

BOARD OF COMMISSIONERS  
 KITTITAS COUNTY WATER DISTRICT #7  
 (Sunlight Waters)  
 Board of Commissioners: Vince Konkler, Letha Ihrke

**MINUTES** of the regular meeting of the Board of Commissioners, held **October 10, 2023**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Letha Ihrke, clerk Bonnie Callecod, clerk Toni Taylor, and District Employee Jerry Ihrke.

The meeting was called to order by Commissioner Vince Konkler at 6:08 p.m.

The minutes of the regular meeting held September 12, 2023 were read. Letha moved and Vince seconded to approve the minutes. The motion passed unanimously.

**Treasurer's Report:**

Fund 670 010*	Balance as of 9/12/2023:	<b>184,829.62</b>
(General Fund)	Expended claims payments	20,944.87
	Expended payroll	4711.09
	Water Sales	<b>17,953.67</b>
	Excise Tax	<b>1085.63</b>
	Balance as of 10/10/2023:	<b>178,212.96</b>
Fund 670 022	Balance as of 9/12/2023:	<b>55,137.22</b>
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 10/10/2023:	<b>55,137.22</b>
Fund 670 031	Balance as of 9/12/2023:	<b>60,661.07</b>
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	<b>1960.00</b>
	Supplemental Deposit (3.00/pmt)	<b>588.00</b>
	Payment	23,694.50
	Balance as of 10/10/2023:	<b>39,514.57</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	<b>68,349.53</b>

Total Monthly Revenues	<b>21,587.30</b>
Total Monthly Expenditures	<b>49,350.46</b>

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Comparison to last year:

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	<b>7460.26</b>
	Excise Tax	<b>485.20</b>
	Voided Warrant # 701376624	<b>223.50</b>
	Balance as of 10/11/2022:	<b>190,053.59</b>
Fund 670 022	Balance as of 9/13/2022:	54,312.53
(Capital Improvements Fund)	Deposits (New Connection Fees)	<b>0.00</b>
	Expenditures	0.00
	Balance as of 10/11/2022:	<b>54,312.53</b>
Fund 670 031	Balance as of 9/13/2022:	57,866.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	<b>1310.00</b>
	Supplemental Deposit (3.00/pmt)	<b>393.00</b>
	Payment	23,922.34
	Balance as of 10/11/2022:	<b>35,647.07</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	91,132.70

Kittitas County Water District #7  
 General Ledger Report  
 (from Kittitas County Office of the Treasurer)  
**9/1/2023 to 9/30/2023**

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

Beginning Cash on Hand	\$199,109.98
Total Received	\$19,866.02
Total Disbursed	\$17,011.00
Ending Cash on Hand	\$201,965.00

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$54,937.22
Total Received	\$0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$54,937.22

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670 031 Kittitas County Water District #7 Maintenance  
(PWTF Loan Repayment Funds)

Beginning Cash on Hand	\$57,620.01
Total Received	\$2,431.00
Total Disbursed	-\$23,694.50
Ending Cash on Hand	\$36,356.51

Ending Bonds Outstanding \$68,349.53

Letha made a motion to approve the treasurer's report and Vince seconded. The motion passed unanimously.

**Water Usage Report**

The pump tripped a couple of times this month and the vendor has been contacted for trouble shooting. The pump is averaging 23k-25k gallons per day. The lead and copper test came back clear. The nitrate test is due. Letha will be monitoring the testing schedule. Commissioners are discussing putting in a valve at the highest point of the system to use for collecting water test samples.

Water pumped through September 2023: 26.04 acre-feet  
Water pumped through September 2022: 21.91 acre-feet  
Water pumped through September 2021: 21.98 acre-feet

Water pumped January 1-31, 2023: 768,775 gallons  
Water pumped February 1-28, 2023: 867,548 gallons  
Water pumped March 1-31, 2023: 771,246 gallons  
Water pumped April 1-30, 2023: 640,230 gallons (estimated)  
Water pumped May 1-31, 2023: 1,057,958 gallons (estimated)  
Water pumped June 1-30 2023: 1,262,975 gallons  
Water pumped July 1-31 2023: 1,336,225 gallons  
Water pumped August 1-31 2023: 1,036,375 gallons  
Water pumped September 1-30 2023: 747,410 gallons

**Repair & Maintenance Report**

The data logger is mounted into it's box and Jerry is working out some small issues with technical support before it is installed fully.

**Meter Reader Report**

The last meter read of the season is completed. The commissioners will be connecting with AJ to discuss feedback for next season and gage her interest in continuing her role.

