

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 **November 8, 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 6:03 p.m.

The minutes of the regular meeting held October 11, 2022 were read. Mike moved and Letha seconded to approve the minutes. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 10/11/2022:	190,053.59
(General Fund)	Expended claims payments	17711.90
	Expended payroll	4712.00
	Water Sales	11481.59
	Excise Tax	731.89
	Balance as of 11/08/2022:	179,843.17
Fund 670 022	Balance as of 10/11/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 11/08/2022:	54,312.53
Fund 670 031	Balance as of 10/11/2022:	37,747.07
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1800.00
	Supplemental Deposit (3.00/pmt)	540.00
	Payment	0.00
	Balance as of 11/08/2022:	38,087.07
	OUTSTANDING BALANCE OF DWSRF LOAN	91,132.70

Total Monthly Revenues	14,553.48
Total Monthly Expenditures	22,423.90

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Comparison to last year:

Fund 670 010*	Balance as of 10/13/2021:	222,215.27
(General Fund)	Expended claims payments	7881.02
	Expended payroll	5495.66
	Water Sales	8113.30
	Excise Tax	831.53
	Balance as of 11/10/2021:	217,483.42
Fund 670 022	Balance as of 10/13/2021:	42,714.85
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 11/10/2021:	42,714.85
Fund 670 031	Balance as of 10/13/2021:	51,216.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1480.00
	Supplemental Deposit (3.00/pmt)	444.00
	Payment	24,150.17
	Balance as of 11/10/2021:	28,990.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
10/1/2022 to 10/31/2022

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

Beginning Cash on Hand	\$212,459.13
Total Received	\$12698.12
Total Disbursed	\$7981.79
Ending Cash on Hand	\$217,175.46

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	\$30,888.01
Total Received	\$2431.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$33,319.01

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

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Maintenance Report

Water pumped through October 2022: 23.50 acre-feet
Water pumped through October 2021: 23.69 acre-feet
Water pumped through October 2020: 24.16 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
Water pumped October 1-31, 2022: 516,257 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
Gallons billed for September: 1,861,820 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.

· Pump is looking good. Letha turned up the heater a little before the cold weather hit. No reset signals. Carl fixed the leaky vents and did some clean up. Numbers are running 24,000-25,000 gallons a day. Residuals are good. Flow meter numbers were off .5 acre-feet that didn't get registered from October 3-18, 2022.

Old Business

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

Property Sales: Lot 2G08: Buyer Paul Ryckman, Seller Marcia Schnaubelt (1280 Sunlight Dr.)

Additional rental space in Baker Building (update on progress)- Commissioners had a work session for Water District # 7 to prepare a proposal to present to the Sunlight Waters HOA board on November 12, 2022. Hoping to negotiate a lease agreement on building space.

Credit Cards/Checking Account for the Water District #7 to use- Bonnie got information from Cashmere Valley Bank on business checking accounts and credit card. <action item for Bonnie> to get a copy of the water district business license and EIN award letter.

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File sharing software: Need to get more information on Vision software regarding cloud service and programs along with financing and final cost breakdown. New software information and pricing was sent over that needs to be looked at to make a decision on new program.

Create a Leak Adjustment Resolution: Commissioners will have a work session to discuss. A resolution will need to be written determining a water usage forgiveness policy.

How are backflows monitored? – Commissioners will schedule a work session before next meeting. Carl offered to do some training to get certified to do cross connections and to look into whether it would be cost efficient to hire out for servicing.

Find an IT person for updating website- Mike and Jeannine will work together on website details. Mike will ask Jeannine about shared drive.

Update on installing a locking drop box for payments- We have permission to install a locking drop box. Mike will communicate with Sunlight Waters HOA board on where to place the box. This will be discussed at the Sunlight Waters next board meeting. Carl will ask his friend if he is willing to make us a lock box. Mike made a motion allowing up to \$500.00 for a locking drop box to be made to specifications. Letha seconded. The motion was passed.

