Daryle Dkaugstad, Mike Budschat, Kami Burnett, Christina Konkler, Stephanie Josenhans, Jeannine Takaki, Anne Berry, Archie and Dorothy Nichols, Jerry Ihrke, Howard and Joan Briggs, Donna Mayo and Farid Abdul-Wahid. Drone video and photos will be loaded onto Dropbox <action item for Carl> Meet and greet cemented a relationship with the Reps and we should think about inviting them back during their campaign. <action item for Vince> to write thank you letters to the Reps and attach photos.

Annual Meeting Date- Saturday, September 17, 2022 at 10am, <action item for Letha> to confirm reservation for clubhouse for meeting. <Action item for Bonnie> Notice of Annual Board Meeting date on next billing invoice (put on hold after meeting).

**New Business**

Water Operator’s Report (Repair & Maintenance Work) - Began clean up and inspecting while doing the first meter readings. Carl will begin concentrating on two new meter installs and replacing hydrants. <Action item for Carl> to ask electrician about a pump fault light.

Search for a new commissioner – Sent out a notice looking for a commissioner. We had one response. 30 days then review

Attorney questions:

- 1) Did the Board elect officers for the year at a previous board meeting? No
- 2) Is the Board up to date on Open Public Meetings Act and Public Records Requests Training? Yes, Vince and Roger went in January.

Water System Amendment with Microsoft Teams Meeting on May 9, 2022 went well. Carl has been doing great dealing with the Department of Health, and they are on board and stated it should be a streamline process with government with the work that has been done already. Gray & Osborne needs 4 years of Meter Readings and billed consumption numbers. 2020 was irregular due to Covid. Amendment expires in 2025 and we’re on the right track to getting second water source.

**Open Discussion**

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 5/14/2022) - the commissioners reviewed the log.

Look into getting a credit card for the Water District to use. <action item for Letha> Ask Treasurer’s Office if this is an option.

<Action item for Carl> to get original contract from Beedle

Reimburse Letha \$50.00 for writing a personal check to reserve clubhouse for Representative visit.

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We need a contract if we need to pay a fee for the monthly Water District # 7 meeting.

Dates for document retention - Given a couple names of people at CWU to contact for more information.

<Action item for Vince> 2nd invoice insert for 3<sup>rd</sup> commissioner including a deadline.

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
03088	SWANSON, PAUL	Op/M	Meter install dep refund (warrant # 701372699)	670 010 5340040	1116.65
00317	JERROLS	Adm	3-hole punch, hanging files, 2 clip magnets, 2 highlighters (inv 759249) Paper ream (inv 759732)	670 010 5340030	41.80
06915	LABTEST	Op/M	Bacteria Test (inv 16637)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS, INC	Op/M	Evacuation Notifications: 11 (inv 2049192)	670 010 5340040	11.77
00614	LAW OFFICE OF JONSON & JONSON, P.S.	Adm	Review and edit Gray & Osborne engineering services contract, emails with client (inv 37183)	670 010 5340040	227.50
00921	DEPARTMENT OF HEALTH	Adm	2022 Operating Permit and Operator Certification System Fee	670 010 5340040	502.00
D0012	IHRKE, LETHA	Adm	Reimbursement for paying Copy Shop account by owner request	670 010 5340040	81.23
02740	CALLECOD, BONNIE	Adm	USPS-stamps and mailed certified letters, bought cell phone minutes	670 010-5340040	67.68

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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>May</b>	670 010 5340020	314.62
	<b>DO NOT GENERATE WARRANT</b>				
				<b>TOTAL</b>	<b>2388.25</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount	
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1098.89	
D0012	IHRKE, LETHA	Payroll	670 010 53410	631.62	
D0047	KONKLER, VINCE	Payroll	670 010 53410	185.30	
D0022	NELSON, CARL B.	Payroll	670 010 53410	1539.53	
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	18.04	
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 May	670 010 520	639.62	
	<b>DO NOT GENERATE WARRANT</b>				
				<b>TOTAL</b>	<b>4113.00</b>

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$2388.25.

The commissioners reviewed payroll in the amount of \$4113.00.

Total approved for claims & payroll: **\$6501.25**. Letha moved and Vince seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: June 14, 2022, 6:00 p.m.

The meeting was adjourned at 7:59 p.m.

Board of Commissioners:

  
Letha Ihrke, Commissioner

  
Vince Konkler, Commissioner

ATTEST

  
Bonnie Callecod, Clerk