

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

REGULAR MEETING MINUTES

May 16, 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 and directors Jan Jones, Rich Doney and Steve May were also present.

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

Guests Present: Paul Klatt with JUB Engineers and Katy Baker-Casile with Idaho Department of Environmental Quality (IDEQ) as well as members of the public.

Consent Agenda: Ms. Jones motioned to approve the consent agenda: approval of the minutes for April 11th and 17th 2019, all financial reports for April 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 April 18, 2019 to May 16, 2019 (attached).

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

Public Matters/Guests: One member of the public asked when meters are read and where to find her usage on her bill.

Old/Ongoing Business:

1. JUB Update/Discussion: Mr. Klatt reported on the draft response to DEQ regarding the recently conducted sanitary survey and Mr. Kuchenski said he is working closely with Suzanne Scheidt to have this complete by the end of May. Mr. Klatt has prepared an invoice to-date for the lagoon seepage testing and all engineering work pertaining to the Idaho Fish and Game water connection. The Water Facility Plan has received verbal comments on some environmental and archeological concerns. Ms. Baker-Casile noted that the system currently does not have a pump-to-waste on the well. This is beneficial to the system in terms of being able to discard the water as waste should it get contaminated for any reason. Currently the only place the water can go is through the system which is not ideal. This will be included in the project recommendations for the facility plan. Ms. Edwards asked when the Board could expect to see the technical review comments incorporated into the Water Facility Plan draft and Ms. Baker-Casile said she hopes to have it done in the next few days.
2. Unauthorized or Excessive ER Connections: No new updates at this time.

New Business:

1. Lagoon Seepage Testing Results: Mr. Kuchenski said the seepage test has failed at this point. There is a missing actuator valve that was removed over the winter and a police report has been filed. When the lagoon was completely drained it was discovered there are two broken pipes at the bottom, which is uncommon, along with other various needed repairs. Mr. Klatt said the next phase of seepage testing can be done relatively quickly once repairs are made.
2. Discussion on Changing the User Billing Due Date: After Board discussion it was decided to table the topic to next month's meeting after board members have had more time to think about how to get the public's opinion.
3. Endowment Land Encroachment: Idaho Department of Lands has proposed the District include the following language in Bayview Water and Sewer District's water rights under Place of Use, "State endowment land within the Bayview Water and Sewer District service area shall not be considered part of the place of use for this water right absent an express agreement between the Idaho Department of Lands and the Bayview Water and Sewer District recorded with the Idaho Department of Water Resources." Mr. Doney motioned to include this language followed by a second from Ms. Edwards. All were in favor, motion carried.
4. Set Public Hearing Date – Possible Rate Increase: The Board set a public hearing date for June 19, 2019 at 5:00 PM following a motion from Mr. Doney and second from Mr. May. All were in favor, motion carried.

Announcements: None

With no further business to discuss the regular meeting was adjourned at 8:23 P.M. following a motion from Ms. Edwards and seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board

5/15/2019 Bayview Systems Report

A. Water Production update.

5,884,000 gallons produced by the wells during April. This works out to 196,000 gallons per day produced by the wells. This is the equivalent of 422 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 3,825,000 gallons or 65% of production totals by the wells.

Winter time production and consumption:

37,468,000 gallons produced by the wells from September 28th to May 1st.
13,118,000 gallons of consumption registered through customers meters.
This works out to 175,000 gallons per day produced by the wells of which 61,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 131 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 24,350,000 gallons or 65% of production totals by the wells.

B. Water system items:

1. Large customer leaks discovered. Customers notified. Leaks on the customers side of the meter included in the consumption registered through customer meters.
2. Well #8 alternating with Well #7 so that each well pump gets half of the wear and tear.
3. Annual maintenance completed on the 3 largest generators.
4. East end of Farragut State Park operating on our system since May 2nd since their main well is down. Their well should be fully functional again by May 14th. The above water loss figures we taken prior to providing water service to Farragut State Park.

C. Sewer system production.

The Land Application Treatment site remains closed until the DEQ required seepage test is completed and necessary repairs are made. As a reminder, 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 failed due to cracks in the concrete intake tank. Repairs were schedule for May 11th. The seepage test was scheduled to be resumed on May 13th.
2. Land application treatment site issues:
 - a. The zone 7 valve actuator was stolen over the Winter months. A report has been filed with the Bonner County sheriff's office. Insurance should cover all but \$500 of the loss.
3. All irrigation zone valves are not functioning. Repairs, including 2 new actuators to be completed in about a week.
4. Land application treatment startup is estimated to be around June 1st.
5. Four septic tanks were pumped in the last month.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2018 THRU 4/30/2019
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 4/1/2018	April 2019	YTD 4/30/2019	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	\$ 818.54	\$ 3,164.00	\$ 3,982.54	\$ 1,800
W&S - User Fees	\$ 105,272.45	\$ 30,368.24	\$ 135,640.69	\$ 388,170
Reimbursement Grant	\$ 1,541.00	\$ -	\$ 1,541.00	\$ -
Interest Income	\$ 450.03	\$ 123.86	\$ 573.89	\$ -
TOTAL RESOURCES	\$ 120,911.69	\$ 33,656.10	\$ 154,567.79	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ 21,934.65	\$ 1,600.79	\$ 23,535.44	\$ 60,000
Water Maintenance	\$ 16,508.49	\$ 52.79	\$ 16,561.28	\$ 50,000
Vehicle Expense	\$ 451.66	\$ 55.10	\$ 506.76	\$ 2,000
Contract Labor	\$ -	\$ 825.00	\$ 825.00	\$ 1,200
Director Fees	\$ 895.00	\$ 150.00	\$ 1,045.00	\$ 3,000
Dues & Subscriptions	\$ 1,202.95	\$ 2.00	\$ 1,204.95	\$ 1,440
Office Supplies	\$ 709.31	\$ 130.76	\$ 840.07	\$ 1,500
System Operator	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ 150.00	\$ -	\$ 150.00	\$ 1,000
Postage & Delivery	\$ 677.00	\$ 149.10	\$ 826.10	\$ 2,200
Printing & Production	\$ 275.06	\$ -	\$ 275.06	\$ -
Misc. Expense	\$ -	\$ 395.00	\$ 395.00	\$ -
Liability Insurance	\$ -	\$ 3,414.50	\$ 3,414.50	\$ 6,550
Bank Fees	\$ 87.08	\$ 12.02	\$ 99.10	\$ -
Assessment Fees	\$ 850.00	\$ -	\$ 850.00	\$ 1,700
Office Maintenance	\$ 160.00	\$ 40.00	\$ 200.00	\$ 3,000
Professional Fees	\$ 2,128.79	\$ 332.06	\$ 2,460.85	\$ 97,000
Utilities	\$ 17,003.72	\$ 4,093.15	\$ 21,096.87	\$ 51,040
Payroll Expenses	\$ 12,529.49	\$ 3,134.57	\$ 15,664.06	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ 103,696.66	\$ 21,386.84	\$ 125,083.50	\$ 415,130
NET	\$ 17,215.03	\$ 12,269.26	\$ 29,484.29	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 269,302.44	\$ 12,269.26	\$ 573,267.35	
TOTAL AVAILABLE CASH	\$ 269,302.44		\$ 582,986.78	
DEPOSITED IN:				
General O&M	#7564	\$ 90,630.40		
Sewer Saving	#8307	\$ 33,060.49		
Water Saving	#8299	\$ 29,223.42		
LID Guarantee	#1227	\$ 111,212.69		
LID Fund	#9680	\$ 319,295.41		
TOTAL			\$ 583,422.41	