

Bayview Water & Sewer District

P.O. Box 637, Bayview, Idaho 83803

REGULAR MEETING MINUTES

May 17, 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, Robyn Edwards and Steve May were also present.

Others Present: District Operators Bob Kuchenski and Ian Kuchenski, District Treasurer Jessie Roe.

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

Consent Agenda and Minutes: Ms. Jones motioned to approve the proposed agenda with a second from Mr. May. Ms. Meyer motioned to approve the consent agenda: April 2018 financials, minutes from April 10th, 18th as well as May 2nd, 8th, 2018, and approval to pay monthly bills as listed. This motion was seconded by Ms. Jones and all were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from April 19, 2018 through May 17, 2018 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of April 2018 (attached). Ms. Roe also explained the winter excess consumption billing and how the charge is calculated.

Public Matters/Guests:

1. Chris Hansen – RE: Water line break at Bitter End Marina & Baywatch Estate Exemption Request: Mr. Hansen is out of town and asked the Board to table this discussion until the next meeting. The Board tabled it following a motion from Ms. Meyer, seconded by Mr. May. All were in favor, motion carried.

Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard reviewed the survey responses and explained how the information received would be implemented into the GIS mapping. He also stated there would be an informal open house following the meeting and the public is welcome to view pictures of the proposed project ideas. Mr. May asked how much water loss the District is currently experiencing in a year and Mr. Howard said it is around 50 million gallons a year which is approximately half of all water pumped.
2. Operating Procedures Manual: Ms. Edwards reported the draft is available at the office and needs to be reviewed and modified to fit the Bayview Water & Sewer District. Workshops will be scheduled to finalize the manual.
3. Follow-up on Trees/Bushes covering Fire Hydrants that J.Almeda Brought up in December 2017: Mr. Kuchenski said he will perform this task when the treatment site is done with setup. Ms. Edwards asks Mr. Kuchenski to keep a maintenance log on fire hydrants.

New Business:

1. Hiring of Bond Counsel: Chairman Doney said special meetings were held on April 4th and May 8th to interview the only two local firms for bond counsel, Laura McAloon and Hawley Troxell. Ms. Edwards motioned to sign an engagement letter with Laura McAloon's firm with the request that she include the wording that 'no fees will be incurred by the District should a bond not pass'. The motion was seconded by Ms. Meyer, all were in favor, motion carried.

2. Set Date for Public Hearing RE: Needed District Projects: The Board decided to hold a public hearing at the next regularly scheduled Board meeting on June 20, 2018 at 3:00 PM.
3. Agenda Format: Ms. Edwards reviewed two new laws passed that could impact how the District operates in posting agendas and maintaining public records; Senate Bill 1274 & House Bill 611. Ms. Meyer motioned to create a resolution asserting the Treasurer as the primary custodian of records and a backup as the Vice Chairperson of the District. The motion was seconded by Ms. Jones, all were in favor, motion carried.

Acknowledgement of Correspondence: None

Announcements:

1. Chairman Doney announced they will host an informational open house immediately following the meeting and will address needed proposed projects for the upcoming bond.

With no further business to discuss the regular meeting was adjourned at 4:11 PM following a motion from Ms. Jones, seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

6/20/2018 Bayview Systems Report

A. Water Production update.

6,308,000 gallons produced by the wells during May. 3,264,000 gallons of consumption through customers meters This works out to 210,000 gallons per day produced by the wells of which 109,000 registered through customers meters. This is the equivalent of 230 gallons per day, per service connection. (474 service connections). Unaccounted for water lost is 3,044,000 gallons or 48% of production totals by the wells. The connections with the Navy are not metered. However, it is unlikely that the Navy is using 3 million gallons per month. These figures can be compared with the daily effluent flow figures below.

B. Sewer system production.

Due to the rainy weather and system repairs, starting up the Land Application has been delayed. We have determined that during May, 718,000 gallons of effluent has flowed into the drain field. This works out to 24,000 gallons of effluent pumped daily into our drain field daily. This is well under the drain field capacity of 96,000 gallons per day. Weather permitting, the Land Application should be started for the season by the June Board meeting.

