Appendices (reference attached disk)

Appendix 4-A – Public Involvement

Technical Review Submittal

Appendix 4-A

Public Involvement

Technical Review Submittal

Public Survey

Technical Review Submittal

Bayview Water and Sewer District Survey

J-U-B Engineers (JUB) and Bayview Water and Sewer District (BWSD) are beginning the process to develop a Water System Facility Plan. This Facility Plan will include examining the existing water system and identifying any deficiencies or necessary upgrades along with understanding the needs and goals of the community in order to identify a strategic, long-term plan to maintain a safe and reliable water system. The Water System Facility Plan is anticipated to be complete by fall 2018.

Public input will help shape a community-appropriate Water System Facility Plan. Please take a few minutes and answer the following questions to let us know your thoughts and concerns:

1. **Where are you connected to the BWSD water system?**

   __ Not connected

   __ Bayview

   __ Cape Horn Area (east of slide)

   __ Commercial

   __ Don't know

2. **Have you ever experienced any of the following issues? Select all that apply.**

   __ No issues

   __ Low water pressure

   __ High water pressure

   __ Low water flow

   __ Taste (tastes bad)

   __ Odor (smells bad)

   __ Color (water looks cloudy or off-color)

   __ Other (please specify):

   _____

   _____

   _____

3. Please provide your address so that we can track the water system area where the issues that you listed above occurred (optional, but recommended so that we can better identify potential problem areas in the system)**.**

_____

_____

_____

4. What should be the priority of the BWSD water system in the future (please rank in order of priority from 1 to 4, with 1 being the most important, and use each number only once)**:**

__ Increased fire protection

__ Reliability (replacing aging infrastructure, service outages)

__ Affordability (balancing reasonable rates with needed improvements)

__ Improved water service (increased water pressure/flow/quality)

5. Are you willing to pay more in order to have better water service (see above)**?**

__ Yes

__ No

6. What is the best way to notify you about project updates and any upcoming public open house times?

__ BWSD Website

__ Email (if selected, please provide email address in the "Other" box below)

__ Facebook

__ Other (please specify, or list your email address):

_____

_____

_____

7. Do you have any other additional comments or suggestions for JUB and BWSD to consider during the preparation of the Water System Facility Plan? If so, please explain:

_____

_____

_____

Q1 Where are you connected to the BWSD water system?

Answered: 64 Skipped: 0

ANSWER CHOICES	RESPONSES	
Not connected	0.00%	0
Bayview	65.63%	42
Cape Horn Area (east of slide)	29.69%	19
Commercial	0.00%	0
Don't know	4.69%	3
TOTAL		64

Q2 Have you ever experienced any of the following issues? Select all that apply.

Answered: 64 Skipped: 0

ANSWER CHOICES	RESPONSES	
No issues	40.63%	26
Low water pressure	26.56%	17
High water pressure	10.94%	7
Low water flow	14.06%	9
Taste (tastes bad)	14.06%	9
Odor (smells bad)	14.06%	9
Color (water looks cloudy or off-color)	4.69%	3
Other	1.56%	1
Other (please specify)	26.56%	17
Total Respondents: 64		

Q4 What should be the priority of the BWSD water system in the future (please rank in order of priority, with 1 being the most important):

Answered: 64 Skipped: 0

	1	2	3	4	TOTAL	SCORE
Increased fire protection	21.88% 14	18.75% 12	29.69% 19	29.69% 19	64	2.33
Reliability (replacing aging infrastructure, service outages)	28.13% 18	39.06% 25	25.00% 16	7.81% 5	64	2.88
Affordability (balancing reasonable rates with needed improvements)	43.75% 28	21.88% 14	21.88% 14	12.50% 8	64	2.97
Improved water service (increased water pressure/flow/quality)	6.25% 4	20.31% 13	23.44% 15	50.00% 32	64	1.83

Q5 Are you willing to pay more in order to have better water service (see above)?

Answered: 64 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	43.75%	28
No	56.25%	36
TOTAL		64

Q6 What is the best way to notify you about project updates and any upcoming public open house times?

Answered: 64 Skipped: 0

ANSWER CHOICES	RESPONSES	
BWSD Website	31.25%	20
Email (if selected, please provide email address in the "Other" box below)	70.31%	45
Facebook	6.25%	4
Total Respondents: 64		

Q7 Do you have any other additional comments or suggestions for JUB and BWSD to consider during the preparation of the Water System Facility Plan? If so, please explain:

Answered: 43 Skipped: 21

#	RESPONSES	DATE
1	Doing much better than the old Board. Wonderful transparency! Keep up the good work! Tell Ellery we deserve a 25% discount!	4/11/2018 9:45 PM
2	ask ellery to stop forcing this bond down our throats at every meeting - ask him to talk less and stop giving us the same info at every meeting doesn't the board see that jesse is incompetent? she constantly gives erroneous information to customers, wrong quotes etc. and has caused severe anxiety/frustration to numerous customers - replace her with someone competent enough to spend more that 1 hour a month on the books (which is vital to the viability of the company)	3/24/2018 11:26 AM
3	On the paper survey under Question 7 "There needs to be more openness and honesty. BWSD needs to have open meetings (open meetings is underlined heavily) where the residents can speak freely, not just a board meeting where we're not allowed to speak." is written. <input by=""> NOTE: This survey was entered manually by J-U-B from a paper copy received by J-U-B on 3/12/2018 from an anonymous responder.	3/13/2018 3:33 PM
4	On the paper survey under Question 7 "Update meter boxes" is written. <input by=""> NOTE: This survey was input manually by J-U-B from a paper copy received by J-U-B from an anonymous responder.	3/13/2018 3:27 PM
5	On the paper survey under Question 7 "Please represent the public - "listen" to what they have to say & take their comments into consideration at the Bayview Water & Sewer meetings. Thank you." was written. <input by="">. NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 3/12/2018 from an anonymous responder.	3/13/2018 3:22 PM
6	NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 3/8/2018 from an anonymous responder.	3/13/2018 3:10 PM
7	NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 3/7/2018 from an anonymous responder.	3/13/2018 3:08 PM
8	NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 3/7/2018 from an anonymous responder.	3/13/2018 3:03 PM
9	On the paper survey under Question 7 "When I moved to Bayview, it was my understanding the BWSD would pump septics when needed. I've been told this is no longer the case. Can you please clarify?" is written. NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 2/26/2018 from an anonymous responder.	3/13/2018 2:59 PM
10	NOTE: This survey was entered manually by J-U-B from a paper copy revieved by BWSD on 2/26/2018 from an anonymous responder.	3/13/2018 2:53 PM
11	NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 2/26/2018 from an anonymous responder.	3/13/2018 2:35 PM
12	Hire local help.	3/13/2018 1:54 PM
13	Find a way to update the system by retrofitting parts as they fail, with a goal of incremental improvements and not plan on one major system update.	3/9/2018 7:30 PM
14	No	2/18/2018 6:28 PM
15	Question 5 leaves no room for explanation. Would be willing to pay more but not erroneous amount fire improvements that may or may not be necessary.	2/16/2018 7:49 PM
16	I think that we need to fix what needs to be fixed and than make sure our water system will or can operate effectively. But it does not need to be the latest greatest state of the art water system. We are a tiny little community with very little growth.	2/16/2018 10:31 AM

