

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 **August 9, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Letha Ihrke, Commissioner Mike Josenhans, Water Operator Carl Nelson, resident Howard Briggs, and clerk Bonnie Callecod.

The meeting was called to order by Commissioner Letha Ihrke at 6:03 p.m.

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

**Treasurer's Report:**

Fund 670 010*	Balance as of 07/12/2022:	192,550.36
(General Fund)	Expended claims payments	6901.02
	Expended payroll	5171.00
	Water Sales	12,224.25
	Excise Tax	782.89
	Balance as of 8/09/2022:	<b>193,485.48</b>
Fund 670 022	Balance as of 7/12/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 8/09/2022:	<b>54,312.53</b>
Fund 670 031	Balance as of 7/12/2022:	52,250.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1970.00
	Supplemental Deposit (3.00/pmt)	591.00
	Payment	0.00
	Balance as of 8/09/2022:	<b>54,811.41</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	113,915.88

Total Monthly Revenues	15,568.14
Total Monthly Expenditures	12,072.02

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Comparison to last year:

Fund 670 010*	Balance as of 7/14/2021:	210,138.75
(General Fund)	Expended claims payments	9831.55
	Expended payroll	5364.60
	Water Sales	8126.95
	Excise Tax	550.83
	Meter Installation Costs deposit	500.00
	Balance as of 8/11/2021:	<b>204,120.38</b>
Fund 670 022	Balance as of 7/14/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	<b>0.00</b>
	Balance as of 8/11/2021:	<b>50,916.11</b>
Fund 670 031	Balance as of 7/14/2021:	49,734.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1750.00
	Supplemental Deposit (3.00/pmt)	525.00
	Payment	0.00
	Balance as of 8/11/2021:	<b>52,009.58</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)  
7/1/2022 to 7/31/2022

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

Beginning Cash on Hand	\$212,262.27
Total Received	\$11,677.03
Total Disbursed	\$9205.94
Ending Cash on Hand	\$214,733.36

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	\$47,281.35
Total Received	\$2446.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$49,727.35

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 July 2022: 15.56 acre-feet  
Water pumped through July 2021: 16.20 acre-feet  
Water pumped through July 2020: 16.21 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  
Water pumped July 1-31, 2022: 1,250,229 gallons

Gallons billed for October 2021 through April 2022: 3,338,971 gallons  
Gallons billed for May 2022: ? gallons  
Gallons billed for June 2022: 708,050 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 tripped once, but doing well since. Usage has been all over the board lately, but averaging 40,000 gallons a day and 15.56 ac ft. Might want to test the floats while the weather is still good and focus on trying to get a time stamp on when the trip goes off to narrow down when it goes off and get a fault code. Possibly need to check the transformer for surges.

**Old Business**

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

Property Sales: Clerk will be entering buyer/seller information each month on sold properties.

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

Financial Survey of customers – Vince will ask Gray & Osborne if they are willing to tally.

Annual Meeting- The commissioners need to schedule a workshop to go over agenda topics.

Additional rental space in Baker Building (update on progress)-

Credit Cards/Checking Account for the Water District #7 to use- Treasurer's office says we can open our own checking account and/or credit card account. They just need to be able to sweep funds out of the account each week. We can choose which bank to use. Clerk would still need to categorize items for auditing purposes. <action item for Bonnie->find business docs for opening accounts.

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<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. Mike will ask someone he knows regarding card payments.

Create a Leak Adjustment Resolution: Carl found information that we could use for an account relief policy. Email was forwarded to everyone. Would like to see the Home Inspection Checklist addressed at the annual meeting.

Insurance Policy Update- Policy was put on the August claims sheet to pay premium.

Sign resolution for updating Claims Agent- 2022-06 was signed and will be recorded at courthouse. Mike made a motion to accept this resolution and Letha seconded. The motion was passed.

How are backflows monitored? – Carl has been reading up on elements of cross connections to look for information about backflow inspections. <Action item for Vince> to contact the county about how we know if backflow is there. <action item for Bonnie> - send cross connection files to Carl. Department of Health website has lots of information. Mike will do some research as well.

**New Business**

Water Operator's Report (Repair & Maintenance Work) – Mid July we had a 76,000-gallon spike. Saturday morning, Carl found a leak on Morrison Canyon at an old meter box at an abandoned house. Beedle Excavating came and repaired the leak. Loss of 100K gallons.

Policy for filling pools- put on hold for now.

Engineering contract- <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 9/13/2022) - the commissioners reviewed the log.

Possibility of installing a locking drop box for payments: Revisit when Vince is back

Certified Mail Rules- Workshop for reworking late notices/charges

Vendor Numbers issued before getting billed: Notify clerk in advance to have a vendor number issued for claims before meeting to get vendors paid sooner.

Mike made a motion allowing a \$500.00 budget for clerk to get supplies for home office set up. Letha seconded the motion. The motion passed.

File sharing software: <action item for Mike> get information on program

Find an IT person for updating website-

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria Test (inv 15984 from 12/10/2021) (inv 17263 for 19305-19308)	670 010 5340040	140.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 5 (inv 2079194)	670 010 5340040	5.35
63603	DOUGLAS INSURANCE	Adm	Policy Renewal: PHPK18040761	670 010 5340040	3459.00
02669	PUGET SOUND ENERGY	Adm	Electricity (7/1/2022)	670 010 5340040	604.72
00317	JERROL'S	Adm	2 toner cartridges, 1 ink drum, colored printer paper (inv 771229 & L2724-01)	670 010 5340030	409.23
D0048	WALTER E NELSON CO OF WESTERN WASHINGTON	Adm	Case of bleach (878185)	670 010 5340030	231.92
00131	MIDSTATE CO-OP	Op/M	Sd cap and Cap Slip (inv 509068)	670 010 5340030	61.40
A0967	TOMMER CONSTRUCTION COMPANY, INC	Op/M	Chip Seal Patch at Sunlight Waters (inv 8042022)	670 010 5340040	540.00
00614	LAW OFFICE OF JONSON & JONSON, P.S.	Adm	Review & comment on minutes, including election and oath procedures. Email/calls, analyze insurance coverage and prepare comparisons (inv 37327)	670 010 5340040	812.50
02740	CALLECOD, BONNIE	Adm	USPS-certified mail in & out, reimburse mileage: 251 miles, Boost Mobile-cell phone bill	670 010 5340040	241.32

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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>August</b>	670 010 5340020	395.58
	<b>DO NOT GENERATE WARRANT</b>				
<b>TOTAL</b>					<b>6901.02</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1688.21
D0047	KONKLER, VINCE	Payroll	670 010 53410	332.36
D0012	IHRKE, LETHA	Payroll	670 010 53410	513.95
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	117.63
D0022	NELSON, CARL B.	Payroll	670 010 53410	1675.55
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	22.72
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 August	670 010 520	820.58
	<b>DO NOT GENERATE WARRANT</b>			
<b>TOTAL</b>				<b>5171.00</b>

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$6901.02.

The commissioners reviewed payroll in the amount of \$5171.00.

Total approved for claims & payroll: **\$12,072.02**. Mike moved and Letha seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: September 13, 2022, 6:00 p.m.

The meeting was adjourned at 7:48 p.m.

Board of Commissioners:

  
\_\_\_\_\_  
President/Commissioner

  
\_\_\_\_\_  
Secretary Commissioner

  
\_\_\_\_\_  
Commissioner

ATTEST

  
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Bonnie Callecod, Clerk