

BOARD OF DIRECTORS

March 11, 2025

8:00 a.m.

AGENDA

- I. Call to Order
- II. Consent Agenda
 - a. Minutes
 - b. Budgets
 - c. Investments
- III. Accounts Payable
- IV. Manager's Report
- V. Old Business
 - a. LC Screen Installation is complete
- VI. New Business
 - a.
- VII. Public Comment
- VIII. Adjournment

REGULAR MEETING
BOARD OF DIRECTORS

February 10, 2025

The Board of Directors of Lake Chelan Reclamation District met for their regular Board meeting at the office of the District on February 10, 2025. The meeting was called to order at 8:03 a.m. by President Carl Peterson. Those in attendance were:

BOARD

Carl A. Peterson

Todd Jeffries

Jared England

Steven W. Petersen (via Zoom)

STAFF

Rodney L. Anderson

Mary Lou Brooks

GUESTS

MINUTES – FINANCIAL REVIEW – STATUS OF FUNDS

A motion was made by Director Jeffries and seconded by Director England to approve the January 14, 2025 minutes, budgets, and investments as presented. Motion carried unanimously.

ACCOUNTS PAYABLE

Secretary-Manager Anderson presented the accounts payable for review and approval. Accounts payable checks 19149 through 19199 (including EFT payments) totaled \$608,794.88 and were broken down as follows:

Irrigation O&M Investment	\$107,577.58
Irrigation Construction	\$220,973.85
Domestic O&M Investment	\$135,258.30
Domestic Construction	\$ 43,024.79
Sewer O&M Investment	\$ 42,050.89
Sewer Construction	\$ 59,909.47

A motion was made by Director England and seconded by Director Jeffries to approve the accounts payable as listed. Motion passed unanimously.

MANAGER’S REPORT

Irrigation: Installation of the travelling screens is scheduled to begin on February 24th. The crane will not travel on icy roads, so the date was pushed back a week. They have to go through Brewster because of its size. The installers are from Spokane and the screens from California. Steve Davis oversees the project.

Domestic: Nothing to report.

Sewer: Nothing to report.

Administration: Manager Anderson informed the Board that we were issued a ‘Management Letter’ from Washington State Auditors office for not following procurement procedures. We

purchased equipment without putting it out to bid for a large project. There is only one company that has the equipment we need, and we followed all procedures including Board approval. Our attorney reviewed everything and believed we could win an appeal, but believed it is not worth the money to proceed further. We had our exit meeting with the auditors and all the financials were clean. We are finished with the 2022-2023 audit.

The Fire Department has painted the shipping container and next they will be adding a fence.

The library will be remodeling their space. They would like to add a push button for handicapped people and an NCW Library on the front of the building. Most all of the upgrades will be inside which will include painting, new lighting, new flooring and book racks. They are thinking about updating the front to a store-front entrance and asked if the District was interested in upgrading our entrance as well. After some discussion, it was the consensus of the Board to see the store front plans and the estimated cost first, before taking any action.

OLD BUSINESS

Irrigation Pumping Plants E, G, H – Motor Control Center Procurement: We received one bid from CSNW in the amount of \$755,138.00 (tax included). We will purchase the equipment from them and then have it installed by whichever contractor is selected through the bid process. The project will start next winter after shutting down the system. After considerable discussion a motion was made by Director Jeffries and seconded by Director England to accept the CSNW bid as presented. Motion passed unanimously.

NEW BUSINESS

Interlocal Cooperative Extension Agreement with Manson Parks and Recreation: The Agreement is a 5-year extension of what the current agreement is with Manson Parks. They are still interested in purchasing the property, but the terms need to be favorable for them to be able to move forward. The Extension Agreement will be in place when the current Agreement expires. After some discussion a motion was made by Director Jeffries and seconded by Director S. Petersen to approve the Interlocal Cooperative Agreement as written. Motion passed unanimously.

Resolution 2025-05 – Chelan County Cascade Public Infrastructure Fund: There is a grant that will help with the upgrades of Lift Station #3. We will be asking for \$250,000 to help offset the costs of the upgrades. A motion was made by Director England and seconded by Director Jeffries to move forward with the Grant request for \$250,000. Motion passed unanimously.

