

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

REGULAR MEETING MINUTES

April 17, 2019

Call to Order and Roll Call: Chairwoman Sharon Meyer opened the meeting at 3:00 P.M. and a roll call confirmed Vice-Chair Robyn Edwards 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: Paul Klatt with JUB Engineers, Rob Ryan with Idaho Fish & Game (IDFG) and Suzanne Schiedt with Idaho Department of Environmental Quality (IDEQ) as well as members of the public.

Consent Agenda: Ms. Edwards motioned to amend the agenda to move new business items #1 and #2 as sub-items under old business #1, seconded by Mr. May. All were in favor, motion carried. Ms. Edwards then asked to have the March 20th minutes and the monthly invoice approval list removed from the consent agenda for discussion immediately after the approval of the consent agenda. Ms. Edwards motioned to approve the modified consent agenda followed by a second from Ms. Jones. All were in favor, motion carried. Ms. Edwards discussed the March minutes and requested that they reflect her attempt to attend the meeting but, due to technical difficulties on the attending Board members side, was unable to make a connection into the meeting via skype or telephone. Furthermore, she would like the invoice approval list to be modified to include a payment for her efforts to attend the meeting remotely. Mr. May motioned to approve this request followed by a second from Ms. Jones. All were in favor, motion carried. Ms. Edwards motioned to approve the amended March 20, 2019 minutes as well as the modified invoice approval list for the month of March, followed by a second from Ms. Jones. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from March 21, 2019 to April 17, 2019 (attached). Mr. Kuchenski and Ms. Scheidt (IDEG) then presented the system deficiencies found during the recent sanitary survey (attached).

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

Public Matters/Guests: One member of the public asked about the amount of water loss reported by the Board and the engineer and the ability for the ground to absorb it. Mr. Klatt explained the soil material makeup and its ability to absorb water, therefore, we would not see standing water on the ground.

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. Klatt reported on the Water Facility Plan and said JUB has received some recommendations on the environmental review and they are working on implementing these requests.
2. Idaho Fish & Game Annexation Request - Service for a Temporary Housing Unit: The Board then spoke with Mr. Ryan from Idaho Fish & Game (IDFG) regarding a possible connection into the system to supply water to their temporary housing facility. The Board asked if IDFG would be asking for annexation or a service line extension. Mr. Ryan said they would prefer a service line extension. After much discussion, Ms. Jones made a motion to approve the water connection by means of a service line extension for IDFG with the stipulation that all costs associated with the water connection be carried by IDFG, seconded by Mr. Doney. Aye votes: Mr. Doney, Ms. Jones, Chairwoman Meyer. Nay votes: Ms. Edwards and Mr. May. Motion passes with a majority vote by three. The Board then directed Ms. Roe to setup a special meeting to discussion connection costs and process.
3. Unauthorized or excessive ER Connections: Ms. Roe reported on the progress of the research into ERs and collecting data on previous and current parcel information to tie all the research together. She is still awaiting information from a few commercial businesses.

New Business:

1. District Road Maintenance: Mr. May motioned to have the District Office road sprayed for dust control, seconded by Mr. Doney. All were in favor, motion carried.
2. Meter & Septic Care – Update Rate Structure; Resolution 2019-002: The Board discussed a letter sent out to District customers on June 17, 2010 instituting a fine of \$50 for covering meters and septic lids and then discussed the costs associated with finding septic tanks during the winter. It's imperative that customer's locate and flag where their septic tank lids are so the District can perform a tank pumping even during the winter. Costs for locating customer septic tank lids, per resolution 2019-002 can now be reimbursable to the District. Resolution 2019-002 was passed following a motion from Mr. May, seconded by Mr. Doney. All were in favor, motion carried.

Announcements: Chairwoman Meyer announced that JUB has put together an informational flyer on the upcoming bond election. This will be on the website.

