

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

REGULAR MEETING MINUTES

January 17, 2018

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, Robyn Edwards 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 as well as members of the public.

Consent Agenda and Minutes: Ms. Edwards motioned to amend the consent agenda to include the topic of Fire Hydrants under old business, the reason being that Ms. Edwards had just met with the fire chief the evening prior to the meeting. The motion was seconded by Ms. Meyer. All were in favor, motion carried. Ms. Meyer made a motion to approve the December minutes, as well as the minutes from July 28, 2017, with a second from Mr. May. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on District operations from December 20, 2017 through January 17, 2018 (attached). Due to an auto alarm dialer failure to transmit alarms during the recent power outage Mr. Kuchenski asked the Board for approval to purchase an upgrade on the triplex alarm system. Ms. Jones motioned to approve the purchase with a second from Ms. Meyer. All were in favor, motion carried.

Treasurer's Report: Ms. Roe presented the financial report for the month of December 2017 (attached).

Public Comment (*limited to three minutes per person*): Ms. Meyer made a motion to include a section for Correspondence on the agenda, followed by a second from Mr. May. All were in favor, motion carried. Colleen Dahlseid produced a letter to the Board and asked for their review.

Public Matters: None

Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard started by saying that he submitted the Letter of Intent (LOI) on January 11, 2018. A preliminary list from Department of Environmental Quality (DEQ) for drinking water loans will be put out in the next two to three months; at that time, the Board will be made aware of their position on the list. Mr. Howard recommended the District focus on un-metered connections, the Naval base, and track unbilled water accounts, such as the Community Center. This will significantly help in tracking unaccounted for water loss and give the District an accurate report on consumption. Next, he said that he was able to obtain a copy of the income survey done in 2013 for the Bayview Community Center and submitted it along with the LOI. He

indicated they were intrigued and will review the information. If DEQ accepts the income results the District could potentially benefit from an Idaho Community Development Block Grant (ICDBG) and lower loan rates. Finally, between now and November 2018 the Board needs to establish a bond counsel and will hold a public hearing. Mr. Howard spoke with Danielle Quade with Hawley Troxell and she has prepared a proposal and is interested in meeting with the Board. He will invite her to the March meeting.

2. Fire Hydrants: Ms. Edwards spoke with the fire chief the prior evening and he recommended all fire hydrants in the District be flooded once every five (5) years. They will come out to flood the Hudson Road hydrants when weather gets a little nicer and will coordinate times with the District operator Mr. Kuchenski.

New Business:

1. Approval of past resolutions: Resolutions were not changed, only ratified.
 - Resolution 2007-001: Approved following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried.
 - Resolution 2003-004: Approved following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried.
 - Resolution 2003-003: Approved following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried.
 - Resolution #4: Approved following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried.
2. Income survey: Mr. Howard spoke about this during his Engineer report.

Announcements: Chairman Doney made two announcements:

1. The next Board meeting, February 15, 2018 at 7:00 PM is the first quarterly evening meeting. Dates and times are new.
2. A group of people submitted an 'open meeting violation' claim. The District's attorney submitted a response to the prosecuting attorney's office this morning on the District's behalf.

Ms. Roe made two more announcements:

3. The message on the back of the bill for January 2018 went out with an incorrect phone number for the District's operator. The correct phone number, (208) 659-4197, will go out with the February bill.
4. The survey performed by JUB Engineers for the Water Facility Plan is ready and the link will go out with the February bill. Hard copies of the survey will be at the post office.

With no further business to discuss the regular meeting was adjourned at 4:08 PM following a motion from Ms. Meyer, seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

1/17/2018 Bayview Systems Report

A. Water Production update.

4,692,000 gallons produced by the wells during December. This works out to 151,000 gallons per day or 321 gallons per day, per customer. (473 service connections). While the daily consumption per customer appears favorable, the majority of our customers are gone this time of year. This means there are most likely substantial leaks to be found.

B. Sewer system production.

The sewer treatment irrigation site has been closed and winterized for the season. No readings are available at this time.

C. General issues.

1. Triplex and main well generators failed to start during the overnight power outage on December 29th. Generators have been serviced and more modifications are necessary.
2. Old alarm auto dialers need to be upgraded and replaced as no alarms were received during the power outage.
3. We had 1 new water connection in December.
4. Road boring for installing Steve Smith's meter is occurring on Wednesday the 17th.

Bayview Water & Sewer District

Treasurer's Reports

December		November		Comment
General Checking #7564	\$ 31,583.64	General Checking #7564	\$ 30,858.07	Payroll and general accounts payable
Guarantee Fund #1227	\$ 110,782.91	Guarantee Fund #1227	\$ 110,764.10	Interest: \$18.82 Service Charge: \$0.01
LID Bond Fund #9680	\$ 333,242.96	LID Bond Fund #9680	\$ 328,508.72	Interest: \$56.11 LID payments: \$4,678.13
Sewer Savings #8307 (Quarterly)	\$ 38,033.85	Sewer Savings #8307	\$ 38,027.22	Interest: \$6.63 (Oct., Nov., Dec.)
Water Savings #8299 (Quarterly)	\$ 34,200.32	Water Savings #8299	\$ 34,194.35	Interest: \$5.97 (Oct., Nov., Dec.)
Total Balances	\$ 547,843.68		\$ 542,352.46	

Regular Operations for the Month:

- Income: \$ 29,613.58	Last Month: \$ 46,215.99	Difference: \$ 16,602.41	less
- Expenses: \$ 28,888.01	Last Month: \$ 41,258.59	Difference: \$ 12,370.58	less

-Net Profit: \$ 725.57	Last Month: \$ 4,957.40	Difference: \$ 4,231.83	less
-Maint. & Repairs: \$ 25,096.53	Last Month: \$ 19,954.89	Difference: \$ (5,141.64)	more

COMMENTS:

1.) The District saw some rather large bills pass through this month as we make our way through the Water Facility Plan and complete other outstanding projects; Cape Horn water line evaluation as well as the line relocation, Emergency generator project completion. Next month we will see out structural assessment costs

2.) Maintenance & Repair:

Bad effluent pump & float: \$2,100	CH Water line Relocate: \$5,065
Septic Pumping : \$620	CH Mainline Inspection: \$4,750
Septic Repair (customer): \$2,000	CH Emerg. Generators: \$4,640
New Connection: \$3,400	New Connections: \$1,880
Sewer Routine costs: \$306	Water Routine Costs: \$335
Total: \$8,426	Total: \$16,670

User Billing: (12/4/17)

Late Fees: \$	526.99
Sewer: \$	14,307.24
Water: \$	11,609.15
	\$ 26,443.38

Delinquent List

1.) Delinquent List Update:
 - \$1,694.72 - 9 accounts