Leak Rebate: Mr. Searles has requested a leak rebate which is outside of our rebate policy. The excess he incurred is \$430.63, on his pool equipment. In the past these types of rebate requests have been denied staying consistent with District policy. After some discussion, a motion was made by Director Jeffries and seconded by Director England to deny Mr. Searles' request as presented. Motion passed unanimously.

PUBLIC COMMENT

No public comment at this time.

ADJOURNMENT

Being no further business to come before the Board, Board President Carl Peterson adjourned the meeting at 8:59 a.m.

Signed: _____
President

Attest: _____
Secretary-Manager

February 2025

2025 IRRIGATION BUDGET

	FEBRUARY	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
LEVEES					
Operating Assessments (incl. Interest)		\$2,500,009	\$410,786	16%	\$2,089,223
Excess Charges (incl. Interest)		\$40,000	\$6,849	17%	\$33,151
Interest (LGIP)		\$140,000	\$18,192	13%	\$121,808
Interest (Bonds, Gain/Loss)		\$30,000	\$1,250	4%	\$28,750
Leases (FD#5, Library, incl. power/garbage)		\$12,500	\$2,042	16%	\$10,458
Reimbursable Services/Miscellaneous Revenue		\$75,000	\$0	0%	\$75,000
Allocation of additional USBR acreage		\$24,000	\$4,098	17%	\$19,903
TOTAL REVENUE		\$2,821,509	\$443,216	16%	\$2,378,293
EXPENSES					
PAYROLL					
Salaries and Wages		\$497,021	\$88,300	18%	\$408,721
Overtime		\$27,265	\$2,767	10%	\$24,498
Employee Payroll Expenses		\$257,016	\$47,489	18%	\$209,527
Unemployment Reimbursed		\$4,100	\$0	0%	\$4,100
Total		\$785,402	\$138,557	18%	\$646,845
OFFICE					
Supplies, Telephone, Postage, Dues, Advertising, Bank Fees					
Total		\$35,000	\$10,019	29%	\$24,981
OPERATION AND MAINTENANCE					
Electrical, Pump/Motors, Valves/Fittings, Pipe, Meters Telemetry, Fuel, Equipment Rental					
Total		\$190,000	\$34,509	18%	\$155,491
POWER					
Power - Office (incl. shop, ag drains, FD#5, Lib)		\$7,500	\$1,401	19%	\$6,099
Power - PUD Contract		\$143,633	\$14,696	10%	\$128,937
Power - USBR Contract		\$245,018	\$0	0%	\$245,018
Total		\$396,151	\$16,097	4%	\$380,054
OVERHEAD					
Professional Services, Insurance, Licenses, Taxes, Refunds, Training					
Total		\$180,000	\$18,185	10%	\$161,815
CAPITAL EXPENSES					
Capital Purchases		\$81,180	\$847	1%	\$80,333
Equipment Purchases		\$0	\$0	0%	\$0
Vehicle Purchases		\$32,452	\$0	0%	\$32,452
Construction Fund		\$986,330	\$519,253	53%	\$467,077
USBR Repayment Contract		\$53,200	\$0	0%	\$53,200
Annual Domestic Payment		\$133,928	\$0	0%	\$133,928
Bond Interest & Principal Payments		\$415,550	\$0	0%	\$415,550
Total		\$1,702,640	\$520,100	31%	\$1,182,540
TOTAL EXPENSES		\$3,289,193	\$737,466	22%	\$2,551,727
NET REVENUE/EXPENSES			(\$294,251)		

