

Bayview Water & Sewer District
P.O. Box 637, Bayview, Idaho 83803

REGULAR MEETING MINUTES
November 15, 2017

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 3:00 PM and a roll call confirmed that Vice-Chair Sharon Meyer, directors Jan Jones and Steve May were also present.

Others Present: District Operators Bob Kuchenski and Bob Hanson, as well as District Treasurer Jessie Roe.

Guests Present: Ellery with JUB Engineers, Amanda Knight and Dan Spinosa with Innovate, and members of the public.

Consent Agenda and Minutes: Chairman Doney started with the consent agenda and the approval of the October Minutes as well as the minutes from the special meeting held on November 2, 2017. Ms. Jones made a motion to approve the proposed agenda as well as the minutes with a second from Mr. May. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on District operations for the month of October (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of October (attached). She also added that starting with next month's bills she will incorporate a message on the reverse side of the bill so the District can use this as a means of communication with their customers.

Public Comment (*limited to three minutes per person*): One member of the public wanted to say that he doesn't agree with the Board pursuing trespassing charges on the two individuals found beyond the no trespassing signs at the sewage treatment site; he believes a warning would be sufficient.

Public Matters:

1. Pat Bennett #5032 – Water Leak Forgiveness: Ms. Roe said she received a call from Ms. Bennett and she has since decided not to bring her water leak forgiveness to the Board because it is at no fault of the District. She thanks the Board for their time and consideration.

Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard went over the findings and recommendations from Aqua Drone Marine's recent water storage tank cleaning as well as how to test for water-main leaks in the Cape Horn area. The Board voted to utilize Idaho Rural Water

Association's (IRWA) leak detection services for a total of \$60, motioned by Ms. Meyer, seconded by Ms. Jones. All were in favor, motion carried. The Board also decided to get Aqua Drone Marine services back to video and inspect the uninterrupted line that runs underwater along the shoreline from the Bayview proper area to Cape Horn, motioned by Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried. Last, the Board approved JUB Engineers to perform a structural analysis of the water tank as recommended by Aqua Drone Marine, motioned by Mr. May, seconded by Ms. Jones. All were in favor, motion carried.

2. Quarterly Meetings – Date & Time: The Board set a date for the quarterly meetings to start February 22, 2017 at 7:00 pm. This schedule is favorable to the public because it will give the most meetings in the summer time when Bayview has a majority of its residents in the area. Motioned by Ms. Meyer, seconded by Ms. Jones. All were in favor. Motion carried. The 2018 meeting dates and times will be posted at the District office.
3. Operating Procedures Manual Update: Ms. Edwards is in charge of creating the manual. She is out of town so this will be tabled to a later meeting.

New Business:

1. ER Reconciliation: Ms. Knight and Dan Spinosa, with Innovate, gave the District and the audience a Powerpoint presentation of their services and explained how their company can be a benefit to the District in reconciling the ER's allocated in 1992 and to a modern map used by the County today. Configuring the ER book from 1992 to present is proving to get more difficult as time passes, parcels change and maps become updated. Their GIS map would automatically sync with the District's billing software and keep information up-to-date.
2. Reflection Ridge – Paid Water and Sewer Hookups 2007: Ms. Roe presented the Board, as well as the public, with the plans for a new development to take place in the future at Reflection Ridge (across from the liquor store). She had a customer come into the office showing receipts of previously purchased sewer and water connections a few months before the moratorium was placed. The Board honored the additional water and sewer connections.
3. Sewer Hookup(s): Ms. Roe said she had previously thought this would be an issue to present to the Board but after working closely with Amy Hilland at Kootenai County Community Development she received information that morning that tied previously allotted parcel numbers with the renumbered parcel numbers being used today. Ms. Roe was able to determine that this lot does have an ER available.
4. Approve FYE15-16 Audit: The fiscal year-end audit for December 1, 2015 through November 30, 2016 has been completed. The Board approved the audit following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried. Mr. May requested a sit down meeting with Anderson Brothers to request a more timely audit completion for the approaching audit for FY16-17. Ms. Roe agreed to arrange for this.
5. Resolution 2017-003: The Board voted to pass resolution 2017-003 to enable Chairman Doney to sign all documents pertaining to the upcoming water system facility plan after a motion from Ms. Meyer, seconded by Ms. Jones. All were in favor, motion carried.
6. Director Fees: The Board voted to raise monthly director fees from \$1 a month to \$50 a month to cover for out-of-pocket costs incurred while serving on the Board. This will start with the new fiscal year December 1, 2017 following a motion from Mr. May, seconded by Ms. Meyer. All were in favor, motion carried.