17	On the paper survey under Question 4, after Reliability "(replace aging infrastructure," is struck through and "service outages)" is circled. After Affordability "(balancing reasonable rates" is circled and "with needed improvements)" is struck through. After Improved water service "(increased water pressure/flow/quality)" is struck through and "by contractor." is written in its place. On the paper survey under Question 5, after No was checked, the following was written: "I feel we will get poorer water service than the people you got rid of that did know the system!!! & higher rates." On the paper survey under Question 7, the following was written: "In reference to J-U-B - Did you know that a few years ago J-U-B was hired to do some work for $5,000 and did get fired by Neil Peck. They did bill our water system $11,000. But history repeats itself. This may not be factual, but I would bet it is. I have heard that our water system is OK. If the new contractor cannot run or start pumps is that he did not know how they operate. He should learn the system instead of buying new system. This is just a way to add to our cost. The same applies to the leach field. You got rid of 3 very knowledgeable employees (that knew the system) (cared for the people owing the system) and (did a good job) We will pay for this mistake, when you raise the rates, and I know you will!!" NOTE: This survey was entered manually by J-U-B from a paper copy received by BWSD on 02/07/2018 from Dale Bymaster.	2/14/2018 3:51 PM
18	Our concern, besides the low water pressure, is with a new board raising our rates in order to fix an antiquated water system. Is there an alternative solution that wouldn't be cost prohibitive? NOTE: This survey was entered manually by J-U-B from a paper copy received by J-U-B on 02/07/2018 from Bob and Kea Fisher.	2/14/2018 2:24 PM
19	Fiscal responsibility MUST come before massive debt creation. Deficit spending currently indicates a rate increase just to sustain daily operations - not because income resources are inadequate, but rather, because the board chooses to subject our district exclusively to contract operators, with no control over costs. Current board and contract operators talk about state of the art industry standards, whether the budget can accommodate this or not. Operator convenience (automatic generators, automatic systems, remote operations etc) appear to take precedence over budget and available resources. Inexperienced board leaving the district open to increase risk and liability, no contract oversight and monitoring processes in place for the system we currently have, let alone protecting the value of a new, modern, fully updated system we cannot afford Our community does not need a gold plated system...unless the current board would like to fund it with their own money. I cannot believe the level of dishonesty regarding budget and expenditures, blame and lack of accountability on-going since Rich Doney became chairman. I will not be supporting any plan that cannot be paid for within the current budget and resources, simply because the board has elected to substantially increase the cost of operations with no consideration to the desires of the community. I believe this will be heard loud and clear once hearings are scheduled and held.	2/14/2018 9:20 AM
20	We are relatively new to the area and are absolutely astounded at the unprofessional, vindictive and financially irresponsible board of directors. We are not willing to pay any increases while this misdirected group of individuals are running the district.	2/13/2018 4:42 PM
21	7. 7. We are not willing to pay more for water due to the current board's spending and lack of transparency. The costs are not justified, and the board's spending without concern for the public or allowing public comment is not financially responsible or transparent. Backdoor meetings are held and witnessed in public places where crucial decisions are made without input from the public. Until this board stops retaliating and harassing those that walked up to the forest service road to document the spill or any other concerns, abides by the Open Meeting Laws, provides and responds to records requests in accordance with Idaho Statutes – Title 24 "Transparent & Ethical Government" and considers the citizens of the district they are supposed to serve without sarcasm, degrading disrespectful attitudes displayed by themselves and office staff, we will not support any fee increases. In attempt stop public inquiry, this board, without notification of cost is now trying to extort additional funds for any records requests, past and present and will not provide the records unless all unjustified and unreasonable fees are paid.	2/13/2018 2:38 PM
22	Modify rate structure so residents can afford to water lawns in summer, because of cost lawns are allowed to dry up increasing fire danger.	2/6/2018 8:39 PM
23	Make sure that it includes safety and backup plans, Emergency Response plans, and Capital Improvement funds establishment. NOTE: This survey was completed online by JUB based on a paper copy submitted to BWSD by T. Bumgarner on 2/5/18. NOTE: Q4 - "fire flow" was ranked equally with "improved water service" on the paper copy.	2/6/2018 12:06 PM
24	Honestly this water taste awful and has an odor. I will not drink it unless it's for coffee. I seriously have considered taking a sample to have tested because it's so bad and I want to make sure it's not causing a health risk.	2/5/2018 9:09 PM

25	The water rates should be adjusted so customers could afford to water their lawns in the summer, now it is cost prohibitive and everyone lets the lawns dry out which increases fire danger.	2/3/2018 12:35 PM
26	Make the WSFP draft available for review and input prior to adoption. Work to increase overall efficiency so system improvements do not greatly increase costs.	2/2/2018 4:40 PM
27	No	2/2/2018 10:46 AM
28	Review use and possible sale of BWSD offices and surrounding property.	2/2/2018 2:40 AM
29	Address the diverted water flow from the mountain caused by all the additional building. Assign some responsibility to the owner of the property to address detrimental changes to the water paths causing flooding, mud sliding, washouts of the road.	2/1/2018 9:12 PM
30	Do not extend sewer service east of the slide!	2/1/2018 8:49 PM
31	The area is certain to grow. We need to be forward thinking about the needs for water and sewer and do what is needed now to help everyone.	2/1/2018 12:34 PM
32	please consider having a board that has some experience in water and sewer because the current board is useless and are just pawns for JUB and the engineer to tell them what to do and they blindly say ok	1/31/2018 7:36 PM
33	We do not water our lawn and rarely use our cabin so I don’t think we should have to pay an increase compared to those that are full time residents.	1/31/2018 7:25 PM
34	Water should be cheaper in the summer so people can afford to keep their lawns green which would help with fire prevention.	1/31/2018 6:05 PM
35	The board is doing an outstanding job!!!!!	1/31/2018 5:45 PM
36	No	1/31/2018 1:33 PM
37	We believe the water board is doing a very good job	1/31/2018 12:57 PM
38	Consider putting at least a simplified version of routine water quality monitoring reports on the website, including reports of when chlorine or other treatment is added.	1/31/2018 12:21 PM
39	Yes I do not want a $3mill bond to go through. BW&S is working on going bankrupt. Instead of going into debt take care of issues and fix them as they come up.	1/29/2018 8:31 PM
40	It is important to respect equity within the service area and insure that areas that are more expensive to serve are charged in proportion to the cost of service	1/26/2018 3:25 PM
41	I think the Board is doing a fabulous job and they are truly dedicated people!	1/26/2018 9:04 AM
42	Keep up the great work Ellery ! Rich	1/22/2018 11:04 PM
43	TEST	12/6/2017 9:51 PM

BWSD Minutes

Technical Review Submittal

Bayview Water & Sewer District

7825 N Meadowlark Way, Coeur d'Alene, ID 83815

SPECIAL MEETING MINUTES

April 4, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 2:30 PM and a roll call confirmed that Vice-Chair Sharon Meyer, directors Stephen May, Robyn Edwards and Jan Jones were also present.

Others Present: Bob Kuchenski, District operator and Jessie Roe, District Treasurer.

Guests Present: Danielle Quade with Hawley Troxell, Ellery Howard with JUB Engineers and a member of the public Colleen Dahlseid.

Consent Agenda and Minutes: Chairman Doney started with an amendment to the consent agenda and added 'Meter tampering – 33708 N. Fir' the reason for the amendment being the issue occurred this morning and timeliness is necessary. Mr. May made a motion to approve the amended agenda with a second from Ms. Edwards. All were in favor, motion carried.

