

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

October 17, 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 directors Jan Jones, Robyn Edwards and Steve May were also present.

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

Guests Present: Ellery Howard with JUB Engineers, Katy Baker-Casile with Idaho Department of Environmental Quality (DEQ) as well as members of the public.

Consent Agenda: Ms. Meyer motioned to approve the consent agenda: Approval of Minutes for September 5th, 11th & 19th, 2018 meetings, all financials reports for September 2018, approval to pay monthly bills as listed and the FYE16-17 Audit. 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 September 20, 2018 through October 17, 2018 (attached).

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

Public Matters/Guests:

1. BWSD Damaged Service Line Reimbursement – V.Smith: Cape Horn's water system was installed by the railroads in the 70's and Bayview Water and Sewer District inherited the system in 2000 and incorporated into the existing Bayview proper system. Vince Smith sought a connection into the system only to realize the meter stub was unable to connect to because it was installed under a rock. Rock hammering was required to complete the connection. Ms. Jones motioned to approve the reimbursement of \$1,492 to Vince Smith followed by a second from Mr. May. Chairman Doney and Directors May, Jones, Meyer were in favor, director Edwards was opposed. Motion passed.

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. May asked Mr. Howard to elaborate on the system deficiencies and what problems the District could face should the bond not pass on November 6, 2018. Mr. Howard discussed fire flow, the main water tank condition, as well as leaking transmission lines and system waterline looping. He then addressed the 50% water loss and how that pertains to water quality and DEQ standards; when a waterline experiences leaks in the system the leak can cause a backflow, introducing contaminants into the public system. This deficiency is very unfavorable in water regulatory agencies, such as DEQ, and can impact funding options in the future when a District is in need.
2. Operating Procedures Manual: Ms. Edwards said she cannot report any progress on the manual at this time.
3. Unauthorized or excessive ER connections: Ms. Jones said she came across a resolution pertaining to ER allotments and how to deal with unauthorized ER connections. The Board directed staff to email the resolution to the entire Board for review.

New Business:

1. DEQ Loan Terms – Katy Baker-Casile: Ms. Baker-Casile explained that (Department of Environmental Quality) DEQ had originally set aside 3.25 million for project funding and after the facility plan was performed it was determined the project would cost 2.65 million with \$329,000 of principal forgiveness, which is the same as a grant. The Interest rate is 1.75% for the duration of the loan and the expiration date for this offer is set for June 30, 2019. Ms. Baker-Casile will perform repeated inspections throughout the construction process to make sure it adheres to DEQ standards. DEQ expects water and sewer Districts to be pro-active in repairs and maintenance for their systems as it is a requirement to provide safe, drinkable water to its customers; there are not a lot of options for emergency funding should the District not make the necessary repairs. FEMA would only help it were a natural disaster but not is it's a deferred maintenance failure. Funding agencies require water and sewer districts to have rates around \$50-\$55 a month before they qualify for grants.
2. Designating Chairperson & Vice-Chairperson: Mr. May made a motion to nominate Sharon Meyer for Chairperson and Robyn Edwards for Vice-Chairperson seconded by Ms. Jones. Ms. Jones, Mr. May, Ms. Edwards and Ms. Meyer approved, Mr. Doney opposed and said Mr. May should move into the vice-chair position based on seniority. Motion passes to move Sharon Meyer into Chairperson and Robyn Edwards into Vice-Chairperson.

Announcements: Coffee meeting with two Board members tomorrow evening 10/18/18 at 6:00 pm at the District office to answer any questions pertaining to the bond election and proposed projects. Don't forget to vote!

With no further business to discuss the regular meeting was adjourned at 4:26 PM following a motion from Ms. Edwards, seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairman of the Board

11/15/2018 Bayview Systems Report

A. Water Production update.

5,945,000 gallons produced by the wells during October. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 413 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is estimated at 2,794,000 gallons or 47% of production totals by the wells.

B. Water system items:

1. The soft start at Well #8 (backup well) has been installed. Our insurance company is covering the total cost minus a \$500 deductible.
2. One new service added this month on Cape Horn Road.
3. Top water system priority at this time is to invest into a battery backup for the SCADA system. Without backup power to the SCADA system, the District, during a power outage, is no better off for fire protection than before the fire of 2015.

