

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

November 15, 2018

Call to Order and Roll Call: Chairwoman Sharon Meyer opened the meeting at 7:00 PM and a roll call confirmed that Vice-Chair Robyn Edwards and directors Jan Jones, Rich Doney and Steve May were also present.

Others Present: District Operator Bob Kuchenski and District Treasurer Jessie Roe.

Guests Present: Ellery Howard with JUB Engineers as well as members of the public.

Consent Agenda: Ms. Edwards asked that the approval to pay all monthly bills be removed from the consent agenda for further discussion. Ms. Jones motioned to approve the Minutes for October 2nd, 4th, 17th, 23rd, 30th, 2018 meetings, and all financials reports for October 2018. This motion was seconded by Mr. May. All were in favor, motion carried. Ms. Edwards suggested the District institute a new policy for all vendors to be notified that invoices are due by the 10th of every month or they will be moved to next month's approval list; she then directed staff to formulate a letter to the vendors and notify them of this change. With that change Ms. Edwards made a motion to pay all bills for the month with a second from Ms. Jones. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from October 18, 2018 through November 15, 2018 (attached).

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

Public Matters/Guests:

1. The Board received and heard comments from two members of the audience, Bob Weaver and Ted Bare, regarding the future of the District's system and the budget.

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. Howard will have the preliminary Water Facility Plan (WFP) to the Board for review by November 29, 2018 after DEQ has reviewed the environmental portion and had a chance for input and comments. Then the WFP will go back to DEQ for technical review in mid-December and the review could take two months or longer.
2. Operating Procedures Manual Update: Ms. Edwards did not have anything new to report on the topic at that time.
3. Unauthorized or Excessive ERU Connections: Ms. Jones made a motion to direct staff to establish a workshop date to analyze Ordinance 90-1 for the early part of December 2018, followed by a second from Mr. Doney. All were in favor, motion carried.
4. Rate Study Solicitation: Ms. Roe presented the draft for the rate study Request For Proposal (RFP) and the Board requested 'RFP Approval' be added to the special meeting agenda on November 28, 2018 after Board review.

New Business:

1. Bond Election – What's Next?: Chairwoman Meyer asked for a workshop meeting so the Board can collaborate and brainstorm a new direction on how to move forward after receiving the WFP, how the Board can gain better public involvement and what should be done about rates.

Ms. Edwards made a motion to hold a workshop meeting November 29, 2018 at 6:00 PM at the Bayview Community Center, seconded by Mr. May. All were in favor, motion carried.

2. December Meeting?: The Board decided to keep their December 19, 2018 Board meeting at 3:00 PM at the Bayview Community Center.

Announcements: None

With no further business to discuss the regular meeting was adjourned at 7:51 PM following a motion from Ms. Jones, seconded by Mr. Doney. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board

12/19/2018 Bayview Systems Report

A. Water Production update.

5,364,000 gallons produced by the wells during November. This works out to 179,000 gallons per day produced by the wells. This is the equivalent of 385 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,521,000 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. However, our SCADA equipment needs to be re-programmed at a cost of \$4,400 (covered by insurance) to bring Well #8 online. As one of our top water system priorities at this time is to invest into a battery backup for the SCADA system, we can save \$1,100 in programming expenses by approving backup power for the SCADA system. Please see the attached proposals for SCADA system upgrades from Big Foot Technologies.

2. One new service added this month on Glacier Loop.

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.

D. Sewer maintenance items.

1. Sewer system capacity and related ER's. See the attached summary compiled by Robyn for further discussion.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2017 THRU 11/30/2018
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 11/1/2018	November 2018	YTD 11/30/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	\$ 6,247.36	\$ 242.90	\$ 6,490.26	\$ 3,500
Sewer Hookups	\$ 2,800.00	\$ -	\$ 2,800.00	\$ 160
Water Hookups	\$ 20,360.00	\$ 2,700.00	\$ 23,060.00	\$ 2,400
Misc. Income	\$ 7,946.19	\$ -	\$ 7,946.19	\$ -
Rent	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 2,400
W&S - User Fees	\$ 331,078.20	\$ 28,970.90	\$ 360,049.10	\$ 347,250
Reimbursement Grant	\$ 35,078.00	\$ -	\$ 35,078.00	\$ 10,000
Interest Income	\$ 1,067.06	\$ -	\$ 1,067.06	\$ -
TOTAL RESOURCES	\$ 406,376.81	\$ 31,913.80	\$ 438,290.61	\$ 365,710
EXPENSES:				
Sewer Maintenance	\$ 47,720.25	\$ 2,801.67	\$ 50,521.92	\$ 48,000
Water Maintenance	\$ 47,321.53	\$ 8,366.13	\$ 55,687.66	\$ 20,000
Vehicle Expense	\$ 4,101.67	\$ 106.28	\$ 4,207.95	\$ 2,000
Contract Labor	\$ 10,611.90	\$ -	\$ 10,611.90	\$ 10,000
Director Fees	\$ 2,250.00	\$ 250.00	\$ 2,500.00	\$ 3,000
Dues & Subscriptions	\$ 1,437.97	\$ 2.00	\$ 1,439.97	\$ 1,130
Office Supplies	\$ 651.13	\$ -	\$ 651.13	\$ 2,100
System Operator	\$ 77,000.00	\$ 7,000.00	\$ 84,000.00	\$ 89,000
Property Taxes	\$ -	\$ 56.00	\$ 56.00	\$ -
Training/Conferences	\$ 105.00	\$ -	\$ 105.00	\$ 1,000
Postage & Delivery	\$ 2,147.30	\$ 150.85	\$ 2,298.15	\$ 2,200
Printing & Production	\$ 123.38	\$ 289.21	\$ 412.59	\$ -
Misc. Expense	\$ 7,498.22	\$ -	\$ 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	\$ 279.23	\$ 14.02	\$ 293.25	\$ -
Assessment Fees	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700
Janitorial	\$ 400.00	\$ 40.00	\$ 440.00	\$ 480
Professional Fees	\$ 92,400.21	\$ -	\$ 92,400.21	\$ 41,200
Telephone	\$ 4,019.05	\$ 296.44	\$ 4,315.49	\$ 2,840
Electric	\$ 41,899.96	\$ 3,078.12	\$ 44,978.08	\$ 43,872
Payroll Expenses	\$ 31,078.54	\$ 2,907.36	\$ 33,985.90	\$ 30,000
Capital Additions	\$ -	\$ -	\$ -	\$ 55,138
TOTAL EXPENSES	\$ 380,034.69	\$ 25,358.08	\$ 405,392.77	\$ 365,710
NET	\$ 26,342.12	\$ 6,555.72	\$ 32,897.84	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 532,613.81	
AVAIL RESOURCES	\$ 278,429.53	\$ 6,555.72	\$ 565,511.65	
TOTAL AVAILABLE CASH	\$ 278,429.53		\$ 545,684.63	
DEPOSITED IN:				
General O&M	#7564	\$ 71,086.59		
Sewer Saving	#8307	\$ 28,048.67		
Water Saving	#8299	\$ 24,213.12		
LID Guarantee	#1227	\$ 111,019.92		
LID Fund	#9680	\$ 309,414.76		
TOTAL			\$ 543,783.06	