Agenda Items:

1. Meter Tampering – 33708 N. Fir: The Board directed staff to file a report with the sheriff's office against the occupying tenant, at the homeowner's request, for tampering with and breaking District property with a value of $2,700, following a motion from Ms. Edwards, seconded by Ms. Meyer. All were in favor, motion carried.
2. Danielle Quade with Hawley Troxell: Ms. Quade educated the Board on forming a bond counsel and reviewed important filing dates as well as proper procedure. The Board asked Ms. Quade to attend their quarterly board meeting, held in the evening, to educate District customers and encourage public awareness. This meeting will be May 17, 2018 at 7:00 PM at the Bayview Community Center.
3. Water System Facility Plan: Numerous topics were discussed, including:
    I. Water Source: Quality and existing facilities appear to require little improvement but attention to standby power, telemetry, and technical ownership of the main water tower need to be addressed.
    II. Storage concerns: The existing main reservoir (Farragut), built in 1942, will require significant repair and re-coating/re-sealing both inside and out. Leaking could be causing damage to concrete reinforcement steel. Between 3000 and 6000 feet of supply piping also requires repair and/or replacement. The Dromore tank is undersized and those who receive their water supply from this tank complain of low pressure.
    III. Distribution: After performing the reservoir probe testing for approximately ten days and much analysis it appears the District is consistently losing around 127,000 per day with an additional 1100 GPM, for thirty minutes, drop every twenty hours. This is a significant leak and the Board is working with the engineers to reduce losses from non-revenue water production. Areas to investigate include: aging and undersized meters not accurately capturing water use, Naval base connections being un-metered and actual use is

unknown, leaking transmission lines in Farragut area as well as a few other distribution lines are of concern. Pressure is also a concern for customers and the Board in certain areas. It is recommended to start with rebuilding and performing regular maintenance on the Pressure Reducing Valves (PRV) in the District to obtain optimum performance. The Dromore tank would require a new tank or higher elevation to correct.

Another meeting will be scheduled April 10, 2018 to discuss:

i. Reducing pumping costs
ii. Increasing fire protection; improving water supply and evaluating hydrant location, spacing and uniformity.
iii. Setting an official end date to the public water quality survey
iv. Setting boundary and projected growth rate of District
v. Further discussion of potential system issues and potential projects

With no further business to discuss the special meeting was adjourned at 5:16 PM following a motion from Ms. Edwards, seconded by Ms. Meyer. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

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Bayview Water & Sewer District

7825 N Meadowlark Way, Coeur d'Alene, ID 83815

SPECIAL MEETING MINUTES

April 10, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 1:00 PM and a roll call confirmed that Vice-Chair Sharon Meyer, directors Stephen May, Robyn Edwards and Jan Jones were also present.

Others Present: Bob Kuchenski, District operator and Jessie Roe, District Treasurer.

Guests Present: Ellery Howard with JUB Engineers and members of the public Colleen Dahlseid, Karen Renner, Ken Saunders and Marsha Ritzheimer.

Consent Agenda and Minutes: Ms. Jones made a motion to approve the consent agenda with a second from Ms. Meyer. All were in favor, motion carried.

Agenda Items:

1. Workshop regarding potential infrastructure projects for the Water System Facility Plan:
   a) Discuss study boundary and projected growth rate: The Board agreed the main potential area for growth in the next 20 years would be west on Perimeter Road past the Bayview post office. Other potentials are lot splits already inside District boundary and future inclusion of small water systems inside District boundary.
   b) Further Discussion of Potential System Issues and Potential Projects: The Board talked about the leaks occurring at the main water tower through the sides as well as the bottom of the reservoir. Cost for re-sealing the tank and replacing known leaks in the main line leading into town need to be weighed against the cost of building a new tank and abandoning the old line. The Board directed Mr. Howards to perform a full analysis with costs involved. Ms. Meyer motioned to have Ms. Edwards organize a meeting with the facilities manager of the naval base to determine tower ownership as well as possible spikes in water use, seconded by Ms. Jones. All were in favor, motion carried.

At the next meeting the Board plans to itemize the project list and start putting some costs to the projects before presenting to the public.

With no further business to discuss the special meeting was adjourned at 4:07 PM following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

Bayview Water & Sewer District

7825 N Meadowlark Way, Coeur d'Alene, ID 83815

SPECIAL MEETING MINUTES

April 24, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 1:05 PM and a roll call confirmed that Vice-Chair Sharon Meyer, directors Stephen May, Robyn Edwards and Jan Jones were also present.

Others Present: Bob Kuchenski, District operator and Jessie Roe, District Treasurer.

Guests Present: Ellery Howard and Gemma Puddy with JUB Engineers and members of the public Colleen Dahlseid and Marsha Ritzheimer.

Consent Agenda and Minutes: Ms. Edwards made a motion to approve the consent agenda with a second from Mr. May. All were in favor, motion carried.

Agenda Items:

1. Workshop regarding potential infrastructure projects for the Water System Facility Plan:
   a) Gemma Puddy introduced herself and explained that she is a public communications special inside JUB and works to fill the informational gap between the public and upcoming projects.
   b) Ms. Edwards informed the Board of her meeting with Keith Thomas and Alan Griffith with the Bayview Naval Base to discuss ownership of the main water tower in Farragut. It was determined that water tower is on a 50 year lease to the District and expires 2027.
   c) Another probe test will be performed on the water tower to verify significant water loss findings.
   d) Chairman Doney researched the smaller water systems inside the BWSD boundaries and determined there to be four smaller systems:
      - McKinley - 13 connections and members pay $100 per year
      - Schaeffer – 20 hookups and members pay $150 per year
      - Bayview Heights – 9 hookups and members pay $150 a year (18 taps available)
      - Silver Water – 19 hookups and members pay $150 a year
   e) The Board discussed the outlined projects in prior meetings and decided to hold a special meeting May 2, 2018 at 1:00 PM at the Bayview Community Center to bring all the information to the public. This will help when it comes time to hold a public hearing on project funding. The Board requested that Mr. Howard bring a cost analysis workup consisting of package options and estimated costs to user fees for each package to the next workshop.

With no further business to discuss the special meeting was adjourned at 3:43 PM following a motion from Ms. Meyer, seconded by Ms. Edwards. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

Bayview Water & Sewer District

20298 E Perimeter Rd, Bayview, ID 83803

SPECIAL MEETING MINUTES

May 2, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 1:03 PM and a roll call confirmed that directors Stephen May, Robyn Edwards and Jan Jones were also present.

Others Present: Jessie Roe, District Treasurer.

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

Consent Agenda and Minutes: Ms. Jones made a motion to approve the consent agenda with a second from Mr. May. All were in favor, motion carried.

Agenda Items:

1. Resolution Declaring Certain District Property Surplus – Resolution 2018-001: Ms. Edwards made a motion to approve the resolution followed by a second from Mr. May. All were in favor motion carried.
2. Consider Bond Counsel Representation: The Board decided to hold a special meeting on May 8, 2018 at 3:00 PM at the District office to hear from Laura McAloon on services for bond counsel.
3. Workshop to determine important potential infrastructure projects for funding: Mr. Howard with JUB Engineers presented the topics and project packages discussed in prior workshops (attached).

With no further business to discuss the special meeting was adjourned at 3:12 PM following a motion from Ms. Edwards, seconded by Mr. May. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

Bayview Water & Sewer District

Known Needs:

Non-Revenue Water

- Excessive amount of water that is not metered (at least 50% of water)
    - Contributors:
        - Leaking transmission lines in Farragut Area.
        - Navy Base is unmetered and use is unknown.
        - Aging meters in Bayview Area are inaccurate (read less than actual use).
        - Known leaks in distribution lines.

