

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

Letha Ihrke, Commissioner

Vince Konkler, Commissioner

Mike Josenhans, Commissioner

MINUTES of the regular meeting of the Board of Commissioners, held **July 12, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Letha Ihrke, Commissioner Vince Konkler, Commissioner Mike Josenhans, Water Operator Carl Nelson, and clerk Bonnie Callecod.

The meeting was called to order by Chair Vince Konkler at 6:16 p.m.

Mike Josenhans was sworn in as Commissioner position 3.

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

Treasurer's Report:

Fund 670 010*	Balance as of 06/14/2022:	189,347.86
(General Fund)	Expended claims payments	3974.96
	Expended payroll	3820.00
	Water Sales	10,316.83
	Excise Tax	680.63
	Balance as of 7/12/2022:	192,550.36
Fund 670 022	Balance as of 6/14/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 7/12/2022:	54,312.53
Fund 670 031	Balance as of 6/14/2022:	49,830.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1850.00
	Supplemental Deposit (3.00/pmt)	570.00
	Payment	0.00
	Balance as of 7/12/2022:	52,250.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	13,417.46
Total Monthly Expenditures	7,794.96

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Comparison to last year:

Fund 670 010*	Balance as of 6/9/2021:	226,544.50
(General Fund)	Expended claims payments	23,955.16
	Expended payroll	5346.40
	Water Sales	12,101.47
	Excise Tax	794.34
	Balance as of 7/14/2021:	226,544.50
Fund 670 022	Balance as of 6/9/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	2991.54
	Balance as of 7/14/2021:	50,916.11
Fund 670 031	Balance as of 6/9/2021:	46,835.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2230.00
	Supplemental Deposit (3.00/pmt)	669.00
	Payment	0.00
	Balance as of 7/14/2021:	49,734.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
6/1/2022 to 6/30/2022

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

Beginning Cash on Hand	\$210,241.41
Total Received	\$9,674.70
Total Disbursed	\$7653.84
Ending Cash on Hand	\$212,262.27

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	\$45,071.35
Total Received	\$2,210.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$47,281.35

Ending Bonds Outstanding \$113,915.88

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

Maintenance Report

Water pumped through June 2022: 11.72 acre-feet
Water pumped through June 2021: 12.07 acre-feet
Water pumped through June 2020: 12.46 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 1-31, 2022: 662,280 gallons
Water pumped June 1-30, 2022: 802,154 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 is looking good. Residuals are holding steady at .40. It's sporadic, but within usage for 2021. The pump has not tripped again so far this month. We are averaging 26,738 gallons a day. Customers with high usage paid in full.

Old Business

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

Cross training of commissioners for emergencies/separate job categories- Will start cross training now that we have 3 commissioners.

Financial Survey of customers – Dick Johnson does not want to tally our surveys. Vince will ask Gray & Osborne if they are willing.

Annual Meeting Date- A separate notice will be printed as an insert for the July invoice, <action item for Bonnie>. Michael and Nancy from Gray & Osborne will be coming to present and answer questions from residents. The commissioners need to make an agenda for annual meeting topics for August invoices.

Additional rental space in Baker Building – Vince attended the board meeting and brought up the need of more space in the Baker Building. The Water District will try and negotiate space and to update the building to best serve the community, including pest control, parking, cost for functional

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storage, having supplies on hand. Call around to some pest control services. Carl will take "before" pictures of things to update and make a to-do list to show the board.

Credit Cards for the Water District #7 to use- <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.

<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.

Resolution 2022-05 signed to elect a President and Secretary

New Business

Water Operator's Report (Repair & Maintenance Work) – Water Operator Manual is almost done. Not much ground work, Going to put one more hydrant in. More parts were ordered to keep supplies on hand.

Working on funding for Capital Improvements for 2023

WASWAD said we would need to have a policy in place if the water district would allow billing reductions on high usage balances. Policy would have to be very specific and have a resolution. Carl will make a list of items for a policy. Home inspection checklist to be a must have in the policy.

Insurance Policy- Dick Jonson looked over our policy to make sure the district is covered correctly. Vince will continue to work on confirming policy

Engineering contract- Letha made a motion to identify the contract for Amendment No.1 to Contract for Professional Engineering Services with Gray & Osborne, and to give permission for Vince to sign on behalf of Water District #7, Mike seconded the motion and the motion passed. Commissioners voted that Vince would be the contact with Gray & Osborne for pre-construction. <action item for Vince> To get due dates and schedule of payments.

Open Discussion

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 7/14/2022) - the commissioners reviewed the log.

Above ground pools- May need to make a policy regarding filling their pools.

How are backflows monitored? - <action item for Carl> to look for information about backflow inspections. <Action item for Vince> to contact the county about how we know if backflow is there.

Spent some extra time filling Mike in on water district items.

File a resolution for updating Claims Agent Contact Information <action item for Bonnie>

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

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Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria Test (inv 17050)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 4 (inv 2069194)	670 010 5340040	4.28
D0049	WILKEY, ZACHARY	Adm	Property Sold 4/5/2022; credit refund	670 010 5340040	6.01
00614	LAW OFFICE OF JONSON & JONSON, P.S.	Adm	Review minutes, rate changes, officer election resolutions, email/calls, check insurance policy (inv 37289)	670 010 5340040	585.00
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	2 nd Quarter Tax	670 010 5340020	26.55
00003	DEPARTMENT OF LABOR & INDUSTRIES	Adm	2 nd Quarter Insurance	670 010 5340020	314.88
00139	WA STATE DEPARTMENT OF REVENUE	Adm	2 nd Quarter Tax	670 010 5340020	2105.00
D0051	GRIGG, LORRAINE	Adm	Property Sold 5/20/2022; credit refund (war # 0701374765)	670 010 5340040	137.72
D0050	CAREY, TERESA	Adm	Property Sold 5/26/2022; credit refund war # 0701374762	670 010 5340040	6.41
D0022	NELSON, CARL	Adm	Property Sold 4/29/2022; credit refund war # 0701374768	670 010 5340040	140.82
02740	CALLECOD, BONNIE	Adm	USPS-mail to Carl, reimburse mileage: 183 miles	670 010 5340040	116.33
02740	CALLECOD, BONNIE	Adm	USPS-stamps, door hangers, copy paper from Costco	670 010 5340030	214.70

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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 July	670 010 5340020	292.26
	DO NOT GENERATE WARRANT				
				TOTAL	3974.96

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	67.63
D0012	IHRKE, LETHA	Payroll	670 010 53410	513.95
D0022	NELSON, CARL B.	Payroll	670 010 53410	1505.48
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	16.81
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 July	670 010 520	667.26
	DO NOT GENERATE WARRANT			
			TOTAL	3820.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$3974.96.

The commissioners reviewed payroll in the amount of \$3820.00.

Total approved for claims & payroll: **\$7794.96**. Letha moved and Mike seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: August 9, 2022, 6:00 p.m.

The meeting was adjourned at 8:59 p.m.

Board of Commissioners:

President Commissioner



Secretary Commissioner



Commissioner

ATTEST



Bonnie Callecod, Clerk