

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

REGULAR MEETING MINUTES

August 15, 2019

Call to Order and Roll Call: In the absence of Chairwoman Sharon Meyer, the Vice-Chair Robyn Edwards opened the meeting at 7:00 P.M. and a roll call confirmed directors Calvin Nolan, 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: Steve James with JUB Engineers as well as members of the public.

Consent Agenda: Ms. Edwards motioned to amend the agenda to move old business under new business and re-order new business as follows: #1, #3, #4, #2 followed by a second from Mr. Doney. All were in favor, motion carried. Mr. Doney motioned to approve the consent agenda: approval of the minutes for July 15, 17 and 19, 2019, all financial reports for July 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 July 18, 2019 to August 15, 2019 (attached).

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

Public Matters/Guests: One member of the public asked if the Board has had any discussion on the tour of the Farragut tank done by Ms. Edwards, Mr. May and Mr. Nolan to which Ms. Edwards replied they have not. Another audience member asked that items stay on the agenda until resolution on a topic is announced to the public.

New Business:

1. JUB's Draft Response to DEQ Regarding Comments Received on the Water Facility Plan: Ms. Edwards asked Mr. James to table his response until the special meeting on August 20, 2019 and they would add him to the agenda so the Board could have time to read his response and get into further detail about the facility plan; Mr. James agreed.
2. Respond to JUB's Request for Payment: Mr. James and Ms. Edwards agreed to hold the last payment on their invoice until the completion of the District's Water Facility Plan.
3. Sewer Stub Out and Customer Sewer Line on Neighboring Lot: The District's previous operator, Neil Peck, told the Board and the two neighboring customers that he installed one of the customer's sewer lines, himself, before coming to work for the District and that the sewer line he installed did not run onto the customer's property. Mr. Peck then offered to visit the lot of the other customers who are hoping to find their stub out and give them his best estimate of where he remembered their stub out to be when he installed their neighbors stub out.
4. Capital Facilities Fund: Ms. Edwards suggested the District create a separate Capital Facilities Fund with the recent water rate increase. These funds could go into an LGIP account to

accumulate the most interest it can. She presented two resolutions she prepared and asked the Board to review them and then directed staff to include their approval on the agenda for the special meeting on August 20, 2019.

Old/Ongoing Business:

1. Unauthorized or Excessive ER Connections: Mr. Doney and Ms. Edwards have been reviewing commercial accounts and have developed a list of concerns and questions they would like to present to the District's attorney. The District should receive legal counsel on how to address/resolve the issues or concerns the District may have for unauthorized or excessive ER connections.

Announcements: None.

With no further business to discuss the regular meeting was adjourned at 8:00 P.M. following a motion from Mr. Doney and seconded by Mr. May. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board

8/15/2019 Bayview Systems Report

A. Water Production update.

11,477,000 gallons produced by the wells during July.
7,075,000 gallons of consumption registered through customers meters.
This works out to 359,000 gallons per day produced by the wells of which
221,000 gallons per day registered through customers meters. This is the
equivalent customer consumption of 472 gallons per day, per service
connection. (469 service connections). Unaccounted for water lost is
4,402,000 gallons or 38% of production totals by the wells.

B. Water system items:

1. 1.5 million gallons per