

# Bayview Water & Sewer District

## REGULAR MEETING MINUTES

20298 E Perimeter Rd, Bayview, ID 83803

June 20, 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 Hansen, District Treasurer Jessie Roe.

**Guests Present:** Ellery Howard and Gemma Puddy with JUB Engineers, Laura McAllon with McAloon Law, Katy Baker-Casile with Idaho Department of Environmental Quality (DEQ), as well as members of the public.

**Consent Agenda and Minutes:** Ms. Edwards motioned to approve the proposed agenda with a second from Ms. Meyer. All were in favor, motion carried. Ms. Jones motioned to approve the consent agenda: Approval of all financials reports for May 2018, May 17th & 30<sup>th</sup>, 2018 minutes, Authorization for Additional Services – Gemma Puddy w/ JUB, 2017 Annual Drinking Water Quality Report and approval to pay monthly bills as listed. This motion was seconded by Ms. Meyer and all were in favor, motion carried.

**Public Hearing:** Chairman Doney opened the public hearing at 3:07 PM. Ms. Puddy introduced herself to the public as a communications specialist and briefly explained the process and purpose of the public hearing which is to receive public feedback on how the Board should address deficiencies. She then handed to meeting over to Mr. Howard for further explanation and findings during his System Facility Plan: Non-revenue water (50% water loss due to leaking infrastructure), low water pressure complaints/inadequate fire flow, long term maintenance & reliability. Mr. Howard described possible solutions on how the District and the Board can address these problems, what improvements can be made, as well as the consequences of doing nothing about the deficiencies. The hearing was then opened up to a question and answer period and later the public comment period. The public hearing was closed at 5:09 PM following a motion from Ms. Edwards and seconded by Ms. Meyer. All were in favor, motion carried.

Chairman Doney then called for a short recess before resuming the regular Board meeting. The regular board meeting was called back to order at 5:17 PM.

### Reports:

**Operator Report:** Mr. Kuchenski reported on the District operations from May 17, 2018 through June 20, 2018 (attached).

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

### Public Matters/Guests:

1. Chris Hansen – RE: Water line break at Bitter End Marina & Baywatch Estate Exemption Request: The Board reviewed the invoice previously submitted by Mr. Hansen for the Bitterend Marina water line break. Ms. Edwards directed staff to submit a claim to ICRMP for possible coverage. Next, the Board informed Mr. Hansen that the District's attorney has denied the ability to 'grandfather' the Baywatch Estates Development into the old rate structure prior to December 2017 on arbitrary, capricious per Idaho Statute Title 67 Chapter 52.

### Old/Ongoing Business:

1. Operating Procedures Manual: Ms. Edwards reported the Board has now had three special meeting to edit the manual and it is well on its way. There is no expected completion date at this time.

**New Business:**

1. Unauthorized or Excessive ER Connections and How to Mediate: Ms. Edwards made a motion to seek proposals for GIS mapping for the sewer portion of the system to tie in with what JUB Engineers has already designed for the water system. Ms. Meyer seconded the motion, all were in favor, motion carried.
2. Linda Williams Claim Dismissal & Board Response: Chairman Doney announced that the claim against Bayview Water & Sewer District for unpaid vacation wages has been dropped/dismissed by Ms. Williams with prejudice; meaning she will not be able come back at a later time with charges.

**Acknowledgement of Correspondence:** None

**Announcements:** Next Public Hearing will be on July 26, 2018 at 6:00 PM held at the Bayview Community Center.

With no further business to discuss the regular meeting was adjourned at 5:47 PM following a motion from Mr. May, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

  
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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 6/30/2018  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 6/1/2018	June 2018	YTD 6/30/2018	BUDGET 17-18
<b>RESOURCES:</b>				
Certification Fees	\$ 2,420.35	\$ 1,678.73	\$ 4,099.08	\$ 3,500
Sewer Hookups	\$ 160.00	\$ 80.00	\$ 240.00	\$ 160
Water Hookups	\$ -	\$ 2,700.00	\$ 2,700.00	\$ 2,400
Misc. Income	\$ 981.36	\$ -	\$ 981.36	\$ -
Rent	\$ 1,200.00	\$ 200.00	\$ 1,400.00	\$ 2,400
W&S - User Fees	\$ 171,216.72	\$ 21,600.29	\$ 192,817.01	\$ 347,250
Reimbursement Grant	\$ 19,665.00	\$ 4,726.00	\$ 24,391.00	\$ 10,000
Interest Income	\$ 458.16	\$ 18.83	\$ 476.99	\$ -
<b>TOTAL RESOURCES</b>	<b>\$ 196,101.59</b>	<b>\$ 31,003.85</b>	<b>\$ 227,105.44</b>	<b>\$ 365,710</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 15,923.85	\$ 3,953.10	\$ 19,876.95	\$ 48,000
Water Maintenance	\$ 20,552.07	\$ 655.56	\$ 21,207.63	\$ 20,000
Vehicle Expense	\$ 883.53	\$ 581.87	\$ 1,465.40	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 1,200.00	\$ 250.00	\$ 1,450.00	\$ 3,000
Dues & Subscriptions	\$ 1,007.97	\$ 2.00	\$ 1,009.97	\$ 1,130
Office Supplies	\$ 419.62	\$ 27.55	\$ 447.17	\$ 2,100
System Operator	\$ 42,000.00	\$ 7,000.00	\$ 49,000.00	\$ 89,000
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,041.16	\$ 152.34	\$ 1,193.50	\$ 2,200
License & Permits	\$ -	\$ -	\$ -	\$ -
Misc. Expense	\$ 6,789.73	\$ -	\$ 6,789.73	\$ -
Office Equipment	\$ 777.07	\$ -	\$ 777.07	\$ 3,500
Liability Insurance	\$ 2,901.00	\$ -	\$ 2,901.00	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 199.12	\$ 12.02	\$ 211.14	\$ -
Assessment Fees	\$ 850.00	\$ 425.00	\$ 1,275.00	\$ 1,700
Janitorial	\$ 240.00	\$ 40.00	\$ 280.00	\$ 480
Professional Fees	\$ 54,411.62	\$ 12,687.50	\$ 67,099.12	\$ 41,200
Telephone	\$ 2,309.65	\$ 134.96	\$ 2,444.61	\$ 2,840
Electric	\$ 22,362.49	\$ 3,323.46	\$ 25,685.95	\$ 43,872
Payroll Expenses	\$ 14,228.11	\$ 2,650.77	\$ 16,878.88	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
<b>TOTAL EXPENSES</b>	<b>\$ 198,708.89</b>	<b>\$ 31,896.13</b>	<b>\$ 230,605.02</b>	<b>\$ 365,710</b>
<b>NET</b>	<b>\$ (2,607.30)</b>	<b>\$ (892.28)</b>	<b>\$ (3,499.58)</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 532,613.81</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 249,480.11</b>	<b>\$ (892.28)</b>	<b>\$ 529,114.23</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 249,480.11</b>		<b>\$ 544,203.71</b>	
<b>DEPOSITED IN:</b>				
General O&M #7564		\$ 37,104.02		
Sewer Saving #8307		\$ 28,038.88		
Water Saving #8299		\$ 24,204.67		
LID Guarantee #1227		\$ 110,893.37		
LID Fund #9680		\$ 343,932.11		
<b>TOTAL</b>			<b>\$ 544,173.05</b>	