

Bayview Water & Sewer District
P.O. Box 637, Bayview, Idaho 83803
REGULAR MEETING MINUTES
March 21, 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, and Steve May were also present.

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

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

Consent Agenda and Minutes: Chairman Doney started with a few amendments to the agenda. The first being Colleen Dahlseid's response letter under correspondence, the reason for the amendment is Ms. Jones was on vacation and did not get back until three days before the meeting and was not able to prepare the response until then. The second, Danielle Quade to be moved to right after the consent agenda, the reason is she is only available via telephone between 3:00-3:30 pm. Lastly, Ms. Meyer added a consideration for a get well gift for the office tenant who is home recuperating. Ms. Jones motioned to approve the consent agenda, as amended, followed by a second from Ms. Meyer. Ms. Meyer then motioned to approve the minutes from February 15, 2018 seconded by Ms. Jones. All were in favor, motion carried.

Public Matters/Guests

1. Set meeting w/ Danielle Quade w/ Hawley Troxell: The Board and Danielle Quade with Hawley Troxell set a meeting April 4, 2018 at 2:30 pm at JUB Engineers to discuss how a bond counsel is formed and the services Hawley Troxell can provide.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from February 16, 2018 through March 21, 2018 (attached). Mr. Howard described the ten day tower reservoir level probe test and said JUB Engineer is looking for any slow steady leaks and are in the process of analyzing the data. Mr. Hansen said he sent the annual wastewater reuse permit to DEQ in January and received a response March 2, 2018. He is in the process of responding to their recommendations but things are looking good as they head into the season. Usually the land application is resumed in April. As soon as the snow is gone they can get up to the site.

Treasurer's Report: Ms. Roe presented the new format for the financial report for the month of February 2018 (attached) as well as the monthly delinquent list.

Public Comment (limited to three minutes per person): Ms. Dahlseid thanked the Board for providing a PowerPoint for the audience to better follow along as well as a detailed financial report.

Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard started by saying he has received approximately 55-65 survey responses for the water facility plan, all the comments will be part of the final report. He will highlight the areas where he received comments about pressure and odor and look into that. The District is number eight (8) out of nineteen (19) on the DEQ fundable list with 1.75% interest and a 30 year term with a \$123,000 principal forgiveness. Mr. May asked when they might have more detail with total cost of the project so they Board and the public could

start evaluating. Mr. Howard said he is starting to work on that in the next month to three months and will hold a meeting to receive public feedback. Ms. Jones requested to see the timeline again at the next meeting. Ms. Roe will include it with the packets and PowerPoint for next month. Finally, Mr. Howard said he will be holding an informational workshop for the Board at JUB Engineers on April 4, 2018 at 2:30 pm, where they will also meet with Hawley Troxell to discuss the process of bond counsel.

2. Operating Procedures Manual: Skype was not working, therefore Ms. Edwards was not able to attend the meeting and the Board does not have an update from Ms. Edwards on the procedures manual.

New Business:

1. Tenant Get Well Gift: Ms. Meyer made a motion to send flowers and a card to the tenant in the office who is away for the next six weeks followed by a second from Ms. Jones. All were in favor, motion carried.
2. Sale of District Vehicle: Kelley Blue Book price for the truck came in right around \$7,000-\$9,000 for fair condition and \$8,000-\$10,000 for good condition. Chairman Doney made a motion to post it to Ebay, which is a legal bidding site, followed by a second from Ms. Jones. All were in favor, motion carried.
3. Fire Hydrant Repair on Northshore: Chairman Doney said he has been working with State Farm, the driver's insurance company. They are waiting on receipts and willing to move forward with reimbursement. Repairs are to begin in the next couple of days, weather permitting.
4. Septic Tank Care: Chairman Doney said the District recently pumped a septic tank with a hard packed 12-inch bottom layer of baby wipes. This is very costly for the District and can cause damage to the rest of the system. The Board directed staff to send a warning letter for first time offense and institute a tracking list to determine repeat cases. Ms. Meyer asked to have it on next month's agenda so the Board can discuss action(s) to be taken for repeat cases.

Correspondence:

1. Baywatch Estates - Rate Structure (Dec. 2017) Exemption Request: Ms. Roe presented the letter received from Chris Hansen (attached) in regards to the revised rate structure approved at the December 2017 Board meeting. Ms. Roe previously met with the Hansen's in the office and talked through all the hookup increases and mis-stated the new charge as a sewer cap fee when, in fact, what was meant was the sewer hookup fee. This caused confusion and the Hansen's would like to know the exact fee difference with the 2017-004 rate structure. Chairman Doney and Ms. Meyer agreed to meet with the Hansen's to review the rate changes as well as determine the exact request(s) the Hansen's will have based on that information and then bring the points back to the April meeting for Board decision.
2. Colleen Dahlseid Response: Chairman Doney read the response letter prepared for Ms. Dahlseid and handed her a copy.

Announcements: Chairman Doney asked all users to be aware of what they are flushing down the toilet. If it's not toilet paper, don't flush it.