Low Water Pressure Complaints/Fire Flow

- Bayview Area – along the top of the lower pressure zone.
- North Side of Bayview.
- Dromore Area – low pressure and reservoir is undersized (11K gal).

Long-term Maintenance/Reliability

- Aging infrastructure (major components were installed early 1940's, mid 1970's)
- Auto back-up power needed at Well 7.
- SCADA has some deficiencies, no back-up power at tank site/repeater.

Recommended Projects – Scenario A (New Tank)

1) **New Storage Reservoir - North side of Bayview**
    - Description: New large reservoir to serve all of BWSD, replace Farragut Reservoir and small Dromore tank and booster to increase pressure. Consolidates storage and eliminates a booster station.
      Expected Life – 100 years.
    - Need: undersized Dromore tank (11K gal) and booster, better fire flow, address pressure complaints.

2) **New Transmission Main**
    - Description: Abandon portions of aging/leaky line in Farragut Area and install new line from Well 7 to BWSD (2,800 LF).
    - Need: Replace leaking and aging piping in the Farragut Area.

3) **New Distribution/Transmission Mains**
    - Description: Connect wells (south side of town) to new reservoir on north side of town (6,300 LF).
    - Need: Improve low pressure and flow problems, increase fire flow capabilities.

4) **Looping/Repair**
    - Description: connect dead end mains and repair/replace known leaking areas.
    - Need: Improve low pressure and flow problems, increase fire flow capabilities.

5) **Meter Replacement**
    - Description: replace old and inaccurate meters in Bayview area with more accurate radio read meters. Add meters to unmetered locations.
    - Need: increased accuracy, less labor to read (few hours vs. days), increases available flow to customer.

6) **Minor Projects - System Maintenance and Reliability**
    - Description: SCADA upgrades, generator at Well 7, PRV rebuilds (4).
    - Need: system reliability in emergency or power outage, system optimization (PRV tuning).

Recommended Projects – Scenario B (Rehab Existing Farragut Reservoir)

1) **Tank Rehabilitation**
    - Description: paint and lining upgrades to extend the usable life (25-30 years).
    - Need: existing tank is 75+ years old and leaking. Existing internal coating is spalling off.

2) **Repair or Replace Transmission Mains**
    - Description: repair or replace 4,000 LF of aging 12”, 10”, and 8” lines from Well 7 to Tank, and Tank to Navy facility.
    - Need: 75+ years old, known to have had significant leaks, joints are issue (not pipe itself).

3) **Dromore Upgrades**
    - Description: replace Dromore Reservoir and booster, potentially move new tank to higher elevation, replace lines.
    - Need: undersized reservoir (11K gal) does not supply adequate domestic or fire flow needs.

4) **Looping/Repair**
    - Description: connect dead end mains and repair/replace known leaking areas.
    - Need: Improve low pressure and flow problems, increase fire flow capabilities.

5) **Meter Replacement**
    - Description: replace old and inaccurate meters in Bayview area with more accurate radio read meters. Add meters to unmetered locations.
    - Need: increased accuracy, less labor to read (few hours vs. days), increases available flow to customer.

6) **Minor Projects – System Maintenance and Reliability**
    - Description: SCADA upgrades, generator at Well 7, PRV rebuilds (4).
    - Need: system reliability in emergency or power outage, system optimization (PRV tuning).

“Minimum” Project

1) **Repair or Replace Transmission Mains**
    - Description: repair or replace 4,000 LF of aging 12”, 10”, and 8” lines from Well 7 to Tank, and Tank to Navy facility.
    - Need: 75+ years old, known to have had significant leaks, joints are issue (not pipe itself).

2) **Meter Replacement**
    - Description: replace old and inaccurate meters in Bayview area with more accurate radio read meters. Add meters to unmetered locations.
    - Need: increased accuracy, less labor to read (few hours vs. days), increases available flow to customer.

3) **Minor Projects – System Maintenance and Reliability**
    - Description: Leak repair, SCADA upgrades, generator at Well 7, PRV rebuilds.
    - Need: system reliability in emergency or power outage, system optimization (PRV tuning).

No upgrades to Farragut or Dromore Reservoirs.

“No Action” Project

1) Would continue to waste approximately 50% of pumped water.

2) Would need to establish a repair fund (recommend $200,000 minimum)

3) Would have to address repairs immediately and not have the benefit of very favorable financing terms (30 years, 1.75% interest, $123K principal forgiveness).

4) Current customers would have to pay for system repairs upfront vs. having future users share costs.

Bayview Water & Sewer District

P.O. Box 637, Bayview, Idaho 83803

REGULAR MEETING MINUTES

May 17, 2018

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

Others Present: District Operators Bob Kuchenski and Ian Kuchenski, District Treasurer Jessie Roe.

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

Consent Agenda and Minutes: Ms. Jones motioned to approve the proposed agenda with a second from Mr. May. Ms. Meyer motioned to approve the consent agenda: April 2018 financials, minutes from April 10th, 18th as well as May 2nd, 8th, 2018, and approval to pay monthly bills as listed. 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 April 19, 2018 through May 17, 2018 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of April 2018 (attached). Ms. Roe also explained the winter excess consumption billing and how the charge is calculated.

Public Matters/Guests:

1. Chris Hansen – RE: Water line break at Bitter End Marina & Baywatch Estate Exemption Request: Mr. Hansen is out of town and asked the Board to table this discussion until the next meeting. The Board tabled it following a motion from Ms. Meyer, seconded by Mr. May. All were in favor, motion carried.

Old/Ongoing Business:

1. JUB Update/discussion: Mr. Howard reviewed the survey responses and explained how the information received would be implemented into the GIS mapping. He also stated there would be an informal open house following the meeting and the public is welcome to view pictures of the proposed project ideas. Mr. May asked how much water loss the District is currently experiencing in a year and Mr. Howard said it is around 50 million gallons a year which is approximately half of all water pumped.
2. Operating Procedures Manual: Ms. Edwards reported the draft is available at the office and needs to be reviewed and modified to fit the Bayview Water & Sewer District. Workshops will be scheduled to finalize the manual.
3. Follow-up on Trees/Bushes covering Fire Hydrants that J.Almeda Brought up in December 2017: Mr. Kuchenski said he will perform this task when the treatment site is done with setup. Ms. Edwards asks Mr. Kuchenski to keep a maintenance log on fire hydrants.

New Business:

1. Hiring of Bond Counsel: Chairman Doney said special meetings were held on April 4th and May 8th to interview the only two local firms for bond counsel, Laura McAloon and Hawley Troxell. Ms. Edwards motioned to sign an engagement letter with Laura McAloon's firm with the request that she include the wording that 'no fees will be incurred by the District should a bond not pass'. The motion was seconded by Ms. Meyer, all were in favor, motion carried.

2. Set Date for Public Hearing RE: Needed District Projects: The Board decided to hold a public hearing at the next regularly scheduled Board meeting on June 20, 2018 at 3:00 PM.
3. Agenda Format: Ms. Edwards reviewed two new laws passed that could impact how the District operates in posting agendas and maintaining public records; Senate Bill 1274 & House Bill 611. Ms. Meyer motioned to create a resolution asserting the Treasurer as the primary custodian of records and a backup as the Vice Chairperson of the District. The motion was seconded by Ms. Jones, all were in favor, motion carried.