With no further business to discuss the regular meeting was adjourned at 5:20 P.M. following a motion from Ms. Jones and seconded by Ms. Edwards. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2018 THRU 3/31/2019
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2018	March 2019	YTD 3/31/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ 6,769.67	\$ -	\$ 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	\$ 501.54	\$ 818.54	\$ 1,800
W&S - User Fees	\$ 79,189.30	\$ 26,083.15	\$ 105,272.45	\$ 388,170
Reimbursement Grant	\$ 1,541.00	\$ -	\$ 1,541.00	\$ -
Interest Income	\$ 316.80	\$ 133.23	\$ 450.03	\$ -
TOTAL RESOURCES	\$ 94,193.77	\$ 26,717.92	\$ 120,911.69	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ 20,460.93	\$ 1,473.72	\$ 21,934.65	\$ 60,000
Water Maintenance	\$ 16,454.77	\$ 53.72	\$ 16,508.49	\$ 50,000
Vehicle Expense	\$ 400.62	\$ 51.04	\$ 451.66	\$ 2,000
Contract Labor	\$ -	\$ -	\$ -	\$ 1,200
Director Fees	\$ 645.00	\$ 250.00	\$ 895.00	\$ 3,000
Dues & Subscriptions	\$ 46.00	\$ 1,156.95	\$ 1,202.95	\$ 1,440
Office Supplies	\$ 542.25	\$ 167.06	\$ 709.31	\$ 1,500
System Operator	\$ 21,000.00	\$ 7,000.00	\$ 28,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ -	\$ 150.00	\$ 150.00	\$ 1,000
Postage & Delivery	\$ 523.85	\$ 153.15	\$ 677.00	\$ 2,200
Printing & Production	\$ 275.06	\$ -	\$ 275.06	\$ -
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 6,550
Bank Fees	\$ 75.06	\$ 12.02	\$ 87.08	\$ -
Assessment Fees	\$ 425.00	\$ 425.00	\$ 850.00	\$ 1,700
Office Maintenance	\$ 120.00	\$ 40.00	\$ 160.00	\$ 3,000
Professional Fees	\$ 1,611.46	\$ 517.33	\$ 2,128.79	\$ 97,000
Utilities	\$ 12,127.39	\$ 4,876.33	\$ 17,003.72	\$ 51,040
Payroll Expenses	\$ 9,099.22	\$ 3,430.27	\$ 12,529.49	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ 83,940.07	\$ 19,756.59	\$ 103,696.66	\$ 415,130
NET	\$ 10,253.70	\$ 6,961.33	\$ 17,215.03	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 262,341.11	\$ 6,961.33	\$ 560,998.09	
TOTAL AVAILABLE CASH	\$ 262,341.11		\$ 570,717.52	
DEPOSITED IN:				
General O&M	#7564	\$ 78,573.30		
Sewer Saving	#8307	\$ 33,060.49		
Water Saving	#8299	\$ 29,223.42		
LID Guarantee	#1227	\$ 111,180.72		
LID Fund	#9680	\$ 319,203.54		
TOTAL			\$ 571,241.47	

4/17/2019 Bayview Systems Report

A. Water Production update.

6,680,000 gallons produced by the wells during March. This works out to 215,000 gallons per day produced by the wells. This is the equivalent of 462 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 3,140,000 gallons or 47% of production totals by the wells.

B. Water system items:

1. 2019 DEQ Sanitary Survey.

C. Sewer system production.

The Land Application Treatment site remains closed for the season and winterized. Although the treatment site permit allows daily operations between April and October, it remains closed as the ground is still saturated and unsuitable for startup. 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. Sewer irrigation pond, DEQ required seepage test.
2. Starting up the land application treatment site is weather dependent.



STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

2110 Ironwood Parkway, Coeur d'Alene, ID 83814 (208) 769-1422

Brad Little, Governor
John H. Tippetts, Director

April 11, 2019

Sharon Meyer, Administrative Contact
Robert Kuchenski, Designated Operator in Charge
Bayview Water and Sewer District
PO Box 637
Bayview, ID 83803
BWSD637@gmail.com
bob@integritywater.net

Subject: Report of Sanitary Survey, Bayview Water and Sewer District, ID1280014

Sharon and Bob:

Thank you for your system participation during the survey of the Bayview Water and Sewer District on March 26, 2019. The water system was inspected and determined to be operating in partial compliance with the Idaho Rules for Public Drinking Water Systems (Rules). The system will be considered operating in full compliance with the Rules at the time the significant deficiencies and deficiencies are corrected.

Within 30 days of receipt of this survey, the system is required to provide a written plan describing how and on what schedule the system will address the significant deficiencies listed at the conclusion of the enclosed report.

Please complete and return the enclosed financial form prior to May 31, 2019.

I may be reached at 208-666-4624 with any questions or concerns you may have pertaining to the survey.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Scheidt".

Suzanne Scheidt
Senior Drinking Water Analyst
suzanne.scheidt@deq.idaho.gov

Enclosures: Bayview Water and Sewer District Report and Photo Log, Financial Form

c: Anna Moody, Drinking Water Program Supervisor anna.moody@deq.idaho.gov
Jean Felker, Drinking Water Analyst jean.felker@deq.idaho.gov
File in TRIM: ID1280014: 2019ACA2721

mg/L. The action level for lead in drinking water is 0.015 mg/L. Copper levels ranged from 0.0159 mg/L to 0.0473 mg/L. The action level for copper in drinking water is 1.3 mg/L.

