

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 **September 13, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, 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 Vince Konkler at 6:10 p.m.

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

Treasurer's Report:

Fund 670 010*	Balance as of 08/09/2022:	193,485.48
(General Fund)	Expended claims payments	14,141.88
	Expended payroll	5125.00
	Water Sales	14,318.06
	Excise Tax	919.92
	Balance as of 9/13/2022:	189,456.58
Fund 670 022	Balance as of 8/09/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 9/13/2022:	54,312.53
Fund 670 031	Balance as of 8/09/2022:	54,811.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2350.00
	Supplemental Deposit (3.00/pmt)	705.00
	Payment	0.00
	Balance as of 9/13/2022:	57,866.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	18,292.98
Total Monthly Expenditures	19,266.88

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Comparison to last year:

Fund 670 010*	Balance as of 8/11/2021:	204,120.38
(General Fund)	Expended claims payments	5736.77
	Expended payroll	5508.30
	Water Sales	7758.97
	Excise Tax	483.15
	Balance as of 9/08/2021:	201,117.43
Fund 670 022	Balance as of 8/11/2021:	50,916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 9/08/2021:	50,916.11
Fund 670 031	Balance as of 8/11/2021:	52,009.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1050.00
	Supplemental Deposit (3.00/pmt)	315.00
	Payment	0.00
	Balance as of 9/08/2021:	53,374.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
 General Ledger Report
 (from Kittitas County Office of the Treasurer)
 8/1/2022 to 8/31/2022

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

Beginning Cash on Hand	\$214,733.36
Total Received	\$12,507.09
Total Disbursed	\$11,516.90
Ending Cash on Hand	\$215,723.55

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	\$49,727.35
Total Received	\$2483.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$52,210.35

Ending Bonds Outstanding \$113,915.88

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

Maintenance Report

Water pumped through August 2022: 19.24 acre-feet
Water pumped through August 2021: 19.48 acre-feet
Water pumped through August 2020: 19.78 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
Water pumped August 1-31, 2022: 1,201,818 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
Gallons billed for July 2022: 1,079,330 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 everything is going well and residuals are good. Usage has been down, and averaging 20,000-27,000 gallons a day, but leveling out. Went over a month with no pump issues, but had a random read of 9,000 gallons. Possible float issue. Letha set to manual and then set to auto and it corrected itself. 19.24 acre-ft for August.

Old Business

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

Property Sales: Lot 2F29: Buyer Mitch Bogden, Seller Kenny Becker (241 Twin Lakes Rd.)
Lot 2I14: Buyer Habitat for Humanity, Seller Kaitlyn Haysom (380 Highline Loop)
Lot 2H09: Buyer Mitch Bogden, Seller Tiffany Dahl (301 Melton)
Lot 2E11: Buyer Steve Thomson, Seller Jacob Wulf (261 Ridge Loop)
Lot 2G15: Buyer July Machado, Seller Jordan Doucet (1440 Sunlight Dr)

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

Additional rental space in Baker Building (update on progress)-Offer of \$25.00 a month to rent building space was rejected by the HOA. Look into putting a trailer on property for extra storage and a place to park work truck. Water district needs to look for alternate storage solution if no agreeable counter offer is made.

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Credit Cards/Checking Account for the Water District #7 to use- best way for customers to pay is through bill pay at their bank. Mike contacted Water District # 5 to see how they do their billing. It was suggested to look into a Vision program and see what options they have.

Create a Leak Adjustment Resolution: Home Inspection Checklist needs to be sent out with the next invoice. <action item for Bonnie> print out inserts. A resolution needs to be written determining a water usage forgiveness policy.

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. Commissioners will have a work session after the annual water meeting.

New Business

Water Operator's Report (Repair & Maintenance Work) – No major incidents. Regular maintenance and prepping for winter.

Engineering contract- Gray and Osborne will invoice us for services as they happen.

Vince made a proposal to get a one-time PRV service for liability reasons and set up an annual maintenance contract. Mike made a motion to accept the proposal and Letha seconded the motion and the motion passed.

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: <Action Item for Letha> Ask HOA board if a payment box for water payments can be installed.

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

Find an IT person for updating website- Mike will be asking someone

Vince went over what will be discussed at the annual water board meeting.

Need to evaluate 2023 budget and fee schedule, possible reserve study, look at old resolutions to get totals for last years revenue and expenditures.

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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 17480)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 5 (inv 2089194)	670 010 5340040	5.35
00363	KNUDSON'S	Op/M	Paint for Pumphouse (inv 256867)	670 010 5340030	107.16
D0048	WALTER E NELSON CO OF WESTERN WASHINGTON	Op/M	Balance remainder for inv 878185 (didn't send the correct amount last month)	670 010 5340030	18.79
02669	PUGET SOUND ENERGY	Adm	Electricity (9/1/2022)	670 010 5340040	1055.76
03230	CALVIN BEEDLE EXCAVATING	Op/M	Hydrant work (inv 06192,06193,06194,06195) Fix water leak (inv 06196) Meter installs (inv 06185,06186)	670 010 5340040	8312.90
01517	GRAY & OSBORNE, INC	Adm	Water System Pan Amendment No.1 (inv 1)	670 010 5340040	789.61
01477	KITTITAS COUNTY AUDITOR	Adm	Release Dahl lien (inv 127928); record Oath and Resolution 2022-06 (inv 128016)	670 010 5340040	223.50
D0052	HAYSOM, KATIE	Adm	Property Sold 8/5/2022, Cust Refund (war # 701376622)	670 010 5340040	32.66
D0053	BECKER, KENNY	Adm	Property Sold 7/29/2022, Cust Refund (war # 701376617)	670 010 5340040	146.00
D0054	DOUCET, JORDAN	Adm	Property Sold 8/19/2022, Cust Refund (war # 701376620)	670 010 5340040	113.85
D0055	WULF, RENEE	Adm	Property Sold 8/15/2022, Cust Refund (war# 701376631)	670 010 5340040	43.26
01573	SIMUNEK, SIMON	Adm	Meter Install Dep Refund 1A21 (war # 701376629)	670 010 5340040	104.18
03216	JDANCO, LLC	Adm	Meter Install Dep Refund 2G24 (war # 701376623)	670 010 5340040	2306.88
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 331 miles, Boost Mobile- cell phone bill, mail certified letters	670 010 5340040	302.23
02740	CALLECOD, BONNIE	Adm	Vista Print-Business cards for Mike, keyboard, laptop stand and charge cord, book stand, voice recorder, calculator ink, USB hub	670 010 5340030	162.67

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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 September	670 010 5340020	392.08
	DO NOT GENERATE WARRANT				
TOTAL					14141.88

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	2217.25
D0012	IHRKE, LETHA	Payroll	670 010 53410	513.96
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	117.64
D0022	NELSON, CARL B.	Payroll	670 010 53410	1403.47
02987	BRIGGS, HOWARD	Payroll	670 010 53410	33.09
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	22.51
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 September	670 010 520	817.08
	DO NOT GENERATE WARRANT			
TOTAL				5125.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$14,141.88.

The commissioners reviewed payroll in the amount of \$5125.00.

Total approved for claims & payroll: **\$19,266.88**. Letha moved and Mike seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: October 11, 2022, 6:00 p.m.

The meeting was adjourned at 8:20 p.m.

Board of Commissioners:



President Commissioner



Secretary Commissioner



Commissioner

ATTEST



Bonnie Callecod, Clerk