

**Bayview Water & Sewer District**  
P.O. Box 637, Bayview, Idaho 83803  
**REGULAR MEETING MINUTES**  
April 18, 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 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 approve the consent agenda with a second from Mr. May. Ms. Meyer motioned to approve the minutes from March 21 and April 2, 2018 with a second from Ms. Jones. All were in favor, motions carried.

**Reports:**

**Treasurer's Report:** Ms. Roe presented the financial report for the month of March 2018 (attached).

**Operator Report:** Mr. Kuchenski reported on the District operations from March 22, 2018 through April 18, 2018 (attached). Bigfoot Technology presented a proposal for a battery backup for water system communications and alarms.

**Public Matters/Guests:**

1. Chris Hansen: Mr. Hansen would like to have the Hansen Spring East and Hansen Spring West tested to determine if the sewer treatment site up the hill could be contaminating the springs. Ms. Edwards motioned to approve the expenditure up to \$600 for testing both springs, followed by a second from Ms. Meyer. All were in favor motion carried. Next, Mr. Hansen requested his nine lots that have sold in Baywatch Estates, but have not built yet, to be exempt from the new rate structure. Ms. Jones motioned to create a policy in the next 60 days to exempt customers from the rate increase that was time specific. Ms. Meyer seconded the motion. Chairman Doney; nay, Ms. Edwards; nay, Mr. May; aye, Ms. Jones; aye, Ms. Meyer; aye. Motion passes.
2. Steve Smith: Mr. Smith requested the Board to drop the reimbursement costs related to his water connection per Resolution 07-01 section 8(c)(k). The Board proposed a \$1,200 reduction which Mr. Smith turned down. An agreement could not be reached, therefore full reimbursement costs remained unchanged.
3. Meter Tampering – 33708 N. Fir: Ms. Roe informed the Board that she has been in contact with District customer Joseph Jarzabek regarding his tenant, Ronnie McFadden, who had become severely delinquent on his water bill; therefore, water was terminated at the property. Mr. McFadden broke the meter to remove the lock and restore water to the property. Mr. Jarzabek does not believe he is responsible for the meter or the stolen water after the lock was broken off. The Board chose to follow Resolution 07-01 section 13G and charge the homeowner for all water used.

**Public Comment (limited to three minutes per person):** One member of the public, Ms. Renner, mentioned illegal hookups on Chan's properties that have not been investigated by the District yet; she would like that to happen sooner rather than later. Secondly, DEQ has issued a letter on non-compliance to the District; why hasn't this been brought up at meetings? Chairman Doney said the District is still waiting for response and resolution with DEQ and when that is obtained the Board will share the findings.

### Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard started by announcing the next workshop meeting scheduled April 24, 2018 at the JUB offices at 1:00 PM. Next, he talked about installing some data loggers for the lower pressure zone in town. These would be installed on hydrants. Lastly, the survey is now closed but a lot of good information was received.
2. Operating Procedures Manual: Ms. Edwards would like to do the first reading of an ordinance for adopting an operating procedures manual. She will review and incorporate/adopt the Idaho Standards for Public Works and Construction (ISPWC). Mr. Howard said other cities have adopted certain sections they feel pertain to their District. Ms. Edwards moved to secure a copy of the ISPWC, seconded by Ms. Meyer. All were in favor, motion carried.
3. Status and timing of truck sale on EBay: Chairman Doney and Mr. May will prepare the truck for sale by the next regular Board meeting. Ms. Edwards moved to have a resolution created to surplus the truck and adopt at the next available meeting seconded by Ms. Meyer. All were in favor, motion carried.
4. Septic System Care: Ms. Meyer worked on a pumping schedule over the last month but realized that if every house was pumped every 3-5 years the District would go broke. She closed with the statement for better septic care by customers and ideally this will help fiscally in the future. She proposed a policy for users who do not practice proper maintenance, should they pay for half of the pumping bill?

