

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 **December 13, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Letha Ihrke, Commissioner Mike Josenhans, Water Operator Carl Nelson, residents Faried Abdul-Wahid and Amy Hopkins, and clerk Bonnie Callecod.

The meeting was called to order by Commissioner Vince Konkler at 6:07 p.m.

The minutes of the regular meeting held November 8, 2022 were read. Mike moved and Letha seconded to approve the minutes. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 11/08/2022:	179843.17
(General Fund)	Expended claims payments	11656.41
	Expended payroll	2997.00
	Water Sales	14861.17
	Excise Tax	964.56
	Balance as of 12/13/2022:	181,015.49
Fund 670 022	Balance as of 11/08/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 12/13/2022:	54,312.53
Fund 670 031	Balance as of 11/08/2022:	38087.07
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2580.00
	Supplemental Deposit (3.00/pmt)	774.00
	Payment	0.00
	Balance as of 12/13/2022:	41441.07
	OUTSTANDING BALANCE OF DWSRF LOAN	91,132.70

Total Monthly Revenues	19179.73
Total Monthly Expenditures	14653.41

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Comparison to last year:

Fund 670 010*	Balance as of 11/10/2021:	217483.42
(General Fund)	Expended claims payments	13628.57
	Expended payroll	6010.20
	Water Sales	6932.36
	Excise Tax	472.42
	Balance as of 12/08/2021:	205,249.43
Fund 670 022	Balance as of 11/10/2021:	42,714.85
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 12/08/2021:	42,714.85
Fund 670 031	Balance as of 11/10/2021:	28990.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1530.00
	Supplemental Deposit (3.00/pmt)	459.00
	Payment	0.00
	Balance as of 12/08/2021:	30979.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
11/1/2022 to 11/30/2022

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

Beginning Cash on Hand	\$217,175.46
Total Received	\$12,266.77
Total Disbursed	\$22,673.84
Ending Cash on Hand	\$206,768.39

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	\$33,319.01
Total Received	\$2366.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$35,685.01

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 November 2022: 25.42 acre-feet
Water pumped through November 2021: 25.62 acre-feet
Water pumped through November 2020: 25.51 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
Water pumped November 1-31, 2022: 625,404 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 9/30/2022.)

Pump is looking good. Letha had to reset one day during the month. Numbers are running 23,000-25,000 gallons a day. Residuals are good and holding steady at .41-.43. Jerry plowed the driveway. There are 4 cases of bleach which will last awhile.

New Business

Visitor Amy Hopkins to talk about website and credit card payments- Amy proposes that we add a page to our website that has an application form that customers can fill out with their name, lot number and amount to be paid. There will be a place on the website they can go to and pay their bill in lieu of sending in checks. Each payment is submitted and then can be retrieved and deposited directly into KCWD#7 account. <action item for Vince> to check on insurance with the above information. Secure process is through Stripe. Plug in that supports the payment module is \$160.00 a year, the fee that would be passed on to the customer is 2.9% plus 30 cents of each transaction amount. We would need to get an SSL Certificate so the website is secure to take payments. Amy will get us a mock up of what the payment page would look like.

Water Operator's Report (Repair & Maintenance Work) – There was a water leak on one of the new hydrants on Morrison Lane. Carl had to shut off the water main for a bit. Beedle came and helped fix the leak and got the water back on. Carl checked all the new hydrants, which the rest

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were fine. Carl will contact Pollard to see about getting a replacement. There was no major water loss. Carl put the district truck in the Baker Building before the snow came. Carl will look into getting a steel door for the Baker Building. Carl will work on a punch list including a tune up to the rollup door. Carl climbed the reservoir and shook ice loose after a fault code. It was decided that after a fail at the pump, to call Carl and give him a two-hour window to verify before resetting.

Old Business

Current water connections: 237 active accounts (out of 267 available connections). Carl and Bonnie will determine accuracy of meter connections.

Property Sales: None

Financial Survey- The commissioners agreed to focus on financial survey to meet deadlines. <Action item for Carl and Vince> will work on getting a financial survey process in the works.

Additional rental space in Baker Building- On December 1, 2022 Kittitas County Water District # 7 entered into a 4-year contract to rent the Baker Building for \$1500.00 for the first 2 years, \$1800.00 the 3rd year, \$2100 for year 4, and negotiable thereafter.

Credit Cards/Checking Account for the Water District #7 to use- <action item for Bonnie> to get a copy of the water district business license and EIN award letter.

File sharing software: Mike has a conference call with Michelle from Visions to get some final costs of new software. Mike will forward any information to look over and discuss at January meeting.

Create a Leak Adjustment Resolution: Vince and Letha met to discuss. They each have reached out to other districts and online to see what their policies are and write up a plan for KCWD#7. A resolution will need to be written determining a water usage forgiveness policy. Still working on a finished product, but making progress.

Find an IT person for updating website- Mike will ask Amy and see if she'd be interested.

Gray & Osborne update- Finalizing system analysis and capital improvement plan to present to Water District # 7 by end of January. A wish list will be discussed with Gray & Osborne to decide the best items to be added to the plan.

Update on installing a locking drop box for payments- Inquire about buying one of the locking mailboxes that is not being used, and make it secure for payments.

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Evaluate 2023 budget and fee schedule progress- The commissioners will work on what the tiered rates will be before first spring reading.

Open Discussion

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 12/14/2022) - the commissioners reviewed the log.

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

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria Test (inv 18072)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 1 (inv 2119196)	670 010 5340040	1.07
02669	PUGET SOUND ENERGY	Adm	Electricity 11/2/2022	670 010 5340040	701.11
D0025	THE HARTFORD	Adm	Insurance for district truck 1/15/2023-1/15/2024 policy# 52-EUC IV1549	670 01 05340040	738.00
01517	GRAY & OSBORNE, INC	Adm	Water System Plan Amendment No.1 (Inv 4)	670 010 5340040	8862.83
00131	MIDSTATE CO-OP	Op/M	Brass pipe (Inv 4191726) Air Vent (Inv 5100428)	670 010 5340030	323.54
D0056	SCHNAUBELT, MARCIA	Adm	Property Sold 10/13/2022, credit refund (war #)	670 010 5340040	26.78
02409	WATER ASSOCIATION OF SEWER & WATER DISTRICTS	Adm	2023 Dues	670 010 5340040	314.09
D0022	NELSON, CARL B	Op/M	Reimburse for gas, keys and parts for district work truck	670 010 5340030	207.03
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 329 miles, Boost Mobile- cell phone bill, postage due	670 010 5340040	227.68

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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 December	670 010 5340020	229.28
	DO NOT GENERATE WARRANT				
TOTAL					11656.41

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1059.18
D0047	KONKLER, VINCE	Payroll	670 010 53410	67.64
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	521.14
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	13.16
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 December	670 010 520	704.28
	DO NOT GENERATE WARRANT			
TOTAL				2997.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$11,656.41.

The commissioners reviewed payroll in the amount of \$2997.00

Total approved for claims & payroll: **\$14,653.41**. Letha moved and Mike seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: January 10, 2023, 6:00 p.m.

The meeting was adjourned at 9:00 p.m.

Board of Commissioners:



President Commissioner



Secretary Commissioner



Commissioner

ATTEST



Bonnie Callecod, Clerk