2025 IRRIGATION CONSTRUCTION

	FEBRUARY	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
Grant		\$0	\$0	0%	\$0
TOTAL REVENUE		\$0	\$0	0%	\$0
EXPENSES					
PAYROLL					
Salaries and Wages		\$5,000	\$5,138	103%	(\$138)
Overtime		\$1,000	\$26	3%	\$974
Employee Payroll Expenses		\$3,000	\$2,614	87%	\$386
Total		\$9,000	\$7,779	86%	\$1,221
CAPITAL EXPENSES					
11-45 Pump Control Valve Rehab		\$180,000	\$144,096	80%	\$35,904
11-90A Turnout Upgrade (Non-Grant)		\$5,000	\$0	0%	\$5,000
11-94E,G,H MCC Upgrade Project - Phase 4		\$220,000	\$32,246	0%	\$187,754
11-96 Pump Repairs		\$50,000	\$0	0%	\$50,000
11-97 Motor Repairs		\$50,000	\$28,214	56%	\$21,786
11-111A Irr PP/Tank Telemetry (radios, solar)		\$5,000	\$0	0%	\$5,000
11-114 LC PP Traveling Screens		\$467,330	\$306,918	66%	\$160,412
Miscellaneous		\$0	\$0	0%	\$0
TOTAL CONSTRUCTION		\$986,330	\$519,253	53%	\$467,077

2025 DOMESTIC BUDGET

	FEBRUARY	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
LEVEES					
Base Charges (incl. Water Meter fees, Interest)		\$1,271,165	\$288,829	23%	\$982,336
Excess Charges (incl. Interest)		\$353,036	\$35,979	10%	\$317,057
Hookup Fees		\$200,000	\$0	0%	\$200,000
Interest (LGIP)		\$85,000	\$16,379	19%	\$68,621
Interest (Bonds, Gain/Loss)		\$9,000	\$8,400	93%	\$600
Leases (AT&T, Verizon, LocalTel)		\$70,000	\$10,712	15%	\$59,288
Reimbursable Serv/Misc. Revenue (hydrant fees)		\$60,000	\$6,890	11%	\$53,110
Annual Irrigation Reimbursement		\$133,928	\$0	0%	\$133,928
TOTAL REVENUE		\$2,182,129	\$367,189	17%	\$1,814,940
EXPENSES					
PAYROLL					
Salaries and Wages		\$618,246	\$101,506	16%	\$516,740
Overtime		\$33,915	\$10,013	30%	\$23,902
Employee Payroll Expenses		\$319,703	\$58,737	18%	\$260,966
Unemployment Reimbursed		\$5,100	\$0	0%	\$5,100
Total		\$976,964	\$170,256	17%	\$806,708
OFFICE					
Supplies, Telephone, Postage, Dues, Advertising, Bank Fees					
Total		\$55,000	\$17,260	31%	\$37,740
O&M and POWER					
Electrical, Pump/Motors, Valves/Fittings, Pipe, Meters Telemetry, Fuel, Equipment Rental					
Total		\$350,361	\$31,262	9%	\$319,099
OVERHEAD					
Professional Services, Insurance, Licenses, Taxes, Refunds, Training					
Total		\$340,564	\$45,978	14%	\$294,586
CAPITAL EXPENSES					
Capital Purchases		\$100,980	\$1,053	1%	\$99,927
Equipment Purchases		\$0	\$0	0%	\$0
Vehicle Purchases		\$40,367	\$0	0%	\$40,367
Construction Fund		\$593,103	\$66,379	11%	\$526,724
Annual Sewer Payment		\$5,000	\$0	0%	\$5,000
Total		\$739,450	\$67,432	9%	\$672,018
TOTAL EXPENSES		\$2,462,339	\$332,188	13%	\$2,130,151
NET REVENUE/EXPENSES			\$35,001		

2025 DOMESTIC CONSTRUCTION

	FEBRUARY	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
Grant		\$0	\$0	0%	\$0
TOTAL REVENUE		\$0	\$0	0%	\$0
EXPENSES					
PAYROLL					
Salaries and Wages		\$30,000	\$0	0%	\$30,000
Overtime		\$1,500	\$0	0%	\$1,500
Employee Payroll Expenses		\$15,000	\$0	0%	\$15,000
Total		\$46,500	\$0	0%	\$46,500
CAPITAL EXPENSES					
Domestic Line Extensions/Replacements					
Hwy 150 16" ST replacement		\$390,000	\$0	0%	\$390,000
21-001 Water Treatment Plant, Intakes, Tanks					
WTP- Instrumentation & Computers		\$15,000	\$0	0%	\$15,000
WTP- Valves/Flowmeters/Turbidimeters/Pumps/Trans		\$68,280	\$43,025	63%	\$25,255
WTP & Facilities- HVAC		\$23,323	\$23,354	100%	(\$31)
WTP- Miscellaneous		\$30,000	\$0	0%	\$30,000
Reservoir cleaning, Inspection, Repair		\$20,000	\$0	0%	\$20,000
Total		\$156,603	\$66,379	42%	\$90,224
Miscellaneous		\$0	\$0	0%	\$0
GRAND TOTAL		\$593,103	\$66,379	11%	\$526,724

