

**Bayview Water & Sewer District**  
**REGULAR MEETING MINUTES**  
20298 E Perimeter Rd, Bayview, ID 83803

August 16, 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 and directors Jan Jones and Steve May were also present.

**Others Present:** District Operator Bob Kuchenski.

**Guests Present:** Ellery Howard and Gemma Puddy with JUB Engineers and 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. Jones motioned to approve the consent agenda: Approval of all financials reports for July 2018, minutes for July 16th, 18th & 27th, 2018 meetings 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:** In the absence of Ms. Roe, Ms. Jones presented the financial report for the month of July 2018 (attached).

**Operator Report:** Mr. Kuchenski reported on the District operations from July 19, 2018 through August 16, 2018 (attached).

**Public Matters/Guests:** NONE

**Old/Ongoing Business:**

1. JUB Update/Discussion: Chairman Doney announced that JUB Engineers was present and would be hosting an open house following the regular Board meeting.
2. Operating Procedures Manual: No new progress to report at this time.

**New Business:**

1. Website Design - Correspondence: Mr. May motioned to keep all correspondence to Bayview Water and Sewer District in house and to discontinue posting user correspondence on the District website, followed by a second from Ms. Meyer. All were in favor, motion carried.
2. Flyers – Mass Informational Mailing Regarding Bond Election and Project Details: The Board discussed whether or not to send out informational flyers to all residents or to have printouts available at the post office for people to pick up. Ms. Jones recommended the flyer go out with next month's regular user bill and to combine the costs for postage. Ms. Meyer made a motion to post information with September's bill regarding the project package(s) seconded by Ms. Jones. All were in favor, motion carried.
3. Water Rates: Commercial, Float Home, and Residential: Chairman Doney said it would be beneficial to have a water rate study done professionally. Katy with DEQ stood up and said they would highly recommend a rate study to ensure the District is able to sustain its system with current rates as well as any possible improvements to the system being looked at in the near future. Ms. Jones motioned to obtain bids for performing a rate study seconded by Ms. Meyer. All were in favor, motion carried.

**Announcements:** Chairman Doney announced Lyvel Road will be oiled next week. The oiling company is very busy but has the District scheduled. Lastly, there is a flyer that has been passed out to every

home in Bayview; good bad or indifferent, this flyer did not come from the District or any of its Board members or employees.

With no further business to discuss the regular meeting was adjourned at 7:26 PM following a motion from Ms. Meyer, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Richard Doney  
Chairman of the Board

## 9/19/2018 Bayview Systems Report

### A. Water Production update.

11,728,000 gallons produced by the wells during August. 7,633,000 gallons of consumption through customers meters This works out to 391,000 gallons per day produced by the wells of which 254,000 registered through customers meters. This is the equivalent of 534 gallons per day, per service connection. (476 service connections). Unaccounted for water lost is 4,095,000 gallons or 35% of production totals by the wells.

### B. Water system items:

1. The soft start at Well #8 (backup well) burned up in an electrical event. We are currently anticipating approval of our insurance company claim to cover the approximately \$20,000 cost of replacement.
2. Service line break on 5<sup>th</sup> Street last Friday.
3. Broken water meter set on 6<sup>th</sup> Street to be replaced prior to the Board meeting.

### C. Sewer system production.

In July, 1,468,000 gallons of effluent has flowed into sewer treatment site with about 5% of this going to the drain field . This works out to 46,000 gallons of effluent pumped daily into our sewage treatment systems.