Acknowledgement of Correspondence: None

Announcements:

1. Chairman Doney announced they will host an informational open house immediately following the meeting and will address needed proposed projects for the upcoming bond.

With no further business to discuss the regular meeting was adjourned at 4:11 PM following a motion from Ms. Jones, seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe Administrative/Treasurer	Richard Doney Chairman of the Board

6/20/2018 Bayview Systems Report

A. Water Production update.

6,308,000 gallons produced by the wells during May. 3,264,000 gallons of consumption through customers meters This works out to 210,000 gallons per day produced by the wells of which 109,000 registered through customers meters. This is the equivalent of 230 gallons per day, per service connection. (474 service connections). Unaccounted for water lost is 3,044,000 gallons or 48% of production totals by the wells. The connections with the Navy are not metered. However, it is unlikely that the Navy is using 3 million gallons per month. These figures can be compared with the daily effluent flow figures below.

B. Sewer system production.

Due to the rainy weather and system repairs, starting up the Land Application has been delayed. We have determined that during May, 718,000 gallons of effluent has flowed into the drain field. This works out to 24,000 gallons of effluent pumped daily into our drain field daily. This is well under the drain field capacity of 96,000 gallons per day. Weather permitting, the Land Application should be started for the season by the June Board meeting.

C. General issues.

1. All meters were read in 1 day for the first time at the end of April and again at the end of May. This allowed us for the first time ever to compare consumption with the well production, less the Navy's unmetered use.

2. Sewer maintenance items for the past month include:
   a. Installing rain covers on manholes at the marinas in case of flooding. This prevents potential flood waters from entering the sewer system.
   b. 6 septic tank pumped since mid May. Due to potential flooding, 3 septic tanks at the Scenic Bay Marina, and one each at the Bitterend Marina and Hudson Bay Resort were pumped prior to flooding.
   c. Three of five sand filter beds are now operational in manual mode. A new control valve will be installed in sand filter bed #2.

3. 2017 Annual Water Quality Report is now available.

BAYVIEW WATER & SEWER DISTRICT
YR TO DATE 12/1/2017 THRU 5/31/2018
RESOURCES/EXPENSES
CASH BASIS - PRELIMINARY

	YTD 5/1/2018	May 2018	YTD 5/31/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	$ 2,287.70	$ 132.65	$ 2,420.35	$ 3,500
Sewer Hookups	$ 160.00	$ -	$ 160.00	$ 160
Water Hookups	$ -	$ -	$ -	$ 2,400
Misc. Income	$ 981.36	$ -	$ 981.36	$ -
Rent	$ 1,000.00	$ 200.00	$ 1,200.00	$ 2,400
W&S - User Fees	$ 139,861.86	$ 31,354.86	$ 171,216.72	$ 347,250
Reimbursement Grant	$ 16,885.00	$ 2,780.00	$ 19,665.00	$ 10,000
Interest Income	$ 381.76	$ 76.40	$ 458.16	$ -
TOTAL RESOURCES	$ 161,557.68	$ 34,543.91	$ 196,101.59	$ 365,710
EXPENSES:				
Sewer Maintenance	$ 15,493.92	$ 429.93	$ 15,923.85	$ 48,000
Water Maintenance	$ 25,485.75	$ (4,933.68)	$ 20,552.07	$ 20,000
Vehicle Expense	$ 686.24	$ 197.29	$ 883.53	$ 2,000
Contract Labor	$ 10,611.90	$ -	$ 10,611.90	$ 10,000
Director Fees	$ 950.00	$ 250.00	$ 1,200.00	$ 3,000
Dues & Subscriptions	$ 1,005.97	$ 2.00	$ 1,007.97	$ 1,130
Office Supplies	$ 410.08	$ 9.54	$ 419.62	$ 2,100
System Operator	$ 35,000.00	$ 7,000.00	$ 42,000.00	$ 89,000
Training/Conferences	$ -	$ -	$ -	$ 1,000
Postage & Delivery	$ 838.91	$ 202.25	$ 1,041.16	$ 2,200
License & Permits	$ -	$ -	$ -	$ -
Misc. Expense	$ 5,292.73	$ 1,497.00	$ 6,789.73	
Office Equipment	$ 764.08	$ 12.99	$ 777.07	$ 3,500
Liability Insurance	$ 2,901.00	$ -	$ 2,901.00	$ 6,550
Workman's Comp	$ -	$ -	$ -	$ 2,000
Bank Fees	$ 187.10	$ 12.02	$ 199.12	$ -
Assessment Fees	$ 850.00	$ -	$ 850.00	$ 1,700
Janitorial	$ 200.00	$ 40.00	$ 240.00	$ 480
Professional Fees	$ 41,063.37	$ 13,348.25	$ 54,411.62	$ 41,200
Telephone	$ 1,943.05	$ 366.60	$ 2,309.65	$ 2,840
Electric	$ 19,098.75	$ 3,263.74	$ 22,362.49	$ 43,872
Payroll Expenses	$ 11,419.84	$ 2,808.27	$ 14,228.11	$ 30,000
Capital Additions	$ -	$ -	$ -	$ 55,138
TOTAL EXPENSES	$ 174,202.69	$ 24,506.20	$ 198,708.89	$ 365,710
NET	$ (12,645.01)	$ 10,037.71	$ (2,607.30)	
PLUS BEG BAL	$ 252,087.41	$ -	$ 532,613.81	
AVAIL RESOURCES	$ 239,442.40	$ 10,037.71	$ 530,006.51	
TOTAL AVAILABLE CASH	$ 239,442.40		$ 541,991.20	
DEPOSITED IN:				
General O&M	#7564	$ 38,178.75		
Sewer Saving	#8307	$ 28,038.88		
Water Saving	#8299	$ 24,204.67		
LID Guarantee	#1227	$ 110,874.55		
LID Fund	#9680	$ 340,827.32		
TOTAL			**$ 542,124.17**	

Bayview Water & Sewer District

7825 N Meadowlark Way, Coeur d'Alene, ID 83815

SPECIAL MEETING MINUTES

June 12, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 12:12 PM and a roll call confirmed that directors Stephen May, Robyn Edwards, Sharon Meyer and Jan Jones were also present.

Others Present: Ellery Howard with JUB Engineers and District Treasurer Jessie Roe

Guests Present: Norma Jean Knowles and Marsha Ritzheimer.

Approval of Agenda: Ms. Edwards made a motion to approve the agenda with a second from Ms. Jones. All were in favor, motion carried.

Agenda Items:

1. Prepare Dialogue and Presentation for Upcoming Public Hearing on June 20, 2018: The Board discussed how to properly collect public comment & question and answers, how to present the desired information, how to make is legible, what high points to elaborate on, and newly collected consumption data from April & May meter and well house readings.

With no further business to discuss the special meeting was adjourned at 2:05 PM following a motion from Ms. Edwards, seconded by Ms. Meyer. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

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

June 20, 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, directors Jan Jones, Robyn Edwards and Steve May were also present.

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

Guests Present: Ellery Howard and Gemma Puddy with JUB Engineers, Laura McAllon with McAloon Law, Katy Baker-Casile with Idaho Department of Environmental Quality (DEQ), as well as members of the public.

Consent Agenda and Minutes: Ms. Edwards motioned to approve the proposed agenda with a second from Ms. Meyer. All were in favor, motion carried. Ms. Jones motioned to approve the consent agenda: Approval of all financials reports for May 2018, May 17th & 30th, 2018 minutes, Authorization for Additional Services – Gemma Puddy w/ JUB, 2017 Annual Drinking Water Quality Report and approval to pay monthly bills as listed. This motion was seconded by Ms. Meyer and all were in favor, motion carried.