2025 SEWER BUDGET

	FEBRUARY	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
LEVEES					
Service Charges (incl. Pump fees, Interest)		\$1,473,002	\$344,277	23%	\$1,128,725
City of Chelan Reimbursement (NSI)		\$5,000	\$0	0%	\$5,000
Hookup Fees		\$135,000	\$0	0%	\$135,000
Interest (LGIP)		\$122,360	\$21,181	17%	\$101,179
Interest (Bonds, Gain/Loss)		\$15,000	\$12,439	83%	\$2,561
Reimbursable Services/Miscellaneous Revenue		\$20,000	\$8,304	42%	\$11,696
Annual Domestic Reimbursement		\$5,000	\$0	0%	\$5,000
TOTAL REVENUE		\$1,775,362	\$386,200	22%	\$1,389,162
EXPENSES					
PAYROLL					
Salaries and Wages		\$109,102	\$12,501	11%	\$96,601
Overtime		\$5,985	\$1,465	24%	\$4,520
Employee Payroll Expenses		\$56,418	\$7,441	13%	\$48,977
Unemployment Reimbursed		\$800	\$0	0%	\$800
Total		\$172,305	\$21,406	12%	\$150,899
OFFICE					
Supplies, Telephone, Postage, Dues, Advertising, Bank Fees					
Total		\$6,000	\$2,133	36%	\$3,867
O&M and POWER					
Electrical, Pump/Motors, Valves/Fittings, Pipe, Meters Telemetry, Fuel, Equipment Rental					
Total		\$300,000	\$42,732	14%	\$257,268
OVERHEAD					
Professional Services, Insurance, Licenses, Taxes, Refunds, Training					
Total		\$95,000	\$14,085	15%	\$80,915
CAPITAL EXPENSES					
Capital Purchases		\$15,840	\$165	1%	\$15,675
Equipment Purchases		\$0	\$0	0%	\$0
Vehicles Purchases		\$6,332	\$0	0%	\$6,332
Construction Fund		\$417,145	\$0	0%	\$417,145
City of Chelan Capital Improvements		\$728,216	\$0	0%	\$728,216
Phase 2 City of Chelan WWTP Loan - LCRD Share		\$55,000	\$0	0%	\$55,000
Total		\$1,222,533	\$165	0%	\$1,222,368
TOTAL EXPENSES		\$1,795,838	\$80,521	4%	\$1,715,317
NET REVENUE/EXPENSES			\$305,680		

2025 SEWER CONSTRUCTION

	FEBRUARY	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
Grant		\$0	\$0	0%	\$0
TOTAL REVENUE		\$0	\$0	0%	\$0
EXPENSES					
PAYROLL					
Salaries and Wages		\$2,500	\$0	0%	\$2,500
Overtime		\$1,000	\$0	0%	\$1,000
Employee Payroll Expenses		\$1,200	\$0	0%	\$1,200
Total		\$4,700	\$0	0%	\$4,700
CAPITAL EXPENSES					
31-60 Pump Repairs/Replacement		\$100,000	\$39,320	39%	\$60,680
31-61 NSI Maintenance (air vacs, flushing)		\$5,000	\$0	0%	\$5,000
31-73A NSI SCADA/HMI (office)		\$5,000	\$0	0%	\$5,000
31-64 E-One (District maintained pumps)		\$15,000	\$0	0%	\$15,000
31-78 Lift Station #3 Improvements		\$250,000	\$28,727	11%	\$221,273
31-77 Orchards LS Gravity By-pass		\$33,597	\$6,064	18%	\$27,533
Sewer Line Extension/Replacements					
Pipe & Pipe Parts			\$0		
Manholes & Fittings			\$0		
Bedding			\$0		
Road Restoration			\$0		
Legal Services			\$0		
Miscellaneous			\$0		
Total		\$0	\$0	0%	\$0
Miscellaneous (HVAC at LS 1A)		\$3,848	\$4,445	0%	(\$597)
GRAND TOTAL		\$417,145	\$78,556	19%	\$338,589