The District is required to collect two coliform samples per month from rotating locations throughout the distribution system. Please provide a copy of the system's total coliform sampling plan.

Operator Certification

The Bayview Water and Sewer District is classified as a distribution one water system and is under designated oversight of Responsible Charge Operator Robert Kuchenski. Mr. Kuchenski holds a Distribution Level 2 (DWD2-14719) and Treatment Level 2 (DWT1-10956) license, renewal due February 2020. Ian Kuchenski serves as the back-up operator and holds a Distribution Level 1 (DWD1-21471) license, renewal due July 2019. As per Idaho Statute, the licensed operator is responsible for all decisions impacting water quality or quantity.

Administration

The District is administered by a five member Board meeting at the District Office. Sharon Meyer serves as Chairwoman, Robyn Edwards as Vice-Chair, Jan Jones, Rich Doney, and Steve May serve as Directors.

Rate Structure

All District service connections are metered. System rate structure was last updated in February 2018 and included as an addendum to the survey report.

Conclusion

The system was found to be operating in partial compliance with the Idaho Rules for Public Drinking Water Systems and will be considered to be operating in full compliance with the Rules upon correction of significant deficiencies and deficiencies noted below.

Significant Deficiencies – A corrective action plan, which includes a schedule for implementation of corrections, is required to be submitted within 30 days of receipt of this report.

1. Recent studies reported in the 2018 Facility Plan indicate a high probability of significant leakage within aging 10-inch transmission main between wells and Farragut tank and is evaluated as significant deficiency as per IDAPA 58.01.08.542.10.
2. The location of the Farragut tank overflow outlet is not known and is evaluated as a significant deficiency. The overflow is required to be located and if necessary modified to allow for the outlet to discharge to day light and be equipped with a 4-mesh expandable mesh screen with weighted flapper or 24-mesh screen as per IDAPA 58.01.08.546.03.
3. The Farragut tank access hatch is not equipped with a water tight gasket as per IDAPA 58.01.08.544.03.

Deficiencies - Please provide a description and timeline for addressing deficiencies in the written plan of correction.

1. Flow meters installed on well 7 and 8 discharge are past due for calibration.
2. Wells are not equipped with flow to waste and require correction at the time of next material modification.
3. Pressure relief valves are not installed on well discharge.
4. Inadequate pressure (static pressure less than 20 psi) within the Dromore distribution zone is evaluated as a deficiency requiring correction.
5. A lack of routine servicing of PRVs presents a concern for unreliable operation and requires corrective action. *2 Capehorn + 2 Barry.*
6. The lack of adequate fire flow to the Dromore distribution zone requires corrective action.
7. Failure of Farragut tank coating and internal supports as well as numerous cracks and leaks requires corrective actions.
8. A pressure relief valve is required to be installed on Limekiln, Cape Horn, and Dromore boosted discharge.
9. A pressure relief valve is required on Pend Oreille Pines boosted discharge tee not already equipped with a PRV.
10. The District has established a Cross Connection Control Ordinance; however a cross connection control program is not fully implemented. This is evaluated as a deficiency of the Rules requiring correction.

Additional Requirements

1. Please provide photo-documentation of Farragut tank vent condition and seals on roof control junction box prior to May 31, 2019.
2. Dromore tank Photo-documentation of the adequately protected overflow outlet, screened vent and access hatches equipped with internal seals must be provided to DEQ prior to May 31, 2019.
3. Photo-documentation of Cape Horn tank and Pend Oreille Pines tank internal access hatches must be provided by May 31, 2019.
4. A follow up meeting will be scheduled with Jessie Roe prior to May 31, 2019 to evaluate current implementation of the cross connection control program. A timeline for implementation of the program will be updated based on information presented.
5. Please confirm that all booster pumps are equipped with low flow cut off mechanisms.
6. Upon discovery, AVR outlets are required to be raised above the ground water table, down turned and equipped with 24-mesh screen.
7. Please provide an updated copy of the system's total coliform sampling plan with the plan of correction.

Recommendations

1. Wells discharge via 10-inch transmission main to the Farragut tank. At the time of well construction, torpedo casings were likely installed to tamper pressure transients and alleviate entrained air during well cycles. It is strongly recommended the efficacy of this configuration be further evaluated to determine if additional measures are required to minimize future impacts to transmission main between wells and Farragut tank.
2. It is strongly recommended service meters are repaired or replaced in order to maintain

financial resiliency of the system.

3. It is strongly recommended that meters are installed at US Naval Detachment facility to measure water usage and ensure the facility is appropriately changed for usage.
4. It is recommended the potential for stagnant water be considered when determining operational level set points of the Farragut tank.
5. It is recommended the Dromore booster station be equipped with auto transfer back-up power.