

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

REGULAR MEETING MINUTES

February 21, 2019

Call to Order and Roll Call: Chairwoman Sharon Meyer opened the meeting at 7:00 P.M. and a roll call confirmed Vice-Chair Robyn Edwards (Via Skype) 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 and Paul Klatt 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 January 16, 2019, all financial reports for January 2019, 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 January 17, 2019 to February 21, 2019 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of January 2019 (attached).

Public Matters/Guests: One member of the public asked the Board whether they favor replacing or repairing the system's main reservoir tank, to which the Board responded that it has not been discussed yet.

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. Howard said the environmental review is still ongoing with Idaho Department of Environmental Quality (IDEQ). The person initially in charge of performing the environmental review is no longer with IDEQ so this has somewhat stalled that stage of the process. JUB has decided to move forward and submit the plan for technical review in conjunction with the environmental review. As soon as these are approved then a public hearing will be held to present the Water Facility Plan to the public.
2. Operating Procedures Manual Update: Ms. Edwards asked the Board to review the final edits and then they can hold a special meeting after she returns in late March.
3. Unauthorized or excessive ER Connections: Ms. Jones and Ms. Roe are working on the commercial accounts to start with. They will determine any parcel information changes as well as a site visit to all commercial accounts to collect current ER data. The County will be contacted to establish a full history on each commercial parcel.
4. Rate Increase Discussion: Mr. Doney motioned to hold a public hearing for a rate increase next month. Mr. May seconded the motion. After Discussion, it was decided to table the motion

to the next regularly scheduled Board meeting on March 20 until after the Brainstorming Committee meets with the public and the Board can learn more about the public's concerns.

5. Minutes & Agenda Format: Ms. Jones motioned to use a traditional one page agenda and keep the minutes the way they are now, seconded by Mr. Doney. All were in favor, motion carried. The Board directed Ms. Roe to create a worksheet for Board members during the meetings.

New Business:

1. Multiple Connections for One Meter – Proper EDUs: Chairwoman Meyer said this is something the District has been aware of for a while and the Board is looking into different rates for commercial businesses and float home meters to establish a fair and equitable fee basis for all water users. Chairman Meyer also wanted to make it clear to the public that even though the naval base is not metered, at this time, they do pay a flat rate fee for their water; they are not receiving free water from the District.
2. Bond – What's next?: The Board decided to go for the bond again in May. The deadline to get on the ballot is April 1, 2019. The Board asked Ms. Roe to setup a special meeting with Bond Counsel, Laura McAloon, for the beginning week of March to develop a resolution to get on the ballot for the May election after a motion from Mr. Doney and seconded by Mr. May. All were in favor, motion carried.
3. Renew Water Tank, Pipe and Two Well Leases: It is a requirement from IDEQ that the District have the leases in place for the length of the 30-year loan term before a loan can be issued. The Board reviewed a spreadsheet of the timelines for needing to update the leases for all the aspects of the system. There is no issue with having the leases renewed, it just takes time. The Board will start on these processes now to give ample time for completion.

Announcements: The Brainstorming Committee will hold two meetings on February 27th and March 14th at 7:00 PM at the Community Center for the public to obtain factual information from fellow members of the public. The Board will not be present.

With no further business to discuss the regular meeting was adjourned at 8:27 P.M. following a motion from Ms. Jones 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

2/21/2019 Bayview Systems Report

A. Water Production update.

5,086,000 gallons produced by the wells during January. This works out to 164,000 gallons per day produced by the wells. This is the equivalent of 353 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,390,000 gallons or 47% of production totals by the wells.

B. Water system items:

1. The new SCADA backup battery system has been installed at the water tower, well #7, and the office.
2. As a part of SCADA controls update, including the battery backup, a new water level transducer was installed in the tank at the water tower. Prior to this, the level was determined by a pressure transducer in which the computer programming converted pressure to water tank level. This was not accurate and prevented well #8 from being properly utilized as a second water source. This has now been corrected with well #8 alternating with well #7.

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. Finding tanks in the snow can be challenging at this time of year.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2018 THRU 1/31/2019
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2018	January 2019	YTD 1/31/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ 140.00	\$ 6,341.49	\$ 6,481.49	\$ 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	\$ 28,724.41	\$ 58,080.82	\$ 388,170
Reimbursement Grant	\$ 1,541.00	\$ -	\$ 1,541.00	\$ -
Interest Income	\$ 161.36	\$ 33.02	\$ 194.38	\$ -
TOTAL RESOURCES	\$ 37,575.77	\$ 35,098.92	\$ 72,674.69	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ 4,100.27	\$ 11,294.76	\$ 15,395.03	\$ 60,000
Water Maintenance	\$ 14,130.44	\$ 600.93	\$ 14,731.37	\$ 50,000
Vehicle Expense	\$ 79.59	\$ 113.41	\$ 193.00	\$ 2,000
Contract Labor	\$ -	\$ -	\$ -	\$ 1,200
Director Fees	\$ 245.00	\$ 250.00	\$ 495.00	\$ 3,000
Dues & Subscriptions	\$ 2.00	\$ 42.00	\$ 44.00	\$ 1,440
Office Supplies	\$ 56.19	\$ 503.01	\$ 559.20	\$ 1,500
System Operator	\$ 7,000.00	\$ 7,000.00	\$ 14,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 150.50	\$ 150.15	\$ 300.65	\$ 2,200
Printing & Production	\$ 251.97	\$ 23.09	\$ 275.06	\$ -
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 6,550
Bank Fees	\$ 12.02	\$ 16.02	\$ 28.04	\$ -
Assessment Fees	\$ 425.00	\$ -	\$ 425.00	\$ 1,700
Office Maintenance	\$ 40.00	\$ -	\$ 40.00	\$ 3,000
Professional Fees	\$ 393.75	\$ -	\$ 393.75	\$ 97,000
Utilities	\$ 3,635.15	\$ 3,846.60	\$ 7,481.75	\$ 51,040
Payroll Expenses	\$ 3,025.25	\$ 2,941.85	\$ 5,967.10	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ 33,680.59	\$ 26,781.82	\$ 60,462.41	\$ 415,130
NET	\$ 3,895.18	\$ 8,317.10	\$ 12,212.28	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 255,982.59	\$ 8,317.10	\$ 555,995.34	
TOTAL AVAILABLE CASH	\$ 255,982.59		\$ 561,696.40	
DEPOSITED IN:				
General O&M	#7564	\$ 83,422.44		
Sewer Saving	#8307	\$ 28,053.62		
Water Saving	#8299	\$ 24,217.40		
LID Guarantee	#1227	\$ 111,117.87		
LID Fund	#9680	\$ 315,005.30		
TOTAL			\$ 561,816.63	