With no further business to discuss the regular meeting was adjourned at 4:31 PM following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor, motion carried.

Respectfully Submitted and Approved:



Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

4/18/2018 Bayview Systems Report

A. Water Production update.

5,338,000 gallons produced by the wells during March. This works out to 172,000 gallons per day or 363 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. These figures can be compared with the daily effluent flow figures below.

B. Sewer system production.

The sewer treatment irrigation site remains closed for the season. We plan on starting up the Land Application site after April 1st as weather permits. We have determined that 3,506,000 gallons of effluent has flowed into the drain field over the winter months since land application system was winterized back on September 15th. This works out to 17,900 gallons of effluent pumped daily into our drain field daily.

C. General issues.

1. Routine maintenance items for the past month include:
 - a. Three septic tanks pumped.
 - b. Repaired Lime Kiln chlorinator.
 - c. Read all meters for the 1st time this year.
 - d. Water facilities planning.
 - e. Moved office phone lines to Spectrum and setup new voicemail (no more busy signals).
2. Preparing the sewer land application site for the Summer season. Although the site still has some snow and the ground appears saturated, there is no water in the piezometers (no water pooling underground).
3. Working with RC Worst next week at land application site next week to get 3 sand filter beds in working order for manual operations.
4. Radio communications and related backup power issues which affect our abilities to operate our water system during a power outage (presentation by Tim Guy of Bigfoot Technical Services).

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2017 THRU 3/31/2018
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 3/1/2018	March 2018	YTD 3/31/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	\$ 2,133.29	\$ -	\$ 2,133.29	\$ 3,500
Sewer Hookups	\$ 80.00	\$ -	\$ 80.00	\$ 160
Water Hookups	\$ -	\$ -	\$ -	\$ 2,400
Misc. Income	\$ 505.10	\$ 476.26	\$ 981.36	\$ -
Rent	\$ 600.00	\$ 200.00	\$ 800.00	\$ 2,400
W&S - User Fees	\$ 81,457.78	\$ 32,186.42	\$ 113,644.20	\$ 347,250
Reimbursement Grant	\$ -	\$ 11,730.00	\$ 11,730.00	\$ 10,000
Interest Income	\$ 226.35	\$ 84.35	\$ 310.70	\$ -
TOTAL RESOURCES	\$ 85,002.52	\$ 44,677.03	\$ 129,679.55	\$ 365,710
EXPENSES:				
Sewer Maintenance	\$ 12,853.79	\$ 1,639.03	\$ 14,492.82	\$ 48,000
Water Maintenance	\$ 6,260.90	\$ 11,042.73	\$ 17,303.63	\$ 20,000
Vehicle Expense	\$ 423.54	\$ 73.03	\$ 496.57	\$ 2,000
Contract Labor	\$ 10,281.90	\$ 330.00	\$ 10,611.90	\$ 10,000
Director Fees	\$ 500.00	\$ 250.00	\$ 750.00	\$ 3,000
Dues & Subscriptions	\$ 40.00	\$ 963.97	\$ 1,003.97	\$ 1,130
Office Supplies	\$ 106.33	\$ 303.75	\$ 410.08	\$ 2,100
System Operator	\$ 21,000.00	\$ 7,000.00	\$ 28,000.00	\$ 89,000
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 532.31	\$ 154.00	\$ 686.31	\$ 2,200
License & Permits	\$ -	\$ -	\$ -	\$ -
Misc. Expense	\$ 5,265.00	\$ -	\$ 5,265.00	
Office Equipment	\$ 750.16	\$ -	\$ 750.16	\$ 3,500
Liability Insurance	\$ -	\$ -	\$ -	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 161.06	\$ 12.02	\$ 173.08	\$ -
Assessment Fees	\$ 425.00	\$ 425.00	\$ 850.00	\$ 1,700
Janitorial	\$ 80.00	\$ 80.00	\$ 160.00	\$ 480
Professional Fees	\$ 28,360.00	\$ 5,560.00	\$ 33,920.00	\$ 41,200
Telephone	\$ 1,340.74	\$ 527.33	\$ 1,868.07	\$ 2,840
Electric	\$ 10,857.23	\$ 4,628.88	\$ 15,486.11	\$ 43,872
Payroll Expenses	\$ 7,868.68	\$ 1,080.38	\$ 8,949.06	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
TOTAL EXPENSES	\$ 107,106.64	\$ 34,070.12	\$ 141,176.76	\$ 365,710
NET	\$ (22,104.12)	\$ 10,606.91	\$ (11,497.21)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 532,613.81	
AVAIL RESOURCES	\$ 229,983.29	\$ 10,606.91	\$ 521,116.60	
TOTAL AVAILABLE CASH	\$ 229,983.29		\$ 528,688.56	
DEPOSITED IN:				
General O&M	#7564	\$ 29,106.12		
Sewer Saving	#8307	\$ 28,038.88		
Water Saving	#8299	\$ 24,204.67		
LID Guarantee	#1227	\$ 110,838.13		
LID Fund	#9680	\$ 336,303.59		
TOTAL			\$ 528,491.39	