

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

**REGULAR MEETING MINUTES**

March 20, 2019

**Call to Order and Roll Call:** Chairwoman Sharon Meyer opened the meeting at 3:06 P.M. and a roll call confirmed directors Rich Doney and Steve May were also present. Robyn Edwards was available by phone but, unfortunately due to technical difficulties, a connection was not able to be made for the duration of the meeting.

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

**Guests Present:** Paul Klatt with JUB Engineers, Katy Baker-Casile with Department of Environmental Quality (DEQ), and Rob Ryan and Mike Maffey with Idaho Fish & Game as well as members of the public.

**Consent Agenda:** Mr. May motioned to approve the consent agenda: approval of the minutes for February 21 & March 5, 2019, all financial reports for February 2019, and the approval to pay monthly bills as listed. The motion was seconded by Mr. Doney. All were in favor motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported the District operations from February 22, 2019 to March 20, 2019 (attached).

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

**Public Matters/Guests:** One member of the public asked about the leak Mr. Kuchenski reported on in his operator report and wanted to know if he was positive on the location of the leak. Mr. Kuchenski said he saw the wet spot the leak was making so he was positive on the location.

**Old/Ongoing Business:**

1. JUB Update/Discussion: Mr. Klatt said the environmental and technical review is still ongoing with Idaho Department of Environmental Quality (IDEQ) but JUB is complete with the Water Facility Plan. As soon as the reviews are approved then a public hearing will be held to present it to the public.
2. Unauthorized or excessive ER Connections: Ms. Roe reported on the progress to-date since the last Board meeting. She and Mr. Doney performed the reconciliation and ER count for the commercial accounts and now Ms. Roe is working with the Kootenai County Community Development on identifying which parcel numbers have changed from 1992 to now. The County said this will need to be done by public records request because of the length of time needed to complete the District's request and there will be a charge for this.



3. Rate Increase Discussion: After discussion, Mr. May motioned to table the discussion until after the bond election is complete and add the topic to the June agenda, seconded by Mr. Doney. All were in favor, motion carried.

**New Business:**

1. Idaho Fish & Game Annexation Request - Service for a Temporary Housing Unit: Mr. Ryan presented the Board with some maps (attached) for the proposed location. After discussion it was decided that IDFG needed to determine the feasibility with the District's engineer and a special meeting would be set with the Bayview Water & Sewer Board to discuss the findings.
2. Ballot for the Bond; Resolution 2019-001: Mr. May motioned to approve Resolution 2019-001 as the ballot to appear on the upcoming bond election, seconded by Mr. May. All were in favor, motion carried.
3. Set Special Meeting to Finalize Operating Procedure Manual: For the reason that two Board members are not present at the meeting, Ms. Roe will get an email out to the entire Board following the meeting to determine the best possible date to hold a special meeting to finalize the manual.
4. Contract with Audit Company: After discussion on whether the District would stay with their current auditing company or contract with a new company, the Board directed Ms. Roe to secure an engagement letter with their current auditing company.

**Announcements:** Chairwoman Meyer presented completion certificates to the Brainstorming Committee for their hard work.

With no further business to discuss the regular meeting was adjourned at 4:22 P.M. following a motion from Mr. Doney and seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Sharon Meyer  
Chairwoman of the Board

## 3/20/2019 Bayview Systems Report

### A. Water Production update.

5,992,000 gallons produced by the wells during February. This works out to 214,000 gallons per day produced by the wells. This is the equivalent of 460 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,816,000 gallons or 47% of production totals by the wells.

### B. Water system items:

1. Annual service for 3 largest generators required. Estimated cost of \$2,700.

### 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.

### D. Sewer maintenance items.

1. Occasional loss of phase alarms at the Triplex.
2. Leak on the main transmission line at the Triplex healed itself.
3. Locating septic tank lids in the snow.



**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2018 THRU 2/28/2019  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 12/1/2018	February 2019	YTD 2/28/2019	BUDGET 18-19
<b>RESOURCES:</b>				
Certification Fees	\$ 6,481.49	\$ 288.18	\$ 6,769.67	\$ 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	\$ 58,080.82	\$ 21,108.48	\$ 79,189.30	\$ 388,170
Reimbursement Grant	\$ 1,541.00	\$ -	\$ 1,541.00	\$ -
Interest Income	\$ 194.38	\$ 122.42	\$ 316.80	\$ -
<b>TOTAL RESOURCES</b>	<b>\$ 72,674.69</b>	<b>\$ 21,519.08</b>	<b>\$ 94,193.77</b>	<b>\$ 415,130</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 15,395.03	\$ 5,065.90	\$ 20,460.93	\$ 60,000
Water Maintenance	\$ 14,731.37	\$ 1,723.40	\$ 16,454.77	\$ 50,000
Vehicle Expense	\$ 193.00	\$ 207.62	\$ 400.62	\$ 2,000
Contract Labor	\$ -	\$ -	\$ -	\$ 1,200
Director Fees	\$ 495.00	\$ 150.00	\$ 645.00	\$ 3,000
Dues & Subscriptions	\$ 44.00	\$ 2.00	\$ 46.00	\$ 1,440
Office Supplies	\$ 559.20	\$ (16.95)	\$ 542.25	\$ 1,500
System Operator	\$ 14,000.00	\$ 7,000.00	\$ 21,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 300.65	\$ 223.20	\$ 523.85	\$ 2,200
Printing & Production	\$ 275.06	\$ -	\$ 275.06	\$ -
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 6,550
Bank Fees	\$ 28.04	\$ 47.02	\$ 75.06	\$ -
Assessment Fees	\$ 425.00	\$ -	\$ 425.00	\$ 1,700
Office Maintenance	\$ 40.00	\$ 80.00	\$ 120.00	\$ 3,000
Professional Fees	\$ 393.75	\$ 1,217.71	\$ 1,611.46	\$ 97,000
Utilities	\$ 7,481.75	\$ 4,645.64	\$ 12,127.39	\$ 51,040
Payroll Expenses	\$ 5,967.10	\$ 3,132.12	\$ 9,099.22	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
<b>TOTAL EXPENSES</b>	<b>\$ 60,462.41</b>	<b>\$ 23,477.66</b>	<b>\$ 83,940.07</b>	<b>\$ 415,130</b>
<b>NET</b>	<b>\$ 12,212.28</b>	<b>\$ (1,958.58)</b>	<b>\$ 10,253.70</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 543,783.06</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 264,299.69</b>	<b>\$ (1,958.58)</b>	<b>\$ 554,036.76</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 264,299.69</b>		<b>\$ 563,691.19</b>	
<b>DEPOSITED IN:</b>				
General O&M	#7564	\$ 71,494.50		
Sewer Saving	#8307	\$ 33,057.69		
Water Saving	#8299	\$ 29,220.94		
LID Guarantee	#1227	\$ 111,147.70		
LID Fund	#9680	\$ 319,043.65		
<b>TOTAL</b>			<b>\$ 563,964.48</b>	