

# Bayview Water & Sewer District

## REGULAR MEETING MINUTES

20298 E Perimeter Rd, Bayview, ID 83803

September 19, 2018

**Call to Order and Roll Call:** Chairman Richard Doney opened the meeting at 3:05 PM and a roll call confirmed that Vice-Chair Sharon Meyer and directors Robyn Edwards and Steve May were also present.

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

**Guests Present:** Members of the public.

**Consent Agenda and Minutes:** Ms. Edwards motioned to amend the agenda to include an executive session 74-206(b) to discuss employee evaluation and 74-206(f) to discuss pending litigation with a second from Ms. Meyer. All were in favor, motion carried. Ms. Meyer motioned to approve the consent agenda: Approval of Minutes for August 16<sup>th</sup> & 23<sup>rd</sup>, 2018 meetings, all financials reports for August 2018, approval to pay monthly bills as listed, and the authorization for additional services from JUB. This motion was seconded by Ms. Edwards and all were in favor, motion carried.

### Reports:

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

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

**Public Matters/Guests:** NONE

### Old/Ongoing Business:

1. Operating Procedures Manual: Ms. Edwards said she had not made any advances on the procedures manual while she was on vacation. She is working diligently in proofreading to make sure the manual will treat all customers and patrons even handedly. The company, Innovate, that previously presented an ER reconciliation and GIS mapping would be beneficial in the process of establishing appropriate ER usage at all parcels in the District boundaries.
2. Obtaining Rate Study Proposals: Ms. Roe said she spoke with Diane Sauer about obtaining a quote for a rate study and she is in the process of setting up a meeting with the District's Engineer, Mr. Howard. Ms. Edwards suggested attaining a sample RFP from IRWA for a water rate study.

### New Business:

1. Install a Second Pump at the Scenic Bay Marina at an Estimated Cost of \$10,000: Mr. Kuchenski said the \$10,000 figure is strictly for the pump and costs could be more with labor, cleaning, pumping and the condition of the tank. Ms. Meyer motioned to approve the expenditure with a not to exceed \$15,000 without further Board approval seconded by Ms. Edwards. All were in favor, motion carried.
2. Approval of Bond & Project Informational Flyer: Ms. Edwards motioned to approve the bond informational flyer and directed staff to mail the flyer to every residence in the District as well as posting it on the website with the letter from DEQ stating the approved loan terms and figures, followed by a second from Ms. Meyer. All were in favor, motion carried.

**Announcements:** The Board will be holding coffee dates at Ralph's Coffee shop every Wednesday during the month of October at 10:00 AM on the patio to answer any questions the public may have for the upcoming bond election and project details.

At 4:02 PM Ms. Edwards motioned to move into executive session under Idaho Code 74-206(b) to discuss employee evaluation and 74-206(f) to discuss pending litigation followed by a second from Mr. May. Chairman Doney – aye, Ms. Meyer – aye, Ms. Jones – aye. All were in favor, motion carried.

Following a motion from Ms. Edwards, seconded by Ms. Meyer the Board exited executive session at 4:40 PM. All were in favor, motion carried.

With no further business to discuss the regular meeting was adjourned at 4:41 PM following a motion from Ms. Edwards, seconded by Ms. Meyer. 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

# 10/17/2018 Bayview Systems Report

## A. Water Production update.

8,199,000 gallons produced by the wells during September. 4,325,000 gallons of consumption through customers meters. This works out to 273,000 gallons per day produced by the wells of which 144,000 registered through customers meters. This is the equivalent of 534 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is 3,874,000 gallons or 47% of production totals by the wells.

## B. Water system items:

1. Meters were read & insulated in 7 hours and 40 minutes on September 28<sup>th</sup>. We now log all meter readings on an iPad while reading meters for greater efficiency.
2. The soft start at Well #8 (backup well) burned up in an electrical event. Our insurance company is covering the approximate \$20,000 cost minus a \$500 deductible. By the time this report is presented, the new soft start should be installed with only the painting of the pump house room to be completed.
3. Two new services added.
4. One service in Cape Horn Estates moved the higher pressure side of the PRV. Existing pressure was less than 40 psi in the customer's home.