Public Hearing: Chairman Doney opened the public hearing at 3:07 PM. Ms. Puddy introduced herself to the public as a communications specialists and briefly explained the process and purpose of the public hearing which is to receive public feedback on how the Board should address deficiencies. She then handed to meeting over to Mr. Howard for further explanation and findings during his System Facility Plan: Non-revenue water (50% water loss due to leaking infrastructure), low water pressure complaints/inadequate fire flow, long term maintenance & reliability. Mr. Howard described possible solutions on how the District and the Board can address these problems, what improvements can be made, as well as the consequences of doing nothing about the deficiencies. The hearing was then opened up to a question and answer period and later the public comment period. The public hearing was closed at 5:09 PM following a motion from Ms. Edwards and seconded by Ms. Meyer. All were in favor, motion carried.

Chairman Doney then called for a short recess before resuming the regular Board meeting.
The regular board meeting was called back to order at 5:17 PM.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from May 17, 2018 through June 20, 2018 (attached).

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

Public Matters/Guests:

1. Chris Hansen – RE: Water line break at Bitter End Marina & Baywatch Estate Exemption Request: The Board reviewed the invoice previously submitted by Mr. Hansen for the Bitterend Marina water line break. Ms. Edwards directed staff to submit a claim to ICRMP for possible coverage. Next, the Board informed Mr. Hansen that the District's attorney has denied the ability to 'grandfather' the Baywatch Estates Development into the old rate structure prior to December 2017 on arbitrary, capricious per Idaho Statute Title 67 Chapter 52.

Old/Ongoing Business:

1. Operating Procedures Manual: Ms. Edwards reported the Board has now had three special meeting to edit the manual and it is well on its way. There is no expected completion date at this time.

New Business:

1. Unauthorized or Excessive ER Connections and How to Mediate: Ms. Edwards made a motion to seek proposals for GIS mapping for the sewer portion of the system to tie in with what JUB Engineers has already designed for the water system. Ms. Meyer seconded the motion, all were in favor, motion carried.
2. Linda Williams Claim Dismissal & Board Response: Chairman Doney announced that the claim against Bayview Water & Sewer District for unpaid vacation wages has been dropped/dismissed by Ms. Williams with prejudice; meaning she will not be able come back at a later time with charges.

Acknowledgement of Correspondence: None

Announcements: Next Public Hearing will be on July 26, 2018 at 6:00 PM held at the Bayview Community Center.

With no further business to discuss the regular meeting was adjourned at 5:47 PM following a motion from Mr. May, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board

6/20/2018 Bayview Systems Report

A. Water Production update.

6,308,000 gallons produced by the wells during May. 3,264,000 gallons of consumption through customers meters This works out to 210,000 gallons per day produced by the wells of which 109,000 registered through customers meters. This is the equivalent of 230 gallons per day, per service connection. (474 service connections). Unaccounted for water lost is 3,044,000 gallons or 48% of production totals by the wells. The connections with the Navy are not metered. However, it is unlikely that the Navy is using 3 million gallons per month. These figures can be compared with the daily effluent flow figures below.

B. Sewer system production.

Due to the rainy weather and system repairs, starting up the Land Application has been delayed. We have determined that during May, 718,000 gallons of effluent has flowed into the drain field. This works out to 24,000 gallons of effluent pumped daily into our drain field daily. This is well under the drain field capacity of 96,000 gallons per day. Weather permitting, the Land Application should be started for the season by the June Board meeting.

C. General issues.

1. All meters were read in 1 day for the first time at the end of April and again at the end of May. This allowed us for the first time ever to compare consumption with the well production, less the Navy's unmetered use.

2. Sewer maintenance items for the past month include:
   a. Installing rain covers on manholes at the marinas in case of flooding. This prevents potential flood waters from entering the sewer system.
   b. 6 septic tank pumped since mid May. Due to potential flooding, 3 septic tanks at the Scenic Bay Marina, and one each at the Bitterend Marina and Hudson Bay Resort were pumped prior to flooding.
   c. Three of five sand filter beds are now operational in manual mode. A new control valve will be installed in sand filter bed #2.

3. 2017 Annual Water Quality Report is now available.

BAYVIEW WATER & SEWER DISTRICT
YR TO DATE 12/1/2017 THRU 6/30/2018
RESOURCES/EXPENSES
CASH BASIS - PRELIMINARY

	YTD 6/1/2018	June 2018	YTD 6/30/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	$ 2,420.35	$ 1,678.73	$ 4,099.08	$ 3,500
Sewer Hookups	$ 160.00	$ 80.00	$ 240.00	$ 160
Water Hookups	$ -	$ 2,700.00	$ 2,700.00	$ 2,400
Misc. Income	$ 981.36	$ -	$ 981.36	$ -
Rent	$ 1,200.00	$ 200.00	$ 1,400.00	$ 2,400
W&S - User Fees	$ 171,216.72	$ 21,600.29	$ 192,817.01	$ 347,250
Reimbursement Grant	$ 19,665.00	$ 4,726.00	$ 24,391.00	$ 10,000
Interest Income	$ 458.16	$ 18.83	$ 476.99	$ -
TOTAL RESOURCES	$ 196,101.59	$ 31,003.85	$ 227,105.44	$ 365,710
EXPENSES:				
Sewer Maintenance	$ 15,923.85	$ 3,953.10	$ 19,876.95	$ 48,000
Water Maintenance	$ 20,552.07	$ 655.56	$ 21,207.63	$ 20,000
Vehicle Expense	$ 883.53	$ 581.87	$ 1,465.40	$ 2,000
Contract Labor	$ 10,611.90	$ -	$ 10,611.90	$ 10,000
Director Fees	$ 1,200.00	$ 250.00	$ 1,450.00	$ 3,000
Dues & Subscriptions	$ 1,007.97	$ 2.00	$ 1,009.97	$ 1,130
Office Supplies	$ 419.62	$ 27.55	$ 447.17	$ 2,100
System Operator	$ 42,000.00	$ 7,000.00	$ 49,000.00	$ 89,000
Training/Conferences	$ -	$ -	$ -	$ 1,000
Postage & Delivery	$ 1,041.16	$ 152.34	$ 1,193.50	$ 2,200
License & Permits	$ -	$ -	$ -	$ -
Misc. Expense	$ 6,789.73	$ -	$ 6,789.73	
Office Equipment	$ 777.07	$ -	$ 777.07	$ 3,500
Liability Insurance	$ 2,901.00	$ -	$ 2,901.00	$ 6,550
Workman's Comp	$ -	$ -	$ -	$ 2,000
Bank Fees	$ 199.12	$ 12.02	$ 211.14	$ -
Assessment Fees	$ 850.00	$ 425.00	$ 1,275.00	$ 1,700
Janitorial	$ 240.00	$ 40.00	$ 280.00	$ 480
Professional Fees	$ 54,411.62	$ 12,687.50	$ 67,099.12	$ 41,200
Telephone	$ 2,309.65	$ 134.96	$ 2,444.61	$ 2,840
Electric	$ 22,362.49	$ 3,323.46	$ 25,685.95	$ 43,872
Payroll Expenses	$ 14,228.11	$ 2,650.77	$ 16,878.88	$ 30,000
Capital Additions	$ -	$ -	$ -	$ 55,138
TOTAL EXPENSES	$ 198,708.89	$ 31,896.13	$ 230,605.02	$ 365,710
NET	$ (2,607.30)	$ (892.28)	$ (3,499.58)	
PLUS BEG BAL	$ 252,087.41	$ -	$ 532,613.81	
AVAIL RESOURCES	$ 249,480.11	$ (892.28)	$ 529,114.23	
TOTAL AVAILABLE CASH	$ 249,480.11		$ 544,203.71	

DEPOSITED IN:

General O&M	#7564	$ 37,104.02	
Sewer Saving	#8307	$ 28,038.88	
Water Saving	#8299	$ 24,204.67	
LID Guarantee	#1227	$ 110,893.37	
LID Fund	#9680	$ 343,932.11	
TOTAL			**$ 544,173.05**

Bayview Water & Sewer District

7825 N Meadowlark Way, Coeur d'Alene, ID 83815

SPECIAL MEETING MINUTES

June 26, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 2:30 PM and a roll call confirmed that directors Stephen May, Robyn Edwards, Sharon Meyer and Jan Jones were also present.