**Old Business**

Current water connections: 234 active accounts (out of 267 available connections).

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Potential Delinquency Log (customers owing more than \$165.00) Payments are due 11/13/2023.

Property Sales-  
 N/A

Annual Meeting Follow Up – Toni will complete the minutes from annual meeting so they can be reviewed and approved at the next

**New Business**

Community Feedback – Late Fee – The water district received a letter from a community member raising concerns about the late fee increase that took place in July 2023. The team discussed the feedback and understood the concerns, however, for various reasons will maintain the current fee policies that are in place.

Commissioner Vacancy – It was decided that with the current commissioner vacancy, a small flyer will be added to the October 23 bill mailings announcing the vacancy. Interested candidates will have until November 5, 2023 to express interest.

Meter Reader Position – The details of the meter read position were discussed. Per conversation during the Meter Reader report, commissioner team will connect with AJ for feedback and interest in continuing the role.

**Open Board Discussion**

With the next billing cycle, the annual home inspection check list will be included for community members to complete and return with their payments.

**CLAIMS PAYMENT REQUEST**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Water Test Service (inv 20070 & 20217)	670 010 5340040	350.00
02972	ONE CALL CONCEPTS	Op/M	Evacuation Notifications: 4 (inv 3099198)	670 010 5340040	4.28
03776	CLE ELUM HARDWARE	Op/M	Repair parts and Baker Building Supplies	670 010 5340030	142.44
00246	NORTHERN KITTITAS COUNTY TRIBUNE	Adm	Annual Meeting Ads (Inv 97271 & 97272)	670 010 5340040	52.00
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Gravel (Inv 347068 & 347423)	670 010 5340030	1199.70
00131	MIDSTATE CO-OP	Op/M	Repairs Loel Pl and Trash Pump	670 010 5340030	587.78
00221	KITTITAS CO AUDITOR	Adm	Lien, Becker Homes	670 010 5340040	21.00
00252	EVERGREEN VALLEY UTILITIES	Adm	Water Operator Fee	670 010 5340040	100.00
63603	CALVIN BEEDLE EXCAVATING	Op/M	Loel Pl Water Main (inv 6343)	670 010 5340040	3901.26
02740	CALLECOD, BONNIE	Adm	Reimburse milage – 90	670 010 5340040	58.95

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04861	TAYLOR, TONI	Adm	Reimburse mileage: 221	670 010 5340040	144.76
04861	TAYLOR, TONI	Adm	Invoice Paper	670 010 5340030	172.87
00139	WA STATE DEPT OF REVENUE	Adm	Q3 Excise Tax	670 010 5340020	2553.04
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	Q3 Unemployment Insurance	670 010 5340020	43.36
00003	DEPARTMENT OF LABOR & INDUSTRY	Adm	Q3 LNI	670 010 5340020	281.34
00520	EMPLOYMENT SECURITY DEPARTMENT	Adm	PFMLA	670 010 5340020	33.80
00520	EMPLOYMENT SECURITY DEPARTMENT	Adm	WA Cares Fund	670 010 5340020	36.15
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 August	670 010 5340020	1523.70
	<b>DO NOT GENERATE WARRANT</b>				
				<b>TOTAL</b>	<b>11206.43</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	210.35
04861	TAYLOR, TONI	Payroll	670 010 53410	2115.87
02951	JOSENHANS, MICHAEL	Payroll	670 010 53410	233.44
D0047	KONKLER, VINCE	Payroll	670 010 53410	183.44
D0012	IHRKE, LETHA	Payroll	670 010 53410	920.81
B9417	IHRKE, JERRY	Payroll	670 010 53410	687.37
06209	BAUGH, ANDREA J	Payroll	670 010 53410	344.24
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	33.80
00520	EMPLOYMENT SECURITY – WA CARES	Paid Family & Medical Leave	670 010 520	33.69
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 June	670 010 520	1076.35
	<b>DO NOT GENERATE WARRANT</b>			

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			TOTAL	5839.36

Approve Claims Payment Request in the amount of \$11,206.43

Approve payroll in the amount of \$5839.36

Total submitted for claims & payroll: \$17,045.79

Letha moved the water district pay the claims and payroll as listed above. Vince seconded and the vote passed unanimously.

The meeting adjourned at 7:47 p.m.

Adjourn.

Next regular meeting: Nov 14, 2023, 6:00 p.m.

*Letha Ihrke* 11/14/23  
*V Konkler* 11/14/23

*Toni Taylor*  
clerk