

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 **February 14, 2023**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Letha Ihrke, Commissioner Mike Josenhans (via phone), Water Operator Carl Nelson, and clerk Bonnie Callecod.

The meeting was called to order by Commissioner Vince Konkler at 6:34 p.m.

The minutes of the regular meeting held January 10, 2023 were read. Mike moved and Letha seconded to approve the minutes. The motion passed.

**Treasurer's Report:**

Fund 670 010*	Balance as of 1/10/2023:	176,868.35
(General Fund)	Expended claims payments	7900.97
	Expended payroll	4452.00
	Water Sales	11675.61
	Excise Tax	790.38
	Helveston pmt for meter install	200.00
	Balance as of 2/14/2023:	<b>177,181.37</b>
Fund 670 022	Balance as of 1/10/2023:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 2/14/2023:	<b>54,312.53</b>
Fund 670 031	Balance as of 1/10/2023:	42836.07
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2500.00
	Supplemental Deposit (3.00/pmt)	750.00
	Payment	0.00
	Balance as of 2/14/2023:	<b>46,086.07</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	91,132.70

Total Monthly Revenues	15,915.99
Total Monthly Expenditures	12,352.97

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Comparison to last year:

Fund 670 010*	Balance as of 1/12/2022:	<b>207,375.99</b>
(General Fund)	Expended claims payments	5552.01
	Expended payroll	4564.20
	Water Sales	7622.20
	Excise Tax	489.70
	Balance as of 2/09/2022:	<b>205,371.68</b>
Fund 670 022	Balance as of 1/12/2022:	<b>54916.11</b>
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	<b>0.00</b>
	Balance as of 2/09/2022:	<b>54916.11</b>
Fund 670 031	Balance as of 1/12/2022:	38,819.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1250.00
	Supplemental Deposit (3.00/pmt)	375.00
	Payment	0.00
	Balance as of 2/09/2022:	<b>40,444.41</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	113,915.88

Kittitas County Water District #7  
General Ledger Report  
(from Kittitas County Office of the Treasurer)  
1/1/2023 to 1/31/2023

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

Beginning Cash on Hand	\$197,177.50
Total Received	\$9219.87
Total Disbursed	-\$10828.07
Ending Cash on Hand	\$195,569.30

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	\$38,038.01
Total Received	\$2353.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$40,391.01

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 January 2023: 2.36 acre-feet  
Water pumped through January 2022: 2.36 acre-feet  
Water pumped through January 2021: 1.48 acre-feet

Water pumped January 1-31, 2022: 768,775 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, so Letha has been keeping track of the actual meter reads, along with an estimated total. Usage is comparable to last year's recorded numbers.

**Old Business**

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

Property Sales: None

Financial Survey- <Action item for Carl> Will be getting in touch with Cathy Reed to get forms to do a survey for CDBG loan.

Gray & Osborne Update- Nancy Wetch from Gray & Osborne presented their water system plan amendment in a meeting right before the February water district meeting. Should be ready to move ahead to Department of Health by end of the week.

Credit Cards/Checking Account for the Water District #7 to use- <action item for Vince> to change officer name with Department of Revenue for Kittitas County Water District #7. Letha made a motion to assign Vince Konkler as officer to replace Eileen Samuelson for Kittitas County Water District # 7 and to update record with the Department of Revenue and Mike seconded. The motion was passed.

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Discuss Vision software: A one time cost for Vision Software and Professional Services will be \$15,400.00. A yearly fee for Vision Cloud Services is \$2880.00, and Software Assurance annual cost for 24/7 support is \$2600.00. The support program can be dropped after the first year if decided, yet can be paid at an hourly rate if needed. 3-year payment plan with 0% financing. Training is remote, 1-2 hours a week. Letha made a motion to approve a 3-year payment plan for a new billing program by Vision MS and Mike seconded. The motion passed.

Create a Leak Adjustment Resolution: Still working on a finished product, but making progress.

Find an IT person for updating website/credit card payment updates: Amy is interested in doing IT work for Kittitas County Water District # 7. Mike will follow up with Amy and discuss updates to website. Letha made a motion to pay \$199.50/year to process card payments and Mike seconded the motion and the motion passed. Customers that choose to pay with this method will be charged 2.9% + \$0.30 per transaction.

