

Bayview Water & Sewer District
REGULAR MEETING MINUTES

20298 E Perimeter Rd, Bayview, ID 83803

July 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 and director Steve May were also present.

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

Guests Present: Members of the public.

Consent Agenda and Minutes: Ms. Meyer motioned to approve the proposed agenda with a second from Mr. May. All were in favor, motion carried. Ms. Meyer motioned to approve the consent agenda: Approval of all financials reports for June 2018, minutes for June 8, 12, 18, 20 & 26th, 2018 and approval to pay monthly bills as listed. This motion was seconded by Mr. May and all were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District operations from June 21, 2018 through July 18, 2018 (attached).

Public Matters/Guests: NONE

Old/Ongoing Business:

1. JUB Update/Discussion: In the absence of Mr. Howard, Chairman Doney announced dates for the upcoming public hearings and open house: July 26, 2018 – Public Hearing, August 16, 2018 – Regular Board meeting and Open House, and August 23, 2018 – Special Meeting/Workshop.
2. Operating Procedures Manual: No new progress to report at this time.

New Business:

1. Paying for Commercial Businesses Septic Pumping: Ms. Roe presented the Board with recent invoices for pumping commercial septic tanks. The Board directed staff to look into the potential cost saving as well as how similar District are handling commercial pumping.
2. Office Tenant – Renewing Lease?: Ms. Meyer motioned to table the agenda item until next month as the tenant's lease is valid until August 2018. Mr. May seconded the motion, all were in favor motion carried.

Announcements: The District's old company truck has been cleaned and is up for auction on eBay. The quarterly August meeting will be moved forward one hour from 7:00 PM to 6:00 PM to accommodate an open house. Upcoming meetings will be posted on the website.

With no further business to discuss the regular meeting was adjourned at 3:40 PM following a motion from Ms. Meyer, seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

8/16/2018 Bayview Systems Report

A. Water Production update.

11,621,000 gallons produced by the wells during July. 8,445,000 gallons of consumption through customers meters This works out to 375,000 gallons per day produced by the wells of which 272,000 registered through customers meters. This is the equivalent of 575 gallons per day, per service connection. (474 service connections). Unaccounted for water lost is 3,176,000 gallons or 27% of production totals by the wells. Keep in mind that though the unaccounted for water loss percentage dropped from 46% last month to 27% this month, the amount of water lost is about the same. This is due to increased customer irrigation due to hot weather.

B. Sewer system production.

In July, 1,550,000 gallons of effluent has flowed into sewer treatment site with about 10% of this going to the drain field . This works out to 50,000 gallons of effluent pumped daily into our sewage treatment systems.

C. General issues.

1. Sewer maintenance items for the past month include:
 - a. Free and total chlorine are now analyzed daily at our new sample tap just prior to entering the irrigation zones. While DEQ only requires that Total chlorine residual is measured, we also measure free chlorine which is the chlorine which still remains after killing bacteria. This ensures that the effluent is properly disinfected prior to irrigation in the 7 different irrigation zones. Currently we are using about 16 to 18 gallons per day of 12.5% chlorine due to excessive heat dissipating the chlorine. We are currently on track to use over 100 five gallon buckets of chlorine per month. By comparison, the Cape Horn water system uses about 5 gallons of chlorine per month.
 - b. At the time this report was issued, two of the five sand filter beds are fully operational in manual mode (beds 2 & 3). The actuator valves for beds 4 & 5 have failed and new actuators are required. Bed 1 does not have an actuator and cannot be used.
 - c. The Scenic Bay Marina only has one sewer pump as the other one was removed some time ago. We are waiting for a quote on a second sewer pump along with replacing existing facilities for pump 1 that are rotting out with age.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2017 THRU 7/31/2018
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 7/1/2018	July 2018	YTD 7/31/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	\$ 4,099.08	\$ 1,117.11	\$ 5,216.19	\$ 3,500
Sewer Hookups	\$ 240.00	\$ 1,280.00	\$ 1,520.00	\$ 160
Water Hookups	\$ 2,700.00	\$ 4,780.00	\$ 7,480.00	\$ 2,400
Misc. Income	\$ 981.36	\$ -	\$ 981.36	\$ -
Rent	\$ 1,400.00	\$ 200.00	\$ 1,600.00	\$ 2,400
W&S - User Fees	\$ 192,817.01	\$ 37,911.72	\$ 230,728.73	\$ 347,250
Reimbursement Grant	\$ 24,391.00	\$ 5,560.00	\$ 29,951.00	\$ 10,000
Interest Income	\$ 476.99	\$ 67.36	\$ 544.35	\$ -
TOTAL RESOURCES	\$ 227,105.44	\$ 50,916.19	\$ 278,021.63	\$ 365,710
EXPENSES:				
Sewer Maintenance	\$ 19,876.95	\$ 6,916.41	\$ 26,793.36	\$ 48,000
Water Maintenance	\$ 21,207.63	\$ 10,521.83	\$ 31,729.46	\$ 20,000
Vehicle Expense	\$ 1,465.40	\$ 2,067.13	\$ 3,532.53	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 1,450.00	\$ 250.00	\$ 1,700.00	\$ 3,000
Dues & Subscriptions	\$ 1,009.97	\$ 2.00	\$ 1,011.97	\$ 1,130
Office Supplies	\$ 447.17	\$ 30.67	\$ 477.84	\$ 2,100
System Operator	\$ 49,000.00	\$ 7,000.00	\$ 56,000.00	\$ 89,000
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,193.50	\$ -	\$ 1,193.50	\$ 2,200
Printing & Production	\$ -	\$ 58.69	\$ 58.69	\$ -
Misc. Expense	\$ 6,789.73	\$ 234.99	\$ 7,024.72	\$ -
Office Equipment	\$ 777.07	\$ 124.78	\$ 901.85	\$ 3,500
Liability Insurance	\$ 2,901.00	\$ -	\$ 2,901.00	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 211.14	\$ 12.02	\$ 223.16	\$ -
Assessment Fees	\$ 1,275.00	\$ -	\$ 1,275.00	\$ 1,700
Janitorial	\$ 280.00	\$ 40.00	\$ 320.00	\$ 480
Professional Fees	\$ 67,099.12	\$ 6,802.23	\$ 73,901.35	\$ 41,200
Telephone	\$ 2,444.61	\$ 700.34	\$ 3,144.95	\$ 2,840
Electric	\$ 25,685.95	\$ 3,692.99	\$ 29,378.94	\$ 43,872
Payroll Expenses	\$ 16,878.88	\$ 2,683.50	\$ 19,562.38	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
TOTAL EXPENSES	\$ 230,605.02	\$ 41,137.58	\$ 271,742.60	\$ 365,710
NET	\$ (3,499.58)	\$ 9,778.61	\$ 6,279.03	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 532,613.81	
AVAIL RESOURCES	\$ 248,587.83	\$ 9,778.61	\$ 538,892.84	
TOTAL AVAILABLE CASH	\$ 248,587.83		\$ 553,982.32	
DEPOSITED IN:				
General O&M	#7564	\$ 47,022.95		
Sewer Saving	#8307	\$ 28,043.77		
Water Saving	#8299	\$ 24,208.90		
LID Guarantee	#1227	\$ 110,893.36		
LID Fund	#9680	\$ 343,990.34		
TOTAL			\$ 554,159.32	