

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 **June 14, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Letha Ihrke, Commissioner Vince Konkler, Water Operator Carl Nelson, resident Mike Budschat, and clerk Bonnie Callecod.

The meeting was called to order by Chair Vince Konkler at 6:12 p.m.

The minutes of the regular meeting held May 10, 2022 were read. Letha moved and Vince seconded to approve the minutes. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 05/10/2022:	190,342.52
(General Fund)	Expended claims payments	3853.07
	Expended payroll	4705.00
	Water Sales	7083.05
	Excise Tax	480.36
	Balance as of 6/14/2022:	189,347.86
Fund 670 022	Balance as of 5/10/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 6/14/2022:	54,312.53
Fund 670 031	Balance as of 5/10/2022:	47,841.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1530.00
	Supplemental Deposit (3.00/pmt)	459.00
	Payment	0.00
	Balance as of 6/14/2022:	49,830.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	9552.41
Total Monthly Expenditures	8558.07

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Comparison to last year:

Fund 670 010*	Balance as of 5/12/2021:	232,542.06
(General Fund)	Expended claims payments	9430.27
	Expended payroll	4454.90
	Water Sales	7387.63
	Excise Tax	499.98
	Balance as of 6/9/2021:	226,544.50
Fund 670 022	Balance as of 5/12/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 6/9/2021:	53,907.65
Fund 670 031	Balance as of 5/12/2021:	44,781.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1580.00
	Supplemental Deposit (3.00/pmt)	474.00
	Payment	0.00
	Balance as of 6/9/2021:	46,835.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
 General Ledger Report
 (from Kittitas County Office of the Treasurer)
 5/1/2022 to 5/31/2022

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

Beginning Cash on Hand	\$205,603.90
Total Received	\$11,482.30
Total Disbursed	\$6,844.79
Ending Cash on Hand	\$210,241.41

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$54,312.53
Total Received	\$0.00
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	\$42,705.35
Total Received	\$2,366.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$45,071.35
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 May 2022: 9.26 acre-feet
Water pumped through May 2021: 8.62 acre-feet
Water pumped through May 2020: 9.69 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
Water pumped May 1-30, 2022: 662,280 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 the pump had to be reset, but it's running well. Residuals are holding steady at .36, running smoothly and averaging 23,000- 25,000 gallons a day.

Old Business

Current water connections: 237 active accounts (out of 267 available connections).

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

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. <action item for Carl> to work on newsletter. <action item for Vince >Vince will talk to Dick Jonson about tallying surveys.

Annual Meeting Date- A "save the date" will be put on the June invoices <action item for Bonnie>, and a separate notice will be printed as an insert for the July or August invoice, <action item for Vince>. <action item for Vince> ask Gray & Osborne come to the annual meeting.

Additional rental space in Baker Building – Vince will start up negotiations with HOA president to talk about what we want/need with the Baker Building including pest control, parking, cost for functional storage. Call around to some pest control services, get combo to building to get in and check it out.

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Credit Cards for the Water District #7 to use- We need to find a bank that is compatible with the county. There are a couple different ways we can do it. <Action item for Bonnie> Research what is needed to obtain credit/debit cards and how they can be used. <action item for Bonnie> ask Treasurer/Auditor what options are regarding BARS records, customer payments.

Appointing a commissioner- 3.5 years left on Roger's term. Replacement commissioner would have to run for position at the end of that term. Potentially, two positions will be available November 2023. Mike Josenhans will start in July as new commissioner.

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

Consumer Confidence Report- <action item for Carl>-send to clerk to print and put in with invoices

New Business

Water Operator's Report (Repair & Maintenance Work) - <action item for Carl> to ask electrician about putting in a fault light. Carl called, but got no response. Carl will ask about it the next time they're out for another task. Carl got some weed eating done. Two new water meters were installed and 3 hydrants were replaced. Two hydrants remain in inventory. Carl wants to put one up on Sunlight Drive and keep one as reserve, which was agreed on by Letha and Vince. <action item for Bonnie> order door hangers for Temporary Out of Service Notices. Carl would like to stock up on some supplies to keep on hand.

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.

Per RCW 57.12.010 we need to elect a president and secretary by resolution or motion - Upon motion made, seconded and passed, Vince Konkler was elected as President and Letha Ihrke was elected as Secretary. <action item for Bonnie> type up resolution.

Open Discussion

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 6/20/2022) - the commissioners reviewed the log.

<action item for Bonnie> look at other billing options and/or get Microsoft 365. Look into using e-statements or postcards and accept card payments.

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<action item for Bonnie> email customer list to Letha, Vince and Carl

<action item for Letha> let county know we hired Dick Johnson as KCWD7 attorney.

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria Test (inv 16804)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 4 (inv 2059194)	670 010 5340040	4.28
00614	LAW OFFICE OF JONSON & JONSON, P.S.	Adm	Review and edit April meeting minutes & emails (inv 37244)	670 010 5340040	97.50
02669	PUGET SOUND ENERGY	Adm	Electricity (5/4/2022)	670 010 5340040	559.37
00363	KNUDSON'S	Op/M	Posts and concrete (inv 250070 & 250223)	670 010 5340030	199.32
00317	JERROL'S	Adm	6 folders (inv761117)	670 010 5340030	5.79
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Drain rocks for new hydrants (inv 324110)	670 010 5340030	338.20
00131	MIDSTATE CO-OP	Op/M	Helveston meter supplies (inv 4170818) Simunek meter supplies (inv 4171569, 4170817), hydrant supplies (inv 5088008, 4171570) shop supplies (inv 4170817, 4170816)	670 010 5340030	1197.55
03083	SUNLIGHT WATERS COUNTRY CLUB	Adm	2021 Baker Building Storage (inv 2730) April 2021-March 2022	670 010 5340040	300.00
03083	SUNLIGHT WATERS COUNTRY CLUB	Adm	2022 Baker Building Storage (inv 2731) April 2022-March 2023	670 010 5340040	300.00
D0022	NELSON, CARL	Op/M	Reimbursement-Locking gas caps, truck maintenance supplies, fuel for work truck	670 010 5340030	151.21
D0012	IHRKE, LETHA	Adm	Reimbursement-Clubhouse rental deposit	670 010 5340040	50.00
02740	CALLECOD, BONNIE	Adm	USPS-mailed certified letters, Boost Mobile minutes reimburse mileage	670 010 5340040	264.92

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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 June	670 010 5340020	359.93
	DO NOT GENERATE WARRANT				
				TOTAL	3853.07

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1048.87
D0047	KONKLER, VINCE	Payroll	670 010 53410	185.30
D0012	IHRKE, LETHA	Payroll	670 010 53410	631.62
D0022	NELSON, CARL B.	Payroll	670 010 53410	2083.61
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	20.67
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 June	670 010 520	734.93
	DO NOT GENERATE WARRANT			
				TOTAL 4705.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$3583.07.

The commissioners reviewed payroll in the amount of \$4705.00.

Total approved for claims & payroll: **\$8558.07**. Letha moved and Vince seconded to approve the claims and payroll as presented. The motion passed.

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

The meeting was adjourned at 8:15 p.m.

Board of Commissioners:



President Commissioner



Commissioner

ATTEST



Bonnie Callecod, Clerk