7. December Meeting: Historically the Board has chosen to forego the December meeting as it falls around the holidays. With the engineering work being performed and working with a tight timeline the Board decided a December meeting would be necessary for operations and workflow.

Announcements: None

Ms. Meyer made a motion to adjourn seconded by Mr. May. All were in favor, motion carried. With no further business to discuss the regular meeting was adjourned at 4:46 PM.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

Bayview Water & Sewer District

Treasurer's Reports

October		September		Comment
General Checking #7564	\$ 25,900.67	General Checking #7564	\$ 34,230.79	Payroll and general accounts payable *All of September and most of October 2017
Guarantee Fund #1227	\$ 110,745.91	Guarantee Fund #1227	\$ 110,727.72	Interest: \$18.20 Service Charge: \$0.01
LID Bond Fund #9680	\$ 290,317.23	LID Bond Fund #9680	\$ 368,575.43	Interest: \$59.26 LID payments: \$23,043.39 Annual DEQ Payment: \$101,360.85
Sewer Savings #8307 (Quarterly)	\$ 38,027.22	Sewer Savings #8307	\$ 38,027.22	Interest: \$4.52 (July, August, Sept.)
Water Savings #8299 (Quarterly)	\$ 34,194.35	Water Savings #8299	\$ 34,194.35	Interest: \$4.07 (July, August, Sept.)
Total Balances	\$ 499,185.38		\$ 585,755.51	

Regular Operations for the Month:

- Income: \$ 36,053.30	Last Month: \$ 22,016.07	Difference: \$ (14,037.23) more
- Expenses: \$ 44,353.42	Last Month: \$ 9,263.46	Difference: \$ (35,089.96) more

-Net Profit: \$ (8,300.12)	Last Month: \$ 12,752.61	Difference: \$ 21,052.73 less
-Maint. & Repairs: \$ 6,864.35	Last Month: \$ 4,608.35	Difference: \$ (2,256.00) more

COMMENTS:

- 1.) General checking account decreased because bill payments were sent out late in September (do to training) so the checking account reflects that of two months of bill payments.
- 2.) Annual DEQ payment was made in the amount of \$101,360.85 with account #9680
- 3.) Maintenance & Repair: Pumping, testing, water hookups, troubleshooting treatment site automated system, waterline break at Dromore booster station, lift station breaker repairs

User Billing:

Late Fees: \$ 670.01
Sewer: \$ 14,307.24
Water: \$ 24,724.42
\$ 39,701.67

Delinquent List

- 1.) Delinquent List Update:
- \$2,251.65 - 10 accounts

11/15/17 Bayview Systems Report

A. Water Production update.

4,380,000 gallons produced by the wells during October. This works out to 141,000 gallons per day or 299 gallons per day, per customer. (472 service connections). This compares to systems of similar size where customers average 356 gallons per day, per customer.

B. Sewer system production.

The sewer treatment irrigation site has been closed and winterized for the season. Prior to closing, the flow meter at the drain field indicated that 10,000 gallons per day of effluent was flowing to the drain field.

C. General issues.

1. While the water production numbers above look favorable when compared to other systems, Bayview tends to be more seasonal with many customers gone for the season. With irrigation season over, if only 10,000 gallons per day is going into the drain field, where is the other 131,000 gallons of water going? This suggests that we have a significant amount of unaccounted for water lost. We may want to start our analysis of unaccounted for water loss by inspecting the 8 inch HDPE water main in the lake below the slide area as well as further analyzing the condition of the 8 inch main in Farragut State Park.

2. The water tower was cleaned and inspected by AquaDroneMarine.com. While the interior coating is coming off of the tank, the overall condition appears to be better than anticipated. Here is the link to the HD video taken of cleaning and inspection:

<https://www.youtube.com/watch?v=EBTzTmHV7a0>

3. We had 2 new water connections in October and 1 new sewer connection.

4. Repair of leak on Pend Oreille Pines Road will require new asphalt in the Spring.

5. Repair of slide area on Cape Horn Road required moving 2 services which were not installed according to the engineer's "as-built" plans. These lines were in the middle of the slide area in the Lakes Highway District right of way. They required us to move these lines. Asphalt repairs will be completed in the Spring.