

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

**REGULAR MEETING MINUTES**

June 19, 2019

**Call to Order and Roll Call:** Chairwoman Sharon Meyer opened the meeting at 3:02 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 as well as members of the public.

**Consent Agenda:** Mr. Doney motioned to approve the consent agenda: approval of the minutes for May 9<sup>th</sup> and 16<sup>th</sup> 2019, all financial reports for May 2019, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Jones. All were in favor motion carried. Mr. May motioned to amend the agenda and switch item #1 and #2 under new business, seconded by Edwards. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from May 17, 2019 to June 19, 2019 (attached).

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

**Public Matters/Guests:** One member of the public asked the Board if there is a report on the breakout between parts and maintenance as well as the savings between the switch from salaried employees to a contracted operator. The Board said this is available to the general public via Public Records Request. He then asked why there are no meetings held at 6 or 7 PM for the working public to attend. To which the Board replied that there are quarterly evening meetings held at 7 PM in February, May, August, and November. He then asked what efforts were made to obtain the public's preferred project plan option for the upcoming bond and the Board replied that numerous special meetings, public hearings and workshops were held with the public involvement. Lastly, he inquired where he might find the ongoing Water Facility Plan. Ms. Roe said the draft is currently on the website for the public to see. Another member of the audience asked if there were any findings in the missing actuator valve at the treatment site. Ms. Roe responded and said that a police report was filed but it doesn't appear that Bonner County is conducting an investigation.

**Old/Ongoing Business:**

1. Unauthorized or Excessive ER Connections: Chairwoman Meyer and Ms. Roe drafted a letter to two commercial businesses asking for their count on boat slips, float homes, and RV pads but no response has been received to-date.
2. Reschedule Public Hearing for Rate Increase: Ms. Edwards motioned to re-schedule the public hearing for July 17, 2019 at 3:00 PM, followed by a second from Mr. Doney. Ms. Jones chose to abstain from the vote while Chairwoman Meyer, Ms. Edwards, Mr. Doney and Mr. May said aye.

3. JUB Update/Discussion: Mr. Klatt said the Water Facility Plan is still at DEQ for approval and JUB has not received any comments to-date. The next opportunity for the Board to borrow money from the State Revolving Fund (SRF) program would be DEQ's fiscal year 2020. The seepage testing concluded the lagoon is leaking at about 1 ½ inches per day and the state allows a maximum of ¼ inch per day. DEQ is allowing the District the current operating season to mitigate this finding. Idaho Fish and Game is no longer seeking a water connection from the District for their temporary housing site in Farragut.

**New Business:**

1. Water Usage & Capacity: The District is between 54-64% of water loss which costs the District in terms of worn out the pump and increasing electricity bills. Mr. May is worried about new connections and the increasing demand on the already taxed system.
2. Discussion on Rate Increase & Emergency Reserve Fund: Ms. Edwards discussed the upcoming project from Lakes Highway District to re-pave the entire town of Bayview in 2023. For the subsequent five years following the re-paving no one will be allowed to cut into the pavement, meaning improvements and construction cannot be done. This puts an importance on replacing meters sooner rather than later. Replacing the meters would significantly increase the accuracy in water consumption because numerous studies have been done on the inaccuracy of aging meters. For the upcoming three years before the re-paving project the District would need to increase rates by \$5.97 a month to raise \$100,000 each year for the next three years.
3. Update: Meeting with the Naval Base to Discuss Water Meter Installation: The naval base is more than willing to install a meter to assist the District in accurately recording water consumption data. There are two service lines coming into their property. The naval base reports five septic tanks on site and will get the District a count of all fixtures on the property currently using water.
4. Annual Water Quality Report: The report is required to be out by July 1 of the year and will be posted on the District website following the meeting. The water quality report for approve following a motion from Ms. Edwards and seconded by Mr. Doney. All were in favor, motion carried.

**Announcements: None**

Ms. Edwards motioned to move into executive session under Idaho Code 74-206(b): Employee Evaluation which was seconded by Mr. Doney. Chairwoman Meyer; aye, Ms. Edwards; aye, Mr. Doney; aye, Ms. Jones; aye. Mr. May was unable to vote due to leaving the meeting early. The Board exited executive session at 5:20 PM following a motion from Ms. Jones and seconded by Ms. Edwards.

With no further business to discuss the regular meeting was adjourned at 5:21 P.M. following a motion from Ms. Jones and seconded by Ms. Edwards. 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

## 6/19/2019 Bayview Systems Report

### A. Water Production update.

7,222,000 gallons produced by the wells during May.  
3,324,000 gallons of consumption registered through customers meters.  
This works out to 258,000 gallons per day produced by the wells of which  
119,000 gallons per day registered through customers meters. This is the  
equivalent customer consumption of 255 gallons per day, per service  
connection. (466 service connections). Unaccounted for water lost is  
3,398,000 gallons or 54% of production totals by the wells.

