REGULAR BOARD MEETING

MINUTES

September 20, 2016

Richard brought the meeting to order at 3:30. Present were Richard Doney, Don Gardner, Steve May, Sharon Meyer and Marsha Ritzheimer. Neil Peck, Systems Operator and Linda Williams, Secretary were also present.

Consent Agenda. Richard called for the approval of the June minutes. Seconded. (person unknown) All approved.

Richard then called for the approval of the July minutes. Seconded. (person unknown) All approved.

And then the August minutes. Seconded. (person unknown) All approved.

Richard then called for approval of all regular and special bills to be paid. Seconded. (person unknown) All approved.

NEW BUSINESS

Richard stated that he would like to have the debit card purchases included in the expense report. Linda stated that she may not include it in that report but hey would get a list of those purchases.

Operator’s Report: Neil explained that we were having problems with 1 of the pumps which is being fixed but this caused us to run out of water in the Dromore addition over the weekend.

Richard asked Neil to explain #6 in his operator’s report from last month (since Neil was not at that meeting). #6 We are performing the annual water sampling which includes 1-Total Haloacetic Acid and TTHM. These tests are disinfection byproducts tests for the Cape Horn system. 2- 10 Lead/copper tests. This includes Bayview and Cape Horn. These tests are run every 3 years. 3-Tests done at pump house 7 & 8 are: 1-Rads-Radium 226. 2-Rads-Radium 228. 3-Loc-sodium. 4- Rads-Uranium. 5- Nitrate. 6- Rads-Gross Alpha. The nitrate is tested yearly. The sodium is tested every 3 years. The rest are tested every 9 years.

1. Is a test for byproducts from using chlorine and have to be tested for every year.
2. Lead and copper both are extremely low in our water so it’s not a problem that we have
3. We have to rum Rads tests every 6 years

Chan’s electric bill. Tabled untill next meeting. Chan has a pump station. There was a meter there and we were paying for the electric for it. Somehow that meter got changed and Kootenai Electric put in a private meter. That meter now belongs to Chan and runs the pump along with some other things. Talking with KEC and Dan Hanenburg they say they cannot prove or disprove that Chan messed with the wiring and all that got changed. So Chan gets the whole bill which includes the pump. Chan feels that we should pay the electric for the pump. There was a Resolution made that every individual should pay for their own pump. Richard wants to talk to Chan and get his side. Motion to approve tabling this till next meeting made by Steve. Don seconded. All approved. None opposed.

We had a workshop about raising rates. Steve said we have to have a hearing before anything can be put into place. On the water base rate only to increase three dollars is what we’re proposing. That will bring us into a break even stage.

The water rate hearing will be at our October meeting at the Community Center at 3:30.

Sale of orange pickup. We sold the orange truck on EBay. We sold it for $1,376 to a guy in the Netherlands. EBay charged $54.26 so we profited $1321.74.

Banking upgrades. Two representatives from Mountain West Bank were present to discuss remote deposit. It would save making so many trips to the bank. They supply us with a scanner with which we can scan 100 at a time. We can deposit to each of our five accounts and it ensures our deposits balance. Customer checks are cleared faster. Cost to us is a onetime set up fee of $70. and $35. per year as long as we maintain a balance of $30,000.

2-Online bill pay. We could cut down on the amount of checks we write and it would make us more eco-friendly. It would save us money in fewer checks, less stamps, and less time.

3-FDIC insurance. We can only be insured for $250,000. so the bank will take our money and deposit it in another bank investment at higher interest. There is a monthly fee of $40. It is a low risk investment and if we need to write a check on the money it will be covered.

Richard moved that he would like to set up the remote deposit. Sharon seconded.

All approved. None opposed.

Richard motioned that he would like to set up the online bill pay. Steve seconded. All approved.

Richard would like to make the motion to set up the Business Sweep program. Marsha asked that we put it off until next meeting so they could do more checking. Richard asked for a motion to table this until next meeting. Don seconded. All approved.

Alternate access. Richard moved that we table this discussion until October meeting. Sharon seconded. All approved.

Shutting off water for late bills. Richard stated that he drew up a resolution for shutting off water for delinquent accounts. All other districts do this and even the smaller districts here in Bayview. We’re not a lending agency and we shouldn’t have to carry some of the bills that we are carrying right now.

$100 to disconnect and another $100 to connect seemed a little excessive so that will be changed to $50 to disconnect and $50 to reconnect.

This is pending the attorney’s approval. Richard moved that we adopt the Resolution 2016-001 with corrections, and pending the attorney’s approval. Sharon seconded. 4 approved. Marsha opposed.

Five year plan. Our biggest projects are the main Farragut tank relined, increase the capacity of the Dromore tank, pumps that are going to need to be rebuilt, replacing 400 feet of waterline which is the main feed to the tower, and we need money set aside in case we have to repair any of the main pumps. We also need to get our reserves built back up.

Policy & Procedures Commitee. Put together a committee with experience in city, county, and municipal business, with volunteers from Cape Horn, Bayview. This will be a 4 week project to take the information and discuss and improve the policy and procedures. We will look at it and improve errors. Send it to the attorney. Steve has a signup sheet for people who would like to help.

Steve’s motion is that we form a special committee appointed by the Chairman for volunteers within the District. The task of the committee would be to view existing policy information, currently in use, and seek sources of existing policies used by other utility providers and similar agencies to provide a reasonable basis

for Bayview Water & Sewer District Policy. The committee will review any existing policy on a policy samples from others and use this information as a starting point to form a draft policy along with recommendations about adopting for submission to the Board. The recommendations should provide a structure for the system that could be amended in the future and the same information to be found in the same location that meaning it will be in the same chapter section part in the foreseeable future. Meaning easily accessible and that’s for the employees and the members of the Board. Members of the committee shall have access to public information pertaining to the District and should be made available as needed. The committee shall meet at the District Office as needed. A single individual may be selected by the committee to seek and gather information from employees in their prospective of needs. The intent of this provision is to gain employee input while avoiding excessive interruption of ongoing working hazards. Sharon seconded. All approved.

Electronic billing. Instead of getting a blue card every month your bill can be emailed to you. It could save money from sending cards. We will set up a workshop with El Dorado. Richard moved that we set up the workshop for October 4th with El Dorado. Marsha seconded. All approved. None

Announcements. Richard announced that on October 18 we will have our ‘water rate hearing’ at the Community Center at 3:30. Sharon asked for permission to write a press release about the hearing.

Public Comments. Bob Moore asked what the updates would be on the 5 year plan. Steve suggested that we do it quarterly.

Audit will be on the web site tomorrow morning.

Robin would like to hear more about our water quality in Neil’s report

Adjournment. Sharon moved that we adjourn at 4:29. Don seconded. All approved. None opposed.

Respectfully submitted,

Linda Williams

Linda Williams, Secretary