

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 **October 11, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Letha Ihrke, Commissioner Mike Josenhans, Water Operator Carl Nelson, and clerk Bonnie Callecod.

The meeting was called to order by Commissioner Vince Konkler at 6:15 p.m.

The minutes of the regular meeting held September 13, 2022 were read. Letha moved and Mike seconded to approve the minutes. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 09/13/2022:	189,456.58
(General Fund)	Expended claims payments	2320.95
	Expended payroll	5251.00
	Water Sales	7460.26
	Excise Tax	485.20
	Voided Warrant # 701376624	223.50
	Balance as of 10/11/2022:	190,053.59
Fund 670 022	Balance as of 9/13/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 10/11/2022:	54,312.53
Fund 670 031	Balance as of 9/13/2022:	57,886.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1310.00
	Supplemental Deposit (3.00/pmt)	393.00
	Payment	23,922.35
	Balance as of 10/11/2022:	35,747.07
	OUTSTANDING BALANCE OF DWSRF LOAN	91,132.70

Total Monthly Revenues	9871.96
Total Monthly Expenditures	31494.29

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Comparison to last year:

Fund 670 010*	Balance as of 9/8/2021:	211,015.17
(General Fund)	Expended claims payments	3251.05
	Expended payroll	5605.60
	Water Sales	16576.67
	Excise Tax	1480.08
	Meter Installation Costs deposit balance	2000.00
	Balance as of 10/13/2021:	222,215.27
Fund 670 022	Balance as of 9/8/2021:	38,916.10
(Capital Improvements Fund)	Deposits (New Connection Fees)	3798.84
	Expenditures	0.00
	Balance as of 10/13/2021:	42,714.85
Fund 670 031	Balance as of 9/8/2021:	47,641.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2750.00
	Supplemental Deposit (3.00/pmt)	825.00
	Payment	0.00
	Balance as of 9/08/2021:	51,216.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
9/1/2022 to 9/30/2022

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

Beginning Cash on Hand	\$215,723.55
Total Received	\$13,380.62
Total Disbursed	\$16,645.04
Ending Cash on Hand	\$212,459.13

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	\$52,210.35
Total Received	\$2600.00
Total Disbursed	\$23,922.34
Ending Cash on Hand	\$30,922.34

Ending Bonds Outstanding	\$91,132.70
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Letha moved and Mike seconded to approve Treasurer's Report. The motion passed.

Maintenance Report

Water pumped through September 2022: 21.91 acre-feet
Water pumped through September 2021: 21.98 acre-feet
Water pumped through September 2020: 22.49 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
Water pumped September 1-30, 2022: 869,677 gallons

Gallons billed for October 2021 through April 2022: 3,338,971 gallons
Gallons billed for May 2022: 1,487,291 gallons
Gallons billed for June 2022: 708,050 gallons
Gallons billed for July 2022: 1,079,330 gallons
Gallons billed for August 2022: 1,186,510 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.

Flow meter has been accurate and numbers are moving. 24000-26000 gallons a day. Mike will be working on the pump.

Old Business

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

Property Sales: Lot 3L14: Buyer John Sharp, Seller William Patton (1440 Twin Lakes Rd)
Lot 2F37 Buyer Jodi Farrell, Seller Donna Armstrong (451 Twin Lakes Rd.)

Financial Survey of customers – Gray & Osborne do not manage financial surveys. They provided us with the name of a company that does. It could cost up to \$7000.00 to do the survey.

Additional rental space in Baker Building (update on progress)- Commissioners need to have a work session for Water District # 7 to prepare a proposal to present to the HOA board regarding rental space. Another option is to work on getting our own space. <Action item for Vince> See where insurance is at for Baker Building and to ask HOA president what the maximum lease would be for building.

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Credit Cards/Checking Account for the Water District #7 to use- Revisit in November

File sharing software: Need to get more information on Vision software regarding cloud service and programs along with financing and final cost breakdown. Possibly get some quotes for QuickBooks as an alternative.

Create a Leak Adjustment Resolution: A resolution needs to be written determining a water usage forgiveness policy. <action item for Carl> look for leak forgiveness documents in files.

How are backflows monitored? – Revisit in November.

Find an IT person for updating website- Jeannine is open to monitoring the website for \$15.00/hr. Bonnie will take over the yearly fees for maintaining Water District # 7 website.

Update on installing a locking drop box for payments- Letha sent an email to HOA regarding placing a locking drop box without response. Letha will reach out to HOA president and figure out an agreeable placement location.

Need to evaluate 2023 budget and fee schedule, possible reserve study, look at old resolutions to get totals for last year's revenue and expenditures. Schedule a work study.

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl is meeting with an electrician for PPV service. Still waiting on getting an annual service agreement. A leak was repaired quickly for a resident. Clean up work was done in preparation for Sanitary Survey.

Resolution 2022-11 to cancel warrant issued incorrectly- Letha made a motion to approve the resolution, Mike seconded, the motion was approved.

Open Discussion

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 10/14/2022) - the commissioners reviewed the log.

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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 17685)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 6 (inv 2099194)	670 010 5340040	6.42
00363	KNUDSON'S	Op/M	Concrete, contractor bags (inv 260716)	670 010 5340030	48.50
00317	JERROL'S	Adm	Envelopes (inv 777667) paper ream and print ink (inv778103)	670 010 5340030	69.35
01517	GRAY & OSBORNE, INC	Adm	Water System Plan Amendment No.1 (inv 2)	670 010 5340040	922.86
02513	KITTITAS COUNTY AUDITOR	Adm	Release Dahl lien (inv 127928); record Oath and Resolution 2022-06 (inv 128016)	670 010 5340040	223.50
02975	PATTON, WILLIAM	Adm	Property Sold 9/15/2022; Cust Ref	670 010 5340040	23.63
C9504	ARMSTRONG, DONNA	Adm	Property Sold 9/23/2022; Cust Ref	670 010 5340040	11.02
00759	TAKAKI, JEANNINE	Adm	Work on website fees (inv 65589859, 58541425, KWD-2020-02)	670 010 5340040	358.16
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 331 miles, Boost Mobile- cell phone bill, mail certified letters	670 010 5340040	155.08
02740	CALLECOD, BONNIE	Adm	External 2T hard drive	670 010 5340030	75.73
00110	INTERNAL REVENUE SERVICE – Employer Contributions (held by Kittitas County Water District #7 to pay IRS via EFTPS)	Adm	Social Security & Medicare – Employer Contributions to IRS for October	670 010 5340020	401.70
DO NOT GENERATE WARRANT					
TOTAL					2320.95

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PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1610.64
D0047	KONKLER, VINCE	Payroll	670 010 53410	538.23
D0012	IHRKE, LETHA	Payroll	670 010 53410	631.62
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	235.30
D0022	NELSON, CARL B.	Payroll	670 010 53410	1335.46
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	23.05
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 October	670 010 520	876.70
	DO NOT GENERATE WARRANT			
			TOTAL	5251.00

The commissioners reviewed 670 010 Claims Payment Request in the amount of \$2320.95.

The commissioners reviewed payroll in the amount of \$5251.00

Total approved for claims & payroll: **\$7571.95**. Letha moved and Mike seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: November 8, 2022, 6:00 p.m.

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

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Board of Commissioners:



President Commissioner

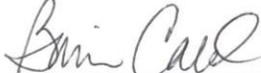


Secretary Commissioner



Commissioner

ATTEST



Bonnie Callecod, Clerk