### B. Water system items:

1. Farragut State Park used our water for about 10 days prior to the Memorial Day weekend since their well was down.
2. Well #8 controls updated to properly handle emergency situations.
3. Two meters replaced.
4. Calibration of Well 7 and 8 meters.
5. Met with the Navy regarding the metering of their 6 & 8 inch connections.

### C. Sewer system production.

The Land Application Treatment site remains closed until the new motor operated control valves are installed in irrigation zones 4 and 7. This is scheduled to be completed on June 25th. 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, increasing on weekends.

### D. Sewer maintenance items.

1. Sewer irrigation pond, DEQ required seepage test failed. We have been given the OK to operate the treatment site while plans are developed to make the necessary repairs.
2. Land application treatment site issues:
  - a. As mentioned above, zones 4 and 7 should be ready to go on June 25<sup>th</sup>.

b. All sewer site treatment meters have been serviced and are ready for startup.

c. We are anticipating operating 1 or 2 of the 5 sand filter beds this irrigation season.

3. Five septic tanks were pumped in the last month.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2018 THRU 5/31/2019  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 5/1/2018	May 2019	YTD 5/31/2019	BUDGET 18-19
<b>RESOURCES:</b>				
Certification Fees	\$ 6,769.67	\$ 738.92	\$ 7,508.59	\$ 5,000
Sewer Hookups	\$ 1,280.00	\$ 1,280.00	\$ 2,560.00	\$ 2,560
Water Hookups	\$ 4,780.00	\$ 4,780.00	\$ 9,560.00	\$ 17,600
Misc. Income	\$ 3,982.54	\$ 1,399.85	\$ 5,382.39	\$ 1,800
W&S - User Fees	\$ 135,640.69	\$ 30,161.32	\$ 165,802.01	\$ 388,170
Reimbursement Grant	\$ 1,541.00	\$ -	\$ 1,541.00	\$ -
Interest Income	\$ 573.89	\$ 136.89	\$ 710.78	\$ -
<b>TOTAL RESOURCES</b>	<b>\$ 154,567.79</b>	<b>\$ 38,496.98</b>	<b>\$ 193,064.77</b>	<b>\$ 415,130</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 23,535.44	\$ 2,926.86	\$ 26,462.30	\$ 60,000
Water Maintenance	\$ 16,561.28	\$ 6,046.16	\$ 22,607.44	\$ 50,000
Vehicle Expense	\$ 506.76	\$ 174.45	\$ 681.21	\$ 2,000
Contract Labor	\$ 825.00	\$ -	\$ 825.00	\$ 1,200
Director Fees	\$ 1,045.00	\$ 300.00	\$ 1,345.00	\$ 3,000
Dues & Subscriptions	\$ 1,204.95	\$ 2.00	\$ 1,206.95	\$ 1,440
Office Supplies	\$ 840.07	\$ 47.68	\$ 887.75	\$ 1,500
System Operator	\$ 35,000.00	\$ 7,000.00	\$ 42,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ 150.00	\$ -	\$ 150.00	\$ 1,000
Postage & Delivery	\$ 826.10	\$ 227.45	\$ 1,053.55	\$ 2,200
Printing & Production	\$ 275.06	\$ 490.14	\$ 765.20	\$ -
Misc. Expense	\$ 395.00	\$ 400.00	\$ 795.00	\$ -
Liability Insurance	\$ 3,414.50	\$ -	\$ 3,414.50	\$ 6,550
Bank Fees	\$ 99.10	\$ 12.02	\$ 111.12	\$ -
Assessment Fees	\$ 850.00	\$ -	\$ 850.00	\$ 1,700
Office Maintenance	\$ 200.00	\$ 40.00	\$ 240.00	\$ 3,000
Professional Fees	\$ 2,460.85	\$ 1,215.00	\$ 3,675.85	\$ 97,000
Utilities	\$ 21,096.87	\$ 4,276.18	\$ 25,373.05	\$ 51,040
Payroll Expenses	\$ 15,664.06	\$ 4,722.58	\$ 20,386.64	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
<b>TOTAL EXPENSES</b>	<b>\$ 125,083.50</b>	<b>\$ 27,880.52</b>	<b>\$ 152,964.02</b>	<b>\$ 415,130</b>
<b>NET</b>	<b>\$ 29,484.29</b>	<b>\$ 10,616.46</b>	<b>\$ 40,100.75</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 543,783.06</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 281,571.70</b>	<b>\$ 10,616.46</b>	<b>\$ 583,883.81</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 281,571.70</b>		<b>\$ 597,219.83</b>	
<b>DEPOSITED IN:</b>				
General O&M	#7564	\$ 100,211.82		
Sewer Saving	#8307	\$ 33,060.49		
Water Saving	#8299	\$ 29,223.42		
LID Guarantee	#1227	\$ 111,247.88		
LID Fund	#9680	\$ 323,013.68		
<b>TOTAL</b>			<b>\$ 596,757.29</b>	