Procedures for drop box for water payments- An insert will be included with February invoices to let customers know this option is available. Letha can bring payments to the clerk every Friday.

2023 budget and fee schedule progress: Vince will email the proposed tiered rate increases and fee schedule. Bonnie will put an insert in with the May invoice showing the new tiered rates, type a reminder of rate increases on the June invoice, and will be effective on the July invoices.

**New Business**

Water Operator's Report (Repair & Maintenance Work) – New door is on the Baker Building. Carl repaired a couple of leaks. Carl will be cleaning and organizing the storage space and game planning a floor plan. Carl paid a visit to the county commissioner, Laura Osiadacz, and asked her to write a letter of support to our state representatives. Carl talked to Laura about the HopeSource program, as well as Katie at HopeSource for water utility assistance information.

**Open Discussion**

Resolution for rate change of Mileage Reimbursement: Letha made a motion and Mike seconded to accept resolution 2023-02 to approve rate increase for new mileage reimbursement of \$0.65.5 a mile. The motion passed.

Is a resolution needed for new Baker Building rental agreement? <Action item for Bonnie> Type up a resolution for new Baker Building Rental Agreement. Contact Erin about old rental agreement to clarify move out date.

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Vince and Carl went to the State Representatives Office and talked with Tom Dent and Alex Ybarra. They remembered visiting KCWD7. Brought them the water amendment from Gray & Osborne and discussed the rate increases we've made so they could see the effort being put in.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 2/13/2023) - 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 18333 & 18508)	670 010 5340040	50.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 1 (inv 3019196)	670 010 5340040	2.14
01517	GRAY & OSBORNE, INC	Adm	Water System Plan Amendment No.1 (Inv 6)	670 010 5340040	3885.48
B9417	IHRKE, JERRY	Op/M	Reimburse for grounding clamp and connector for pumphouse	670 010 5340030	72.92
D0017	SCOTT PERNA	Adm	Tax Prep W-2's, W-3's, 1099's and 1096 for 2022	670 010 5340040	320.00
02669	PUGET SOUND ENERGY	Adm	Electricity Jan 4, 2023 (account 200004221046)	670 010 5340040	58.98
02669	PUGET SOUND ENERGY	Adm	Electricity Jan 4,2023 (account 200016355451)	670 010 5340040	629.45
03230	CALVIN BEEDLE EXCAVATING, LLC	Op/M	Replace broken hydrant on Morrison Canyon Ln (inv 06235)	670 010 5340040	702.65
00131	MIDSTATE CO-OP	Op/M	Brass pipe nipples, 351 Ridge Loop repair (inv 4198112)	670 010 5340030	17.17
00616	PRESTIGE WORLDWIDE TECHNOLOGIES, LLC	Op/M	Yearly Valve Inspections, Travel and Mileage (inv 1487)	670 010 5340040	864.00
D0022	NELSON, CARL	Op/M	Reimburse for door and hardware for Baker Building	670 010 5340030	523.73
D0047	KONKLER, VINCE	Op/M	Reimburse for locking mailbox, post, and supplies to install	670 010 5340030	302.57
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 183 miles, Boost Mobile- cell phone bill, postage due	670 010 5340040	131.31

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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 <b>February</b>	670 010 5340020	340.57
	<b>DO NOT GENERATE WARRANT</b>				
				<b>TOTAL</b>	<b>7900.97</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	2241.03
D0047	KONKLER, VINCE	Payroll	670 010 53410	184.93
D0012	IHRKE, LETHA	Payroll	670 010 53410	513.01
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	117.46
D0022	NELSON, CARL B.	Payroll	670 010 53410	554.08
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	25.92
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 February	670 010 520	815.57
	<b>DO NOT GENERATE WARRANT</b>			
			<b>TOTAL</b>	<b>4452.00</b>

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$7900.97.

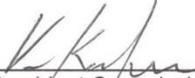
The commissioners reviewed payroll in the amount of \$4452.00

Total approved for claims & payroll: **\$12,352.97**. Letha moved and Vince seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: March 14, 2023, 6:00 p.m.

The meeting was adjourned at 8:35 p.m.

Board of Commissioners:

  
\_\_\_\_\_  
President Commissioner

  
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Secretary Commissioner

  
\_\_\_\_\_  
Commissioner

ATTEST

  
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Bonnie Callecod, Clerk