## C. Sewer system production.

In September, 1,447,000 gallons of effluent has flowed into sewer treatment site. This works out to 50,000 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. During times of peak demand, we are using about 15 to 20 gallons per day of 12.5% chlorine at a cost of \$3,500 per month. We are on track to use over 500 gallons of chlorine per month. We are currently evaluating why the chlorine demand is so high. We are also exploring the option of using a UV Disinfection system at the treatment site to reduce the amount of chlorine used. The Land Application portion of the treatment site will close this month for the season as required by our permit.
2. The Scenic Bay Marina does have two pumps, but one appears to be pumping slowly. We are currently evaluating electronics, which are rotting out with age, in order to proceed with the necessary repairs. For the sewer system, this is our top priority project.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2017 THRU 9/30/2018  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 9/1/2018	September 2018	YTD 9/30/2018	BUDGET 17-18
<b>RESOURCES:</b>				
Certification Fees	\$ 5,216.19	\$ 1,031.17	\$ 6,247.36	\$ 3,500
Sewer Hookups	\$ 1,520.00	\$ 1,280.00	\$ 2,800.00	\$ 160
Water Hookups	\$ 10,180.00	\$ 7,480.00	\$ 17,660.00	\$ 2,400
Misc. Income	\$ 987.49	\$ 6,958.70	\$ 7,946.19	\$ -
Rent	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 2,400
W&S - User Fees	\$ 265,141.49	\$ 26,614.53	\$ 291,756.02	\$ 347,250
Reimbursement Grant	\$ 32,325.00	\$ -	\$ 32,325.00	\$ 10,000
Interest Income	\$ 662.12	\$ 276.84	\$ 938.96	\$ -
<b>TOTAL RESOURCES</b>	<b>\$ 317,832.29</b>	<b>\$ 43,641.24</b>	<b>\$ 361,473.53</b>	<b>\$ 365,710</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 37,642.85	\$ 5,918.28	\$ 43,561.13	\$ 48,000
Water Maintenance	\$ 31,891.52	\$ 4,008.75	\$ 35,900.27	\$ 20,000
Vehicle Expense	\$ 3,643.72	\$ 136.05	\$ 3,779.77	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 1,850.00	\$ 200.00	\$ 2,050.00	\$ 3,000
Dues & Subscriptions	\$ 1,433.97	\$ 2.00	\$ 1,435.97	\$ 1,130
Office Supplies	\$ 608.79	\$ 18.01	\$ 626.80	\$ 2,100
System Operator	\$ 63,000.00	\$ 7,000.00	\$ 70,000.00	\$ 89,000
Training/Conferences	\$ 215.00	\$ (110.00)	\$ 105.00	\$ 1,000
Postage & Delivery	\$ 1,535.75	\$ 400.50	\$ 1,936.25	\$ 2,200
Printing & Production	\$ 123.38	\$ -	\$ 123.38	\$ -
Misc. Expense	\$ 7,069.72	\$ 415.00	\$ 7,484.72	\$ -
Office Equipment	\$ 973.85	\$ -	\$ 973.85	\$ 3,500
Liability Insurance	\$ 2,901.00	\$ 3,414.50	\$ 6,315.50	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 235.18	\$ 12.02	\$ 247.20	\$ -
Assessment Fees	\$ 1,275.00	\$ 425.00	\$ 1,700.00	\$ 1,700
Janitorial	\$ 320.00	\$ 40.00	\$ 360.00	\$ 480
Professional Fees	\$ 82,318.72	\$ 3,081.49	\$ 85,400.21	\$ 41,200
Telephone	\$ 3,279.91	\$ 447.20	\$ 3,727.11	\$ 2,840
Electric	\$ 33,874.25	\$ 4,500.99	\$ 38,375.24	\$ 43,872
Payroll Expenses	\$ 22,364.51	\$ 2,566.90	\$ 24,931.41	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
<b>TOTAL EXPENSES</b>	<b>\$ 307,169.02</b>	<b>\$ 32,476.69</b>	<b>\$ 339,645.71</b>	<b>\$ 365,710</b>
<b>NET</b>	<b>\$ 10,663.27</b>	<b>\$ 11,164.55</b>	<b>\$ 21,827.82</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 532,613.81</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 262,750.68</b>	<b>\$ 11,164.55</b>	<b>\$ 554,441.63</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 262,750.68</b>		<b>\$ 573,351.62</b>	
<b>DEPOSITED IN:</b>				
General O&M	#7564	\$ 62,554.20		
Sewer Saving	#8307	\$ 28,048.67		
Water Saving	#8299	\$ 24,213.12		
LID Guarantee	#1227	\$ 110,986.96		
LID Fund	#9680	\$ 348,102.71		
<b>TOTAL</b>			<b>\$ 573,905.66</b>	