Others Present: District Treasurer Jessie Roe, Ellery Howard and Gemma Puddy with JUB Engineers.

Guests Present: Members of the Public.

Approval of Agenda: Ms. Edwards made a motion to approve the agenda with a second from Ms. Jones. All were in favor, motion carried.

Agenda Items:

1. Review of the first public hearing held on June 20, 2018 regarding needed system improvements: Mr. Howard reported that 35 people signed into the public hearing, four written comments were received and the following day he received an email. The Board reviewed all public comments as well as the email received and discussed how to answer all questions at the next meeting July 26, 2018 at 6:00 PM.

With no further business to discuss the special meeting was adjourned at 4:27 PM following a motion from Ms. Edwards, seconded by Ms. Meyer. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

Bayview Water & Sewer District

7825 N Meadowlark Way, Coeur d'Alene, ID 83815

SPECIAL MEETING MINUTES

July 16, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 3:15 PM and a roll call confirmed that directors Stephen May, Robyn Edwards (via telephone), Sharon Meyer and Jan Jones were also present.

Others Present: District Treasurer Jessie Roe, as well as, Ellery Howard and Gemma Puddy with JUB Engineers.

Guests Present: Karen Renner, Norma Jean Knowles and Colleen Dahlseid.

Approval of Agenda: Ms. Jones made a motion to approve the agenda with a second from Ms. Meyer. All were in favor, motion carried.

Agenda Items:

1. Prepare dialogue and presentation for upcoming Public Hearing on July 26, 2018:
   The Board discussed pertinent points for opening commentary and meeting format, such as, tone and presentation style, how to present costs, necessary costs and being budget-friendly, how to address voting (who can vote). They also discussed how to expound the ramifications of not performing any of the suggested system repairs as well as the costs incurred by the current system deficiencies; how much of a reserve fund would need to be saved for emergency repairs? The Board decided to hold an open house two weeks following the public hearing so that customers had time to digest and think about the information cultured and could come back with their questions.

With no further business to discuss the special meeting was adjourned at 5.03 PM following a motion from Chairman Doney, seconded by Ms. Meyer. All were in favor motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

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

August 16, 2018

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

Others Present: District Operator Bob Kuchenski.

Guests Present: Ellery Howard and Gemma Puddy with JUB Engineers and members of the public.

Consent Agenda and Minutes: Ms. Meyer motioned to approve the proposed agenda with a second from Mr. May. All were in favor, motion carried. Ms. Jones motioned to approve the consent agenda: Approval of all financials reports for July 2018, minutes for July 16th, 18th & 27th, 2018 meetings and approval to pay monthly bills as listed. This motion was seconded by Mr. May and all were in favor, motion carried.

Reports:

Treasurer's Report: In the absence of Ms. Roe, Ms. Jones presented the financial report for the month of July 2018 (attached).

Operator Report: Mr. Kuchenski reported on the District operations from July 19, 2018 through August 16, 2018 (attached).

Public Matters/Guests: NONE

Old/Ongoing Business:

1. JUB Update/Discussion: Chairman Doney announced that JUB Engineers was present and would be hosting an open house following the regular Board meeting.
2. Operating Procedures Manual: No new progress to report at this time.

New Business:

1. Website Design - Correspondence: Mr. May motioned to keep all correspondence to Bayview Water and Sewer District in house and to discontinue posting user correspondence on the District website, followed by a second from Ms. Meyer. All were in favor, motion carried.
2. Flyers – Mass Informational Mailing Regarding Bond Election and Project Details: The Board discussed whether or not to send out informational flyers to all residents or to have printouts available at the post office for people to pick up. Ms. Jones recommended the flyer go out with next month's regular user bill and to combine the costs for postage. Ms. Meyer made a motion to post information with September's bill regarding the project package(s) seconded by Ms. Jones. All were in favor, motion carried.
3. Water Rates: Commercial, Float Home, and Residential: Chairman Doney said it would be beneficial to have a water rate study done professionally. Katy with DEQ stood up and said they would highly recommend a rate study to ensure the District is able to sustain its system with current rates as well as any possible improvements to the system being looked at in the near future. Ms. Jones motioned to obtain bids for performing a rate study seconded by Ms. Meyer. All were in favor, motion carried.

Announcements: Chairman Doney announced Lyvel Road will be oiled next week. The oiling company is very busy but has the District scheduled. Lastly, there is a flyer that has been passed out to every

home in Bayview; good bad or indifferent, this flyer did not come from the District or any of its Board members or employees.

With no further business to discuss the regular meeting was adjourned at 7:26 PM following a motion from Ms. Meyer, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe Administrative/Treasurer	Richard Doney Chairman of the Board

9/19/2018 Bayview Systems Report

A. Water Production update.

11,728,000 gallons produced by the wells during August. 7,633,000 gallons of consumption through customers meters This works out to 391,000 gallons per day produced by the wells of which 254,000 registered through customers meters. This is the equivalent of 534 gallons per day, per service connection. (476 service connections). Unaccounted for water lost is 4,095,000 gallons or 35% of production totals by the wells.

B. Water system items:

1. The soft start at Well #8 (backup well) burned up in an electrical event. We are currently anticipating approval of our insurance company claim to cover the approximately $20,000 cost of replacement.
2. Service line break on 5th Street last Friday.
3. Broken water meter set on 6th Street to be replaced prior to the Board meeting.

C. Sewer system production.

In July, 1,468,000 gallons of effluent has flowed into sewer treatment site with about 5% of this going to the drain field . This works out to 46,000 gallons of effluent pumped daily into our sewage treatment systems.

D. Sewer maintenance items.

1. Due to mechanical issues, we are presently using 2 of 5 sand filter beds and 5 or 7 sprinkler zones. Currently we are using about 14 to 18 gallons per day of 12.5% chlorine. We are on track to use over 500 gallons of chlorine per month. By comparison, the Cape Horn water system uses about 5 gallons of chlorine per month. We will be exploring self generating chlorine options for next year.
2. As mentioned, two of the five sand filter beds are fully operational in manual mode (beds 2 & 3). The actuator valves for beds 4 & 5 have failed and new actuators are required. Bed 1 does not have an actuator and cannot be used.
3.The Scenic Bay Marina only has one sewer pump as the other one was removed some time ago. We received a quote on a second sewer pump for $10,008.17. The price will likely increase to replace existing facilities for pump 1 that are rotting out with age. For our sewer system, this is our top priority which requires Board approval now to move forward.

