

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 **January 10, 2023**, 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 6:21 p.m.

The minutes of the regular meeting held December 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 12/13/2022:	181,015.49
(General Fund)	Expended claims payments	9281.45
	Expended payroll	2914.00
	Water Sales	5377.51
	Excise Tax	363.92
	Void Warrant #701376623 from 9/16/0222	2306.88
	Balance as of 1/10/2023:	176,868.35
Fund 670 022	Balance as of 12/13/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 1/10/2023:	54,312.53
Fund 670 031	Balance as of 12/13/2022:	41341.07
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1150.00
	Supplemental Deposit (3.00/pmt)	345.00
	Payment	0.00
	Balance as of 1/10/2023:	42836.07
	OUTSTANDING BALANCE OF DWSRF LOAN	91,132.70

Total Monthly Revenues	9543.31
Total Monthly Expenditures	12195.45

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Comparison to last year:

Fund 670 010*	Balance as of 12/8/2021:	205249.43
(General Fund)	Expended claims payments	6055.98
	Expended payroll	5577.20
	Water Sales	12911.48
	Excise Tax	848.26
	Balance as of 1/12/2022:	207375.99
Fund 670 022	Balance as of 12/8/2021:	54916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 1/12/2022:	54916.11
Fund 670 031	Balance as of 12/8/2021:	35712.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2390.00
	Supplemental Deposit (3.00/pmt)	717.00
	Payment	0.00
	Balance as of 1/12/2022:	38819.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
12/1/2022 to 12/31/2022

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

Beginning Cash on Hand	\$20768.39
Total Received	\$9360.33
Total Disbursed	\$18981.22
Ending Cash on Hand	\$197177.50

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	\$35684.01
Total Received	\$2353.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$38038.01

Ending Bonds Outstanding \$91,132.70

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

Maintenance Report

Water pumped through December 2022: 27.75 acre-feet
Water pumped through December 2021: 27.24 acre-feet
Water pumped through December 2020: 26.99 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
Water pumped December 1-31, 2022: 760,534 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.)

Residuals are holding good. Meter is not registering numbers at all. Letha has been estimating numbers. Ground clamp broke when it was rotated. Power down the meter for a restart and get a grounding wire put on. <action item for Carl and Mike> Will see if they can fix the pump issue.

Old Business

Current water connections: 235 active accounts (out of 267 available connections).

Property Sales: None

Financial Survey- Ask the county commissioners about 3rd party resources for financial survey help. <Action item for Carl> Email Cathy Reed for current numbers on a survey form.

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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 and Virgil from Visions on January 24th to get a breakdown of final costs of new software.

Create a Leak Adjustment Resolution: 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. Mike will also ask about updates for credit card payment information.

Gray & Osborne update- Vince got an email from Nancy. We are waiting on a 2023 Capital Budget Request LCP Form. Internal Review before being sent to Department of Health. 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- Vince will get a locking mail box from Lowe's and get it painted, labeled and set in concrete.

Evaluate 2023 budget and fee schedule progress- The commissioners will work on what the tiered rates will be and determine a new fee schedule.

New Business.

Water Operator's Report (Repair & Maintenance Work) – Made it through some cold weather. One hydrant was replaced due to freezing. Carl had a few frozen and broken pipes repaired at several residences. Carl is still working on getting a steel door for Baker Building.

Open Discussion

Resolution to void 2023-01- Void warrant # 701376623 from 9/16/2022 to JDAÑCO, LLC and a new warrant will be issued. Letha made a motion to void resolution 2023-01 and Mike seconded. The motion passed.

Carl asked for clarification on the lock off log and door hanger dates.

Sunlight Waters Community Connect Facebook Page will be shut down on February 28, 2023.

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Carl notified the Board that he would be stepping down as Water Operator. He would like to have a replacement by May 1, 2023.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 1/13/2023) - 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 18200)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 1 (inv 2129196)	670 010 5340040	1.07
01517	GRAY & OSBORNE, INC	Adm	Water System Plan Amendment No.1 (Inv 5)	670 010 5340040	1906.15
00614	JONSON & JONSON, P.S.	Adm	Prep work, emails and phone calls for lease on Baker Building (inv 37471)	670 010 5340040	617.50
D0046	NORTHWEST LANDSCAPE AND DESIGN, LLC	Op/M	Snow plowing (Inv 746)	670 010 5340040	178.37
D0002	COSAND, JERRY	Op/M	Snow plowing to pump house	670 010 5340040	100.00
B9417	IHRKE, JERRY	Op/M	Snow plowing	670 010 5340040	100.00
03216	JDANKO, LLC	Adm	Deposit refund for meter install minus balance owed for 2G24 meter	670 010 5340040	2101.47
02954	EVERGREEN RURAL WATER OF WASHINGTON	Adm	Annual Membership Dues and 235 active connections (Inv 46777)	670 010 5340040	164.00
03230	CALVIN BEEDLE EXCAVATING, LLC	Op/M	Repair water leak at meter	670 010 5340040	491.86
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	4 th Quarter Tax	670 010 5340020	25.10
00003	DEPARTMENT OF LABOR & INDUSTRIES	Adm	4 th Quarter Insurance	670 010 5340020	279.96
00139	WA STATE DEPARTMENT OF REVENUE	Adm	4 th Quarter Utility Tax	670 010 5340020	2085.79
00520	EMPLOYMENT SECURITY-PFML	Adm	Paid Family & Medical Leave (balance due for 4 th Quarter)	670 010 5340020	.99
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 179 miles, Boost Mobile- cell phone bill	670 010 5340040	127.25
02740	CALLECOD, BONNIE	Adm	Reimburse for stamps and pre stamped envelopes	670 010 5340030	854.00

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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 January	670 010 5340020	222.94
	DO NOT GENERATE WARRANT				
				TOTAL	9281.45

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount	
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1047.10	
D0047	KONKLER, VINCE	Payroll	670 010 53410	67.45	
D0012	IHRKE, LETHA	Payroll	670 010 53410	513.00	
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	117.45	
D0022	NELSON, CARL B.	Payroll	670 010 53410	554.08	
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	16.98	
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 January	670 010 520	597.94	
	DO NOT GENERATE WARRANT				
				TOTAL	2914.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$9281.45.

The commissioners reviewed payroll in the amount of \$2914.00

Total approved for claims & payroll: **\$12,195.45**. Letha moved and Mike seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: February 14, 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