Evaluate 2023 budget and fee schedule, possible reserve study-Commissioners had a work session and revised a budget for 2023. Gray & Osborne said it would cost \$12,000.00-\$14,000.00 to do a rate study to determine a rate increase. A motion to make a one-time rate increase of \$21.00 to the base rate was made by Mike and seconded by Letha, making the new base rate \$66.00 beginning February 1, 2023. The motion was passed.

New Business

Water Operator's Report (Repair & Maintenance Work) – Repaired air vent at pumphouse. Stag Electric worked on the pumphouse, replacing thermostat and switches and heat shrinking all connections. Carl made a checklist of things to get done in the Baker Building to make it functional for renting.

Open Discussion

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 11/13/2022) - the commissioners reviewed the log.

Working on getting a bid from Jake for snow plowing.

Hopesource has an assistance program to help pay water bills for lower income customers.

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Need to figure out lock inventory for lock offs, and what kind of locking device to use.

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria Test (inv 17883)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 2 (inv 2109196)	670 010 5340040	2.14
00406	THE COPY SHOP	Adm	Copies, Graphics (Inv TR-27984, TR-280187)	670 010 5340040	45.29
01517	GRAY & OSBORNE, INC	Adm	Water System Plan Amendment No.1 (Inv 3)	670 010 5340040	8707.46
04402	STAG ELECTRIC, LLC	Op/M	Test float switches, replace heater/thermostat in pumphouse, new motion LED at pumphouse. Heat shrink all connections, ring out wires, add switch on pole light (Inv 001)	670 010 5340040	1260.72
00558	H.D. FOWLER	Op/M	Meter Supplies (Inv 07431975)	670 010 5340030	3454.21
D0301	AUTO MASTERS INC	Op/M	Oil change and filter on WD7 truck (Inv 65742)	670 010 5340040	181.78
03408	GIBSON & SON ROAD BUILDING, INC	Op/M	6.5 tons of rock for leak repair at 1650 Twin Lakes Rd (Inv 13205)	670 010 5340030	91.34
63603	DOUGLAS INSURANCE	Adm	Endorsement on Policy # PHPK2433387 (Inv 1660)	670 010 5340040	160.00
00003	DEPARTMENT OF LABOR & INDUSTRIES	Adm	3 rd Quarter Insurance	670 010 5340020	327.63
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	3 rd Quarter Tax	670 010 5340020	29.74
00139	DEPARTMENT OF REVENUE	Adm	3 rd quarter Tax	670 010 5340020	2255.99
00921	DEPARTMENT OF HEALTH	Adm	Sanitary Survey Inspection (Inv 49966)	670 010 5340040	408.00
A8639	DEPARTMENT OF ECOLOGY	Adm	Fee for Certificate Processing for Water Right No. G4-10144C	670 010 5340040	50.00
02513	KITTITAS COUNTY AUDITOR	Adm	Certificate Registration for Water Right No. G4-10144C	670 010 5340040	206.50
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 217 miles, Boost Mobile- cell phone bill	670 010 5340040	145.63

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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 November	670 010 5340020	360.47
	DO NOT GENERATE WARRANT				
TOTAL					17711.90

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1941.53
D0047	KONKLER, VINCE	Payroll	670 010 53410	67.64
D0012	IHRKE, LETHA	Payroll	670 010 53410	631.62
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	117.64
D0022	NELSON, CARL B.	Payroll	670 010 53410	1097.41
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	20.69
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 November	670 010 520	835.47
	DO NOT GENERATE WARRANT			
TOTAL				4712.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$17,711.90.

The commissioners reviewed payroll in the amount of \$4721.00

Total approved for claims & payroll: **\$22,423.90**. Letha moved and Mike seconded to approve the claims and payroll as presented. The motion passed.

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

The meeting was adjourned at 8:30 p.m.

Board of Commissioners:



President Commissioner



Secretary Commissioner



Commissioner

ATTEST



Bonnie Callecod, Clerk