

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

REGULAR MEETING MINUTES

February 15, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 7:00 PM and a roll call confirmed that Vice-Chair Sharon Meyer, directors Jan Jones, Steve May and Robyn Edwards (via skype) were also present.

Others Present: District Operator Bob Kuchenski.

Guests Present: Ellery with JUB Engineers as well as members of the public.

Consent Agenda and Minutes: Ms. Jones motioned to approve the consent agenda as well as the minutes from January 9th, 16th, & 17th of 2018 seconded by Ms. Meyer. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on District operations from January 18, 2018 through February 15, 2018 (attached). Ms. Edwards requested to have the sale of the District vehicle on the agenda for the March 21, 2018 meeting.

Treasurer's Report: In the absence of Ms. Roe, the District Treasurer, Mr. May presented the financial report for the month of January 2018 (attached).

Public Comment (*limited to three minutes per person*): The first question was for the District Operator and he was asked about the generators at Well House #7 needing to be switched over manually. Mr. Kuchenski responded by saying that Well House #7 requires a manual restart after a power outage, as it does not start or stop automatically like the Limekiln and Cape Horn booster stations. Mr. Kuchenski assured the audience member we would also look into after-market parts for cost savings. Next, the audience asked about accepting debit and credit cards. The Chairman responded by saying the District has looked into many options, all which are quite costly for the District and we are trying to keep costs as low as possible at this time.

Correspondence: Chairman Doney summarized a response to a letter received from Ms. Dahlseid. The District will post both letters on the website.

Public Matters:

1. Jim Grote: Had two questions for the Board: How much time and money has the District spent on addressing the recent public records requests and do you have any idea what they hope to achieve in their requests? Chairman Doney responded by saying the District has spent \$701.76 and have requested approximately \$200 in payment, at this time, Doney is unable to predict the reason for requests.

Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard started by saying that the District was able to get another \$20,500 in DEQ grant funding for the Water Facility Plan. The last Water Facility Plan done for the District was when the system was created in 1978. The water survey has been operating for a month and JUB has received 46 responses; sixty percent come from the Bayview area, forty percent from the Cape Horn area. The highest priority item ranked by the public was 'Reliability (replacing aging infrastructure, service outages)'. Determining whether the District has any significant leaks is top priority for the District and its engineers. JUB plans to put a probe inside the main reservoir around the last of February and beginning of March to determine whether or not there might be a steady leak there.
2. Operating Procedures Manual: Ms. Edwards does not have an update at this time but plans to sit down with the District clerk when she returns to define the sewer system portion further.

New Business:

1. Revise rate structure approved 12/20/17 to reflect delinquent charge(s) line item: The rate structure approved December 20, 2017 did not include a line item for current delinquent charges, therefore, Ms. Edwards made a motion to approve the revised rate structure followed by a second from Ms. Jones. All were in favor, motion carried.

Announcements: Chairman Doney said the District had recently sent out LID (Local Improvement District) amortization schedules. This was done at the request of the District auditor and it is an informational mailing which should help when the District auditor sends out 'Confirm Letters' at the end of each fiscal year audit. Confirm Letters are sent to random LID account holders and the customer is asked to confirm their principal owing balance. If you have any further questions, please call the District office.

With no further business to discuss the regular meeting was adjourned at 8:16 PM following a motion from Ms. Meyer, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

2/15/2018 Bayview Systems Report

A. Water Production update.

5,822,000 gallons produced by the wells during January. This works out to 189,000 gallons per day or 396 gallons per day, per service connection. (474 service connections). While the daily consumption per connection 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 is closed and winterized for the season. No readings are available at this time.

C. General issues.

1. Generators have been serviced and more modifications are necessary. Neither the Triplex or Well #7 generators exercises at all and Well #7 does not start automatically. Power Solutions, LLC will be providing quotes for upgrading at the next Board meeting.
2. Old alarm auto dialer at the Triplex was replaced by a Sensaphone 800. This new alarm dialer is now working properly and is able to handle future system upgrades.
3. We had 1 new water connection in January.
4. Review of RC Worst quotes for Sewer System upgrades at the land application site. Need Board approval to move forward as the lead time for parts is one month with the land application season starting April 1st. The quote of \$8,566.00 is the minimum required to start and run the land application system in manual mode. More problems may be discovered and need to be corrected. RC Worst will be providing a second quote for a new control panel that will allow the system to be operated automatically as intended in the Operations Manual.
5. Dan Lincoln has offered to purchase the old service truck for \$3,000. It is my understanding that the truck has salvage title and the body has rust issues. How would the Board like to proceed?

Bayview Water & Sewer District

Treasurer's Reports

January		December		Comment
General Checking #7564	\$ 23,781.10	General Checking #7564	\$ 31,583.64	Payroll and general accounts payable
Guarantee Fund #1227	\$ 110,801.72	Guarantee Fund #1227	\$ 110,782.91	Interest: \$18.82 Service Charge: \$0.01
LID Bond Fund #9680	\$ 334,017.10	LID Bond Fund #9680	\$ 333,242.96	Interest: \$56.66 Service Charge: \$0.01 LID Pmts: \$717.49
Sewer Savings #8307 (Quarterly)	\$ 38,033.85	Sewer Savings #8307	\$ 38,033.85	Interest: \$6.63 (Oct., Nov., Dec.)
Water Savings #8299 (Quarterly)	\$ 34,200.32	Water Savings #8299	\$ 34,200.32	Interest: \$5.97 (Oct., Nov., Dec.)
Total Balances	\$ 540,834.09		\$ 547,843.68	

Regular Operations for the Month:

- Income: \$ 31,522.44	Last Month: \$ 29,613.58	Difference: \$ (1,908.86) more
- Expenses: \$ 59,294.98	Last Month: \$ 28,888.01	Difference: \$ (30,406.97) more
- Net Profit: \$ (31,522.44)	Last Month: \$ (29,613.58)	Difference: \$ 1,908.86 less

COMMENTS:

1.) The District saw checks from November, December and almost all of January pass through the account this month.

RECAP FROM LAST MONTH'S REPORT
(checks that passed through bank for January 2018)

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

2.) Still awaiting \$11,730 in reimbursements from DEQ. Spoke with Katy Baker-Casile on 2/5/18 and she had not submitted requests yet but planned to that day. Should see a check in the next 2-3 weeks.

3.) Maintenance & Repair:

Upgrades to Tri-plex: \$1,688	Water Meters: \$2,448
Sewer Routine costs: \$41	Water Routine Costs: \$312
Total: \$1,729	Total: \$2,760

User Billing: (1/2/18)

Late Fees: \$	619.06
Sewer: \$	14,333.24
Water: \$	11,933.37
	\$ 26,885.67

Delinquent List

1.) Delinquent List Update:

- \$ 438.90 - 3 accounts