[illegible]

2024 / 2025 Investment Funds

Month	1180120 Domestic O&M Inv	1180121 Domestic Constr Inv	1180820 US Bank Bond Market Value	Total
2024				
January	\$ 1,746,156.02	\$ 458,316.85	\$ 1,642,083.86	\$ 3,846,556.73
February	\$ 1,817,871.64	\$ 413,313.78	\$ 1,646,474.65	\$ 3,877,660.07
March	\$ 1,772,216.02	\$ 409,898.00	\$ 1,644,646.53	\$ 3,826,760.55
April	\$ 1,882,295.99	\$ 410,028.58	\$ 1,649,730.51	\$ 3,942,055.08
May	\$ 1,844,592.23	\$ 409,569.39	\$ 1,648,491.91	\$ 3,902,653.53
June	\$ 1,671,767.37	\$ 390,979.67	\$ 1,656,120.36	\$ 3,718,867.40
July	\$ 1,787,037.23	\$ 346,156.87	\$ 1,907,257.74	\$ 4,040,451.84
August	\$ 1,805,351.90	\$ 344,440.24	\$ 1,922,880.67	\$ 4,072,672.81
September	\$ 1,696,104.31	\$ 313,289.99	\$ 1,941,459.47	\$ 3,950,853.77
October	\$ 1,897,136.68	\$ 314,152.00	\$ 1,955,839.74	\$ 4,167,128.42
November	\$ 1,878,308.88	\$ 315,400.85	\$ 1,945,586.56	\$ 4,139,296.29
December	\$ 1,992,160.10	\$ 316,648.58	\$ 1,948,729.89	\$ 4,257,538.57
2025				
January	\$ 1,565,574.78	\$ 644,160.90	\$ 1,954,677.24	\$ 4,164,412.92
February	\$ 1,643,824.94	\$ 603,219.56	\$ 1,961,053.94	\$ 4,208,098.44

2024 / 2025 Investment Funds

Month	1180130 Sewer O&M Inv	1180131 Sewer Constr Inv	1180830 US Bank Bond Market Value	Total
2024				
January	\$ 1,607,948.43	\$ 1,087,849.03	\$ 1,996,224.16	\$ 4,692,021.62
February	\$ 1,743,873.35	\$ 1,062,826.32	\$ 1,996,351.44	\$ 4,803,051.11
March	\$ 1,758,189.13	\$ 1,062,264.41	\$ 1,982,134.67	\$ 4,802,588.21
April	\$ 1,939,606.76	\$ 1,062,763.36	\$ 1,985,969.39	\$ 4,988,339.51
May	\$ 1,950,280.75	\$ 858,736.15	\$ 1,970,889.99	\$ 4,779,906.89
June	\$ 2,153,507.68	\$ 444,330.84	\$ 1,979,301.47	\$ 4,577,139.99
July	\$ 2,017,847.63	\$ 233,530.32	\$ 1,991,743.88	\$ 4,243,121.83
August	\$ 2,197,930.08	\$ 229,902.66	\$ 2,009,939.14	\$ 4,437,771.88
September	\$ 2,221,905.72	\$ 228,896.78	\$ 2,031,590.23	\$ 4,482,392.73
October	\$ 2,398,421.48	\$ 219,001.70	\$ 2,046,949.14	\$ 4,664,372.32
November	\$ 2,466,567.68	\$ 207,848.64	\$ 2,025,545.54	\$ 4,699,961.86
December	\$ 2,638,486.33	\$ 192,964.33	\$ 2,026,707.21	\$ 4,858,157.87
2025				
January	\$ 2,314,156.53	\$ 505,721.61	\$ 2,026,866.71	\$ 4,846,744.85
February	\$ 2,500,887.25	\$ 447,357.26	\$ 2,034,206.03	\$ 4,982,450.54

