

Bayview Water & Sewer District
20298 E. Perimeter Road, Bayview, Idaho 83803

REGULAR MEETING MINUTES

December 19, 2018

Call to Order and Roll Call: Chairwoman Sharon Meyer opened the meeting at 3:00 P.M. and a roll call confirmed that Vice-Chair Robyn Edwards, directors Richard Doney, Jan Jones and Steve May were also present.

Others Present: District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe.

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

Consent Agenda: Mr. Doney motioned to approve the consent agenda: approval of the minutes for November 15th, 28th, 29th and December 6, 2018, all financial reports for November 2018, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Jones. All were in favor motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from November 16, 2018 to December 19, 2018 (attached).

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

Public Matters/Guests:

1. Colleen Dahlseid read a letter she and Sheryl Puckett prepared for the Board (attached).

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. Howard said the review process with DEQ has started on the water facility plan and they are in the environmental process of the review. The GIS map has also been updated with Kootenai Electric's lines so the District has their overlay as well. He also talked about the lease on well #7, the pipeline and the tower itself being up November 10, 2027. The lease for well # 8 is up sooner and that is at the end of the year 2024. DEQ is evaluating how these leases can affect the potential 30 year loan. As soon as he hears back from DEQ and knows how this can affect the loan and the facility plan he will report back to the Board. The last thing is there is a seepage test required by DEQ for the wastewater reuse permit every 10 years. This seepage test is due June 30, 2019. The Board set a meeting for January 3, 2019 to discuss the requirement in greater depth, as well as cost, and how to move forward with testing. Ms.

Edwards asked that Mr. Howard bring an updated agreement to the meeting which includes overseeing our wastewater regulations as well.

2. Operating Procedures Manual Update: Ms. Edwards is finalizing chapters and will include information from the upcoming rate study after completion. Ms. Roe has a thumb drive at the office with the current operating procedures manual and the rest of the Board can bring in a thumb drive to retrieve and review the document.
3. Unauthorized or excessive ER Connections: Ms. Roe informed the audience that the Board held a special meeting on this topic and Ms. Jones is inputting the ER book's information into an excel format. From there, Ms. Roe will update the document with pertinent information from the billing software.
4. Rate Study Solicitation: Ms. Roe said she has not received any proposals by the deadline earlier in the day which was at noon. Ms. Edwards motioned to extend the deadline to January 8, 2019 at noon, seconded by Ms. Jones. All were in favor, motion carried. The Board then directed Ms. Roe to reach out to prospective clients and inform them of the extended deadline and inquire whether they intended to submit a proposal. The Board set a meeting for January 8, 2019 at 3:00 PM.
5. Minutes and Agenda Format: Ms. Edwards motioned to table this item to the next Board meeting on February 21, 2019 followed by a second from Ms. Jones. All were in favor, motion carried.

New Business:

1. Rate Increase Discussion: A few Board members expressed concern about creating a emergency reserve fund for necessary repairs regardless of whether a bond is passed or not. Historical audits show that current rates have not been sustaining regular operations and maintenance for the last five years. Ms. Jones motioned to table the discussion until after the brainstorming committee has met during the month of January and a rate study is underway. Then hold a special meeting followed, by a public hearing in February. This motion was seconded by Mr. May. All were in favor, motion carried.
2. Follow-up Committee's Plans to Brainstorming Meeting on 11/29/18: Chairwoman passed out packets to the brainstorming committee members and informed them she has set a meeting for Tuesday January 8, 2019 at 1:00 PM where expectations, goals and ground rules for the committee will be set; this is a mandatory meeting and attendance is required.
3. SCADA Upgrade and Emergency Power Proposal: Mr. Kuchenski said that when the control panel burnt up at Well #8 in July it had to be replaced by a newer system. This system requires updated programming to be able to communicate to other booster pumps stations, Well #7 and the main reservoir tank. Without this programming the system is unable to properly communicate and failure can occur. Ms. Edwards motioned to approve the expenditure of \$15,815, of which \$4,400 will be covered by insurance, to upgrades to the lead lag pump followed by a second from Ms. Jones. All were in favor, motion carried.

4. Letter of Intent (LOI) to DEQ for Next Fiscal Year: The Board set a special meeting date for January 3, 2019 at 2:00 PM to review and approve the LOI which will save a spot in DEQ's funding for 2020.

Announcements: None

With no further business to discuss the regular meeting was adjourned at 4:32 P.M. following a motion from Ms. Edwards and 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	