C. Sewer system production.

The Land Application Treatment site has been closed for the season and winterized. As daily production readings are only monitored from the treatment site, we are only be able to calculate daily flows when the treatment site is operational. During the portion of the month prior to closing the treatment site, 16,000 gallons of effluent was pumped daily into our sewage treatment systems. This is down from 50,000 gallons per day prior to Labor Day weekend.

D. Sewer maintenance items.

1. The Scenic Bay Marina sewer lift station has been repaired and is up and running properly. A new, 40 amp breaker has been ordered and should be installed by the time this presentation is given.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2017 THRU 10/31/2018
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 10/1/2018	October 2018	YTD 10/31/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	\$ 6,247.36	\$ -	\$ 6,247.36	\$ 3,500
Sewer Hookups	\$ 2,800.00	\$ -	\$ 2,800.00	\$ 160
Water Hookups	\$ 17,660.00	\$ 2,700.00	\$ 20,360.00	\$ 2,400
Misc. Income	\$ 7,946.19	\$ -	\$ 7,946.19	\$ -
Rent	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 2,400
W&S - User Fees	\$ 291,756.02	\$ 39,322.18	\$ 331,078.20	\$ 347,250
Reimbursement Grant	\$ 32,325.00	\$ 2,753.00	\$ 35,078.00	\$ 10,000
Interest Income	\$ 938.96	\$ 128.10	\$ 1,067.06	\$ -
TOTAL RESOURCES	\$ 361,473.53	\$ 44,903.28	\$ 406,376.81	\$ 365,710
EXPENSES:				
Sewer Maintenance	\$ 43,561.13	\$ 4,159.12	\$ 47,720.25	\$ 48,000
Water Maintenance	\$ 35,900.27	\$ 11,421.26	\$ 47,321.53	\$ 20,000
Vehicle Expense	\$ 3,779.77	\$ 321.90	\$ 4,101.67	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 2,050.00	\$ 200.00	\$ 2,250.00	\$ 3,000
Dues & Subscriptions	\$ 1,435.97	\$ 2.00	\$ 1,437.97	\$ 1,130
Office Supplies	\$ 626.80	\$ 24.33	\$ 651.13	\$ 2,100
System Operator	\$ 70,000.00	\$ 7,000.00	\$ 77,000.00	\$ 89,000
Training/Conferences	\$ 105.00	\$ -	\$ 105.00	\$ 1,000
Postage & Delivery	\$ 1,936.25	\$ 211.05	\$ 2,147.30	\$ 2,200
Printing & Production	\$ 123.38	\$ -	\$ 123.38	\$ -
Misc. Expense	\$ 7,484.72	\$ 13.50	\$ 7,498.22	\$ -
Office Equipment	\$ 973.85	\$ -	\$ 973.85	\$ 3,500
Liability Insurance	\$ 6,315.50	\$ -	\$ 6,315.50	\$ 6,550
Workman's Comp	\$ -	\$ -	\$ -	\$ 2,000
Bank Fees	\$ 247.20	\$ 32.03	\$ 279.23	\$ -
Assessment Fees	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700
Janitorial	\$ 360.00	\$ 40.00	\$ 400.00	\$ 480
Professional Fees	\$ 85,400.21	\$ 7,000.00	\$ 92,400.21	\$ 41,200
Telephone	\$ 3,727.11	\$ 291.94	\$ 4,019.05	\$ 2,840
Electric	\$ 38,375.24	\$ 3,524.72	\$ 41,899.96	\$ 43,872
Payroll Expenses	\$ 24,931.41	\$ 6,147.13	\$ 31,078.54	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
TOTAL EXPENSES	\$ 339,645.71	\$ 40,388.98	\$ 380,034.69	\$ 365,710
NET	\$ 21,827.82	\$ 4,514.30	\$ 26,342.12	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 532,613.81	
AVAIL RESOURCES	\$ 273,915.23	\$ 4,514.30	\$ 558,955.93	
TOTAL AVAILABLE CASH	\$ 273,915.23		\$ 526,366.09	
DEPOSITED IN:				
General O&M	#7564	\$ 67,519.31		
Sewer Saving	#8307	\$ 28,048.67		
Water Saving	#8299	\$ 24,213.12		
LID Guarantee	#1227	\$ 111,019.93		
LID Fund	#9680	\$ 296,677.95		
TOTAL			\$ 527,478.98	