LAKE CHELAN RECLAMATION DISTRICT

Thursday, March 6, 2025

Purchase List

Vendor ID	Purpose	Total
Kelley Create	Office & Computer Supplies	\$ 218.51
Ricoh USA, Inc.	Office & Computer Supplies	\$ 401.33
U.S. Bank N.A.	Bank & Wire Fees	\$ 42.00
Ward Media	Advertising	\$ 333.50
Department of Ecology	Safety Inspection	\$ 1,208.00
Thryv	Advertising	\$ 44.35
A.L. Cleaning Service	Cleaning Services	\$ 735.00
Ag Supply Company	Gasoline	\$ 3,392.09
All Seasons Rentals	Mobile Equipment	\$ 14.42
Anatek Labs, Inc.	Water Testing	\$ 380.00
Badger Meter	Cellular Data Service	\$ 1,994.56
Bureau of Reclamation	USBR Power Contract (First half)	\$ 122,508.75
Chelan Auto Parts	Light Duty Vehicles	\$ 264.33
Chelan County Auditor	Filing & Recording Fees	\$ 615.00
Chelan County PUD	Power	\$ 5,454.17
Chelan Valley Heating & Cooling	WTP - Bldg Maint/ Contractor Services	\$ 1,396.77
City of Chelan	WW Treatment	\$ 17,233.56
Consolidated Supply Co	Pipe Parts & Fittings	\$ 1,160.67
Core & Main	Valves/ Pipe Parts & Fittings	\$ 11,717.85
Department of Revenue	Excise & Sales Tax	\$ 10,312.81
Firefly	Contract Services	\$ 1,609.74
General Pacific	Meters	\$ 1,639.01
Grainger	Pumps & Motors	\$ 154.85
H.D. Fowler	Pipe Parts & Fittings/ Pipe	\$ 1,791.40
Industrial Software Solutions	Computer Software	\$ 1,788.60
International Water Screens	Traveling Screens (Final Payment)	\$ 102,306.00
Interwest Communications	Contract Services	\$ 54.20
K&N	Pump Repairs	\$ 13,307.80
Kelly's Ace Hardware	Shop & Building O&M/ WTP Bldg Maint/ Fab Materials	\$ 165.96
Keyhole Security Inc.	WTP - Building	\$ 24,991.30
LCRD	Payroll Reimbursement	\$ 164,274.24
Manson Chamber of Commerce	Shop Equipment/ Minor Equipment/ Maint Supplies	\$ 154.79
Noble Truss & Lumber Inc.	Capital Purchase (Shop addition - 50% deposit)	\$ 2,310.00
Norco	Shop Equipment	\$ 181.64
Office Depot	Office & Computer Supplies	\$ 136.55
One Call Concepts, Inc.	Contract Services	\$ 38.85
O'Reilly Auto Parts	Light Duty Vehicles/ Heavy Duty Vehicles	\$ 139.94
Pitney Bowes Bank Inc Purchase Power	Postage	\$ 47.25
Prime Electric	Contractor Services	\$ 8,943.00
QCL, Inc.	Contract Services	\$ 125.00
RH2 Engineering	Engineering Services (Several Projects)	\$ 30,197.54
Ricoh USA, Inc.	Contract Lease	\$ 184.81
Staples	Office & Computer Supplies	\$ 90.93
Tacoma Screw	Pipe Parts & Fittings/ Safety Equip & Supplies/ Minor Equip	\$ 783.20
TAL Building Centers	Pipe/ Pipe Parts/ Minor Equip/ WTP Bldg Maint/ Bldg O&M	\$ 485.23
Washington State Auditor's Office	2022-2023 Audit	\$ 1,223.20
Z Electrical Services, LLC	WTP- Bldg Maintenance/ Contractor Services	\$ 3,196.50
Zippy Disposal	Garbage Services	\$ 176.43
		<u>\$ 539,925.63</u>