### D. Sewer maintenance items.

1. Due to mechanical issues, we are presently using 2 of 5 sand filter beds and 5 or 7 sprinkler zones. Currently we are using about 14 to 18 gallons per day of 12.5% chlorine. We are on track to use over 500 gallons of chlorine per month. By comparison, the Cape Horn water system uses about 5 gallons of chlorine per month. We will be exploring self generating chlorine options for next year.
2. As mentioned, 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.
3. The Scenic Bay Marina only has one sewer pump as the other one was removed some time ago. We received a quote on a second sewer pump for \$10,008.17. The price will likely increase to replace existing facilities for pump 1 that are rotting out with age. For our sewer system, this is our top priority which requires Board approval now to move forward.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2017 THRU 8/31/2018  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 8/1/2018	August 2018	YTD 8/31/2018	BUDGET 17-18
<b>RESOURCES:</b>				
Certification Fees	\$ 5,216.19	\$ -	\$ 5,216.19	\$ 3,500
Sewer Hookups	\$ 1,520.00	\$ -	\$ 1,520.00	\$ 160
Water Hookups	\$ 7,480.00	\$ 2,700.00	\$ 10,180.00	\$ 2,400
Misc. Income	\$ 981.36	\$ 6.13	\$ 987.49	\$ -
Rent	\$ 1,600.00	\$ 200.00	\$ 1,800.00	\$ 2,400
W&S - User Fees	\$ 230,728.73	\$ 34,412.76	\$ 265,141.49	\$ 347,250
Reimbursement Grant	\$ 29,951.00	\$ 2,374.00	\$ 32,325.00	\$ 10,000
Interest Income	\$ 544.35	\$ 117.77	\$ 662.12	\$ -
<b>TOTAL RESOURCES</b>	<b>\$ 278,021.63</b>	<b>\$ 39,810.66</b>	<b>\$ 317,832.29</b>	<b>\$ 365,710</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 26,793.36	\$ 10,849.49	\$ 37,642.85	\$ 48,000
Water Maintenance	\$ 31,729.46	\$ 162.06	\$ 31,891.52	\$ 20,000
Vehicle Expense	\$ 3,532.53	\$ 111.19	\$ 3,643.72	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 1,700.00	\$ 150.00	\$ 1,850.00	\$ 3,000
Dues & Subscriptions	\$ 1,011.97	\$ 422.00	\$ 1,433.97	\$ 1,130
Office Supplies	\$ 477.84	\$ 130.95	\$ 608.79	\$ 2,100
System Operator	\$ 56,000.00	\$ 7,000.00	\$ 63,000.00	\$ 89,000
Training/Conferences	\$ -	\$ 215.00	\$ 215.00	\$ 1,000
Postage & Delivery	\$ 1,193.50	\$ 342.25	\$ 1,535.75	\$ 2,200
Printing & Production	\$ 58.69	\$ 64.69	\$ 123.38	\$ -
Misc. Expense	\$ 7,024.72	\$ 45.00	\$ 7,069.72	\$ -
Office Equipment	\$ 901.85	\$ 72.00	\$ 973.85	\$ 3,500
Liability Insurance	\$ 2,901.00	\$ -	\$ 2,901.00	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 223.16	\$ 12.02	\$ 235.18	\$ -
Assessment Fees	\$ 1,275.00	\$ -	\$ 1,275.00	\$ 1,700
Janitorial	\$ 320.00	\$ -	\$ 320.00	\$ 480
Professional Fees	\$ 73,901.35	\$ 8,417.37	\$ 82,318.72	\$ 41,200
Telephone	\$ 3,144.95	\$ 134.96	\$ 3,279.91	\$ 2,840
Electric	\$ 29,378.94	\$ 4,495.31	\$ 33,874.25	\$ 43,872
Payroll Expenses	\$ 19,562.38	\$ 2,802.13	\$ 22,364.51	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
<b>TOTAL EXPENSES</b>	<b>\$ 271,742.60</b>	<b>\$ 35,426.42</b>	<b>\$ 307,169.02</b>	<b>\$ 365,710</b>
NET	\$ 6,279.03	\$ 4,384.24	\$ 10,663.27	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 532,613.81	
AVAIL RESOURCES	\$ 258,366.44	\$ 4,384.24	\$ 543,277.08	
TOTAL AVAILABLE CASH DEPOSITED IN:	\$ 258,366.44		\$ 560,901.99	
General O&M	#7564	\$ 52,698.43		
Sewer Saving	#8307	\$ 28,043.77		
Water Saving	#8299	\$ 24,208.90		
LID Guarantee	#1227	\$ 110,922.06		
LID Fund	#9680	\$ 346,614.81		
TOTAL			<b>\$ 562,487.97</b>	