C. General issues.

1. All meters were read in 1 day for the first time at the end of April and again at the end of May. This allowed us for the first time ever to compare consumption with the well production, less the Navy's unmetered use.
2. Sewer maintenance items for the past month include:
 - a. Installing rain covers on manholes at the marinas in case of flooding. This prevents potential flood waters from entering the sewer system.
 - b. 6 septic tank pumped since mid May. Due to potential flooding, 3 septic tanks at the Scenic Bay Marina, and one each at the Bitterend Marina and Hudson Bay Resort were pumped prior to flooding.
 - c. Three of five sand filter beds are now operational in manual mode. A new control valve will be installed in sand filter bed #2.
3. 2017 Annual Water Quality Report is now available.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2017 THRU 5/31/2018
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 5/1/2018	May 2018	YTD 5/31/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	\$ 2,287.70	\$ 132.65	\$ 2,420.35	\$ 3,500
Sewer Hookups	\$ 160.00	\$ -	\$ 160.00	\$ 160
Water Hookups	\$ -	\$ -	\$ -	\$ 2,400
Misc. Income	\$ 981.36	\$ -	\$ 981.36	\$ -
Rent	\$ 1,000.00	\$ 200.00	\$ 1,200.00	\$ 2,400
W&S - User Fees	\$ 139,861.86	\$ 31,354.86	\$ 171,216.72	\$ 347,250
Reimbursement Grant	\$ 16,885.00	\$ 2,780.00	\$ 19,665.00	\$ 10,000
Interest Income	\$ 381.76	\$ 76.40	\$ 458.16	\$ -
TOTAL RESOURCES	\$ 161,557.68	\$ 34,543.91	\$ 196,101.59	\$ 365,710
EXPENSES:				
Sewer Maintenance	\$ 15,493.92	\$ 429.93	\$ 15,923.85	\$ 48,000
Water Maintenance	\$ 25,485.75	\$ (4,933.68)	\$ 20,552.07	\$ 20,000
Vehicle Expense	\$ 686.24	\$ 197.29	\$ 883.53	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 950.00	\$ 250.00	\$ 1,200.00	\$ 3,000
Dues & Subscriptions	\$ 1,005.97	\$ 2.00	\$ 1,007.97	\$ 1,130
Office Supplies	\$ 410.08	\$ 9.54	\$ 419.62	\$ 2,100
System Operator	\$ 35,000.00	\$ 7,000.00	\$ 42,000.00	\$ 89,000
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 838.91	\$ 202.25	\$ 1,041.16	\$ 2,200
License & Permits	\$ -	\$ -	\$ -	\$ -
Misc. Expense	\$ 5,292.73	\$ 1,497.00	\$ 6,789.73	
Office Equipment	\$ 764.08	\$ 12.99	\$ 777.07	\$ 3,500
Liability Insurance	\$ 2,901.00	\$ -	\$ 2,901.00	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 187.10	\$ 12.02	\$ 199.12	\$ -
Assessment Fees	\$ 850.00	\$ -	\$ 850.00	\$ 1,700
Janitorial	\$ 200.00	\$ 40.00	\$ 240.00	\$ 480
Professional Fees	\$ 41,063.37	\$ 13,348.25	\$ 54,411.62	\$ 41,200
Telephone	\$ 1,943.05	\$ 366.60	\$ 2,309.65	\$ 2,840
Electric	\$ 19,098.75	\$ 3,263.74	\$ 22,362.49	\$ 43,872
Payroll Expenses	\$ 11,419.84	\$ 2,808.27	\$ 14,228.11	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
TOTAL EXPENSES	\$ 174,202.69	\$ 24,506.20	\$ 198,708.89	\$ 365,710
NET	\$ (12,645.01)	\$ 10,037.71	\$ (2,607.30)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 532,613.81	
AVAIL RESOURCES	\$ 239,442.40	\$ 10,037.71	\$ 530,006.51	
TOTAL AVAILABLE CASH	\$ 239,442.40		\$ 541,991.20	
DEPOSITED IN:				
General O&M	#7564	\$ 38,178.75		
Sewer Saving	#8307	\$ 28,038.88		
Water Saving	#8299	\$ 24,204.67		
LID Guarantee	#1227	\$ 110,874.55		
LID Fund	#9680	\$ 340,827.32		
TOTAL			\$ 542,124.17	