BAYVIEW WATER & SEWER DISTRICT
YR TO DATE 12/1/2017 THRU 8/31/2018
RESOURCES/EXPENSES
CASH BASIS - PRELIMINARY

	YTD 8/1/2018	August 2018	YTD 8/31/2018	BUDGET 17-18
RESOURCES:				
Certification Fees	$ 5,216.19	$ -	$ 5,216.19	$ 3,500
Sewer Hookups	$ 1,520.00	$ -	$ 1,520.00	$ 160
Water Hookups	$ 7,480.00	$ 2,700.00	$ 10,180.00	$ 2,400
Misc. Income	$ 981.36	$ 6.13	$ 987.49	$ -
Rent	$ 1,600.00	$ 200.00	$ 1,800.00	$ 2,400
W&S - User Fees	$ 230,728.73	$ 34,412.76	$ 265,141.49	$ 347,250
Reimbursement Grant	$ 29,951.00	$ 2,374.00	$ 32,325.00	$ 10,000
Interest Income	$ 544.35	$ 117.77	$ 662.12	$ -
TOTAL RESOURCES	$ 278,021.63	$ 39,810.66	$ 317,832.29	$ 365,710
EXPENSES:				
Sewer Maintenance	$ 26,793.36	$ 10,849.49	$ 37,642.85	$ 48,000
Water Maintenance	$ 31,729.46	$ 162.06	$ 31,891.52	$ 20,000
Vehicle Expense	$ 3,532.53	$ 111.19	$ 3,643.72	$ 2,000
Contract Labor	$ 10,611.90	$ -	$ 10,611.90	$ 10,000
Director Fees	$ 1,700.00	$ 150.00	$ 1,850.00	$ 3,000
Dues & Subscriptions	$ 1,011.97	$ 422.00	$ 1,433.97	$ 1,130
Office Supplies	$ 477.84	$ 130.95	$ 608.79	$ 2,100
System Operator	$ 56,000.00	$ 7,000.00	$ 63,000.00	$ 89,000
Training/Conferences	$ -	$ 215.00	$ 215.00	$ 1,000
Postage & Delivery	$ 1,193.50	$ 342.25	$ 1,535.75	$ 2,200
Printing & Production	$ 58.69	$ 64.69	$ 123.38	$ -
Misc. Expense	$ 7,024.72	$ 45.00	$ 7,069.72	
Office Equipment	$ 901.85	$ 72.00	$ 973.85	$ 3,500
Liability Insurance	$ 2,901.00	$ -	$ 2,901.00	$ 6,550
Workman's Comp	$ -	$ -	$ -	$ 2,000
Bank Fees	$ 223.16	$ 12.02	$ 235.18	$ -
Assessment Fees	$ 1,275.00	$ -	$ 1,275.00	$ 1,700
Janitorial	$ 320.00	$ -	$ 320.00	$ 480
Professional Fees	$ 73,901.35	$ 8,417.37	$ 82,318.72	$ 41,200
Telephone	$ 3,144.95	$ 134.96	$ 3,279.91	$ 2,840
Electric	$ 29,378.94	$ 4,495.31	$ 33,874.25	$ 43,872
Payroll Expenses	$ 19,562.38	$ 2,802.13	$ 22,364.51	$ 30,000
Capital Additions	$ -	$ -	$ -	$ 55,138
TOTAL EXPENSES	$ 271,742.60	$ 35,426.42	$ 307,169.02	$ 365,710
NET	$ 6,279.03	$ 4,384.24	$ 10,663.27	
PLUS BEG BAL	$ 252,087.41	$ -	$ 532,613.81	
AVAIL RESOURCES	$ 258,366.44	$ 4,384.24	$ 543,277.08	
TOTAL AVAILABLE CASH	$ 258,366.44		$ 560,901.99	
DEPOSITED IN:				
General O&M	#7564	$ 52,698.43		
Sewer Saving	#8307	$ 28,043.77		
Water Saving	#8299	$ 24,208.90		
LID Guarantee	#1227	$ 110,922.06		
LID Fund	#9680	$ 346,614.81		
TOTAL			**$ 562,487.97**	

Bayview Water & Sewer District

20298 E. Perimeter Rd, Bayview, ID 83803

SPECIAL MEETING MINUTES

August 23, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 9:35 AM and a roll call confirmed that directors Stephen May, Sharon Meyer, Jan Jones, and Robyn Edwards (via Skype) were also present.

Others Present: District Treasurer Jessie Roe, District Operator Bob Kuchenski, Ellery Howard & Gemma Puddy with JUB Engineers and Laura McAloon with McAloon Law.

Guests Present: Members of the Public.

Approval of Agenda: Chairman Doney made a motion to approve the agenda with a second from Mr. May. All were in favor, motion carried.

Agenda Items:

1.) Discuss project packages and start to develop a resolution for the system deficiency improvement bond:

After the Board reviewed the results of the poll from the most recent public hearing Ms. Edwards made a motion that the Board of Directors for the Bayview Water and Sewer District, declare their intention to call for a BOND ELECTION at the most proximate legal date in November of the present year and further that they direct their Bond Counsel to prepare an Ordinance as well as such other documents as required for their timely adoption whereby they may obtain approval from their Electors to incur indebtedness for the purpose of making necessary repairs and improvements to the water system. The amount of funds for which to seek approval shall be those required to pursue what has been called Project A and for which the Engineer's estimate indicates that as much as two million one hundred and fifty thousand dollars ($2,150,000.00) may be required. Ms. Edwards further moved that they request their Bond Counsel to prepare an alternative that, if adopted, would provide for inclusion of water meter replacement as an addition to Project A for which the Engineer's estimate indicates as much as five hundred thousand dollars ($500,000) may be required. Ms. Edwards subsequently moved to amend the motion to replace "ordinance" with "resolution". This motion was seconded by Ms. Meyer. All were in favor, motion carried.

The Board set the next meeting to adopt said resolution for September 5, 2018 at 2:00 PM to be held at the Bayview Community Center.

With no further business to discuss the special meeting was adjourned at 11:21 AM following a motion from Ms. Meyer, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Roe	Richard Doney
Administrative/Treasurer	Chairman of the Board

Open House 1 – 5/17/2018

Technical Review Submittal

Farragut Reservoir

- 225,000 gallons (concrete)
- Built in 1942 (76 years old)
- Remaining life 25-30 years (with repairs)
- Interior and exterior coatings have failed
- Numerous cracks are allowing leakage

Dromore Reservoir

- 11,000 gallons (welded steel)
- Built in 1970s
- Undersized and without adequate fire flow storage
- Low elevation contributes to low pressure areas

Existing System Deficiencies:

Non-Revenue Water

- Excessive amount of water that is not metered (at least 50% of water)
  - Potential Contributors:
    - Leaking transmission lines in Farragut Area.
    - Navy Base is unmetered and use is unknown.
    - Aging meters in Bayview Area are inaccurate (read less than actual use).
    - Known leaks in distribution lines.

Low Water Pressure Complaints/Inadequate Fire Flow

- Bayview Area – along the top of the lower pressure zone.
- North Side of Bayview.
- Dromore Area – low pressure and reservoir is undersized (11K gal).

Long-Term Maintenance/Reliability

- Aging infrastructure
  - Major components installed early 1940s, mid 1970s
- Auto back-up power needed at Well 7.
- SCADA has some deficiencies, no back-up power at tank site/repeater.

N