### New Business:

1. Hawley Troxell Engagement Letter: The Board chose not to sign the engagement letter yet. Ms. Meyer moved to table signing the letter until a better sense of future projects and bond issues have become available, followed by a second from Ms. Edwards. All were in favor, motion carried.
2. Captain Wheel Grease Trap Pumping: Ms. Roe reached out to the owner of the building and he was able to provide an invoice of the most recent grease trap pumping in December 2017 and will continue to send the invoice for pumping, which is done every six months. The Board directed staff to look into establishing an official program for all businesses with grease traps. Is six month's frequent enough, are there regulations?
3. LID Payoff(s): Ms. Roe has received inquiries on whether Local Improvement District (LID) are able to pay off early. Yes, you can pay off an LID early but there is a 4% early payoff fee for the LID in Cape Horn and a 12% early payoff for the LID in Bayview.
4. Limekiln Booster Station Maintenance – Fredricks: The Chairman moved to authorize the Fredricks to maintain the land around the booster station for curb appeal as well installing an address on the building for emergency services, seconded by Ms. Edwards. All were in favor, motion approved.

### Correspondence:

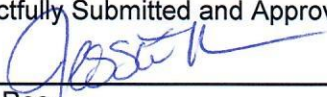
1. Jamie Berube's Reponse: A response to Jamie Berube's letter was sent April 11, 2018.

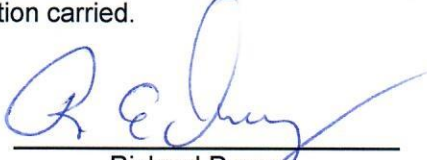
### Announcements:

1. Printing agendas: The Chairman poled the audience and asked if printing agendas should cease. The audience found the printed agenda to be helpful so the staff will continue to print them
2. Water Quality Survey – end: The Board announced the end of the survey on Friday April 20, 2018.

With no further business to discuss the regular meeting was adjourned at 5:29 PM following a motion from Ms. Edwards, seconded by Ms. Jones. 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 1<sup>st</sup> 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 15<sup>th</sup>. 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 1<sup>st</sup> 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
<b>RESOURCES:</b>				
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	\$ -
<b>TOTAL RESOURCES</b>	<b>\$ 85,002.52</b>	<b>\$ 44,677.03</b>	<b>\$ 129,679.55</b>	<b>\$ 365,710</b>
<b>EXPENSES:</b>				
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
<b>TOTAL EXPENSES</b>	<b>\$ 107,106.64</b>	<b>\$ 34,070.12</b>	<b>\$ 141,176.76</b>	<b>\$ 365,710</b>
<b>NET</b>	<b>\$ (22,104.12)</b>	<b>\$ 10,606.91</b>	<b>\$ (11,497.21)</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 532,613.81</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 229,983.29</b>	<b>\$ 10,606.91</b>	<b>\$ 521,116.60</b>	
<b>TOTAL AVAILABLE CASH DEPOSITED IN:</b>	<b>\$ 229,983.29</b>		<b>\$ 528,688.56</b>	
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		
<b>TOTAL</b>			<b>\$ 528,491.39</b>	

Exhibit A  
Rate Schedule

February 15, 2018

Residential Service

Water: First 0-5,000	\$ 24.00
Over 5,000 Gallons	\$ 1.75 per thousand thereafter
Sewer:	\$ 26.00

Multi-Family Service

1-4 Units	\$ 24.00 residential base rate X No. of units
-----------	---

Commercial Service

First 0-5,000	\$ 24.00
Over 5,000 Gallons	\$ 1.75 per thousand thereafter

Late Fee(s)

10% of total owed to District

Contract Service

\*Contract services shall consist of those services for industrial or independent water system purposes under contracts authorized by the BOARD; the provisions of which are different from and have exceptions to the regularly published user rates.

Per thousand gallon(s)	\$ 3.00
Hydrant meter rental	\$ 50.00 per contract

Routine Service Connection Charges

Water Connection (residential)	\$2,700.00
Water Connection (commercial)	\$3,000.00
Water Capitalization Fee (Bayview)	\$2,080.00
Water Capitalization Fee (Cape Horn)	\$9,975.76
Sewer Connection	\$1,200.00
Sewer Capitalization Fee	\$8,608.03
Sewer Inspection Fee	\$ 80.00

\*Per Resolution 2007-001 – Costs beyond routine hookup are subject to reimbursement by the District and added to the monthly user billing. Please see section 8(c) and (k).

Delinquency Charges

\$ 50.00 Delinquent notice posting
\$ 50.00 Turn water back on

Annexation into the District

Plan Review Fee *non-refundable	\$ 300.00
---------------------------------	-----------