

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

REGULAR MEETING MINUTES

January 16, 2019

Call to Order and Roll Call: Chairwoman Sharon Meyer opened the meeting at 3:00 P.M. and a roll call confirmed that directors 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: Ms. Jones motioned to approve the consent agenda: approval of the minutes for December 19, 2018 & January 3rd, 8th, 2019, all financial reports for December 2018, and the approval to pay monthly bills as listed. The motion was seconded by Mr. May. All were in favor motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from December 20, 2018 to January 16, 2019 (attached).

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

Public Matters/Guests: One member of the public thanked the Board for getting the Hudson Bay hydrants on the list with Timberlake Fire to be checked and blown out as requested. Another member of the public informed the audience that the Brainstorming Committee has been working hard on behalf of the community to review the recent water facility plan, system deficiencies and DEQ loan processes and will deliver truth and facts to the community.

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. Howard said the Idaho Department of Environmental Quality (IDEQ) emailed him today and said they are still reviewing the environmental, maps and other documents of the water facility plan. Next, he said he spoke with the architect of Idaho Fish & Games regarding the possibility of a new site for their temporary housing unit where they could use their own lagoon for sewage but obtain a water connection from the District. All planning is preliminary and nothing is final as they are in the very early stages still.
2. Operating Procedures Manual Update: Ms. Edwards is out of town but will deliver updates when she returns.
3. Unauthorized or excessive ER Connections: Ms. Jones has input the ER book into excel format. Ms. Roe is working on gathering all the accounts who have paid their LIDs in full and inputting the information from the billing software.

4. Minutes and Agenda Format: Mr. May motioned to table the topic until Ms. Edwards returns followed by a second from Ms. Jones. All were in favor, motion carried.
5. Rate Study Solicitation: Chairwoman Meyer said the Board received a proposal from Diane Sauer with Sustainable Systems Consulting. The cost was more than anticipated so they will work with Ms. Sauer to see how the Board members themselves can perform as much work as possible to get the cost to a much lower price. More meetings are needed before a contract is signed.

New Business:

1. Broken Water Meter at 33708 N. Fir. – Homeowner Requesting a Letter From our Attorney: Ms. Jones motioned to have the District attorney, Susan Weeks, transcribe a letter to the homeowner stating his legal requirement to pay for his tenant's vandalism of District property. This motion was seconded by Mr. May. All were in favor, motion carried.
2. Transfer Money from Operations & Maintenance Account to Water/Sewer Savings: Mr. May motioned to transfer \$5,000 into the sewer savings and \$5,000 into the water savings now with an additional \$5,000 for each account when the bank balance reaches \$90,000 again. The motion was seconded by Ms. Jones. All were in favor, motion carried.

Announcements: Chairwoman announced another Brainstorming Committee meeting next Tuesday, January 22, 2019 from 1:00 PM to 3:00 and a big thank you to those community members for their time and help. Also, thank you to JUB Engineers for volunteering their time, at no cost to the District, to support at the Brainstorming Committee meetings as well.

With no further business to discuss the regular meeting was adjourned at 3:43 P.M. following a motion from Ms. Jones and seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board

1/16/2019 Bayview Systems Report

A. Water Production update.

5,540,000 gallons produced by the wells during December. 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 2,604,000 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. As of this report, programming of Well #8 was to have been completed on Tuesday, the 15th. Updated information will be provided at the Board meeting.
2. Other water system items for discussion are listed on the agenda.

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. The run time meters for the 3 wastewater pumps at the Triplex typically each run from about 30 minutes to an hour each day.

1. Occasional loss of phase alarms at the Triplex.

D. Sewer maintenance items.

1. The 2018 Annual Wastewater Report has been submitted to DEQ.

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

	YTD 12/1/2018	December 2018	YTD 12/31/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ -	\$ 140.00	\$ 140.00	\$ 5,000
Sewer Hookups	\$ -	\$ 1,280.00	\$ 1,280.00	\$ 2,560
Water Hookups	\$ -	\$ 4,780.00	\$ 4,780.00	\$ 17,600
Misc. Income	\$ -	\$ 317.00	\$ 317.00	\$ 1,800
W&S - User Fees	\$ -	\$ 29,356.41	\$ 29,356.41	\$ 388,170
Reimbursement Grant	\$ -	\$ 1,541.00	\$ 1,541.00	\$ -
Interest Income	\$ -	\$ 161.36	\$ 161.36	\$ -
TOTAL RESOURCES	\$ -	\$ 37,575.77	\$ 37,575.77	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ -	\$ 4,100.27	\$ 4,100.27	\$ 60,000
Water Maintenance	\$ -	\$ 14,130.44	\$ 14,130.44	\$ 50,000
Vehicle Expense	\$ -	\$ 79.59	\$ 79.59	\$ 2,000
Contract Labor	\$ -	\$ -	\$ -	\$ 1,200
Director Fees	\$ -	\$ 245.00	\$ 245.00	\$ 3,000
Dues & Subscriptions	\$ -	\$ 2.00	\$ 2.00	\$ 1,440
Office Supplies	\$ -	\$ 56.19	\$ 56.19	\$ 1,500
System Operator	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 89,000
Property Taxes	\$ -	\$ 133.46	\$ 133.46	\$ -
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ -	\$ 150.50	\$ 150.50	\$ 2,200
Printing & Production	\$ -	\$ 251.97	\$ 251.97	\$ -
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 6,550
Bank Fees	\$ -	\$ 12.02	\$ 12.02	\$ -
Assessment Fees	\$ -	\$ 425.00	\$ 425.00	\$ 1,700
Office Maintenance	\$ -	\$ -	\$ 40.00	\$ 3,000
Professional Fees	\$ -	\$ 393.75	\$ 393.75	\$ 97,000
Utilities	\$ -	\$ 3,635.15	\$ 3,635.15	\$ 51,040
Payroll Expenses	\$ -	\$ 3,025.25	\$ 3,025.25	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ -	\$ 33,640.59	\$ 33,680.59	\$ 415,130
NET	\$ -	\$ 3,935.18	\$ 3,895.18	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 252,087.41	\$ 3,935.18	\$ 547,678.24	
TOTAL AVAILABLE CASH DEPOSITED IN:	\$ 252,087.41		\$ 551,246.70	
General O&M	#7564	\$ 74,860.48		
Sewer Saving	#8307	\$ 28,053.62		
Water Saving	#8299	\$ 24,217.40		
LID Guarantee	#1227	\$ 111,084.86		
LID Fund	#9680	\$ 313,076.71		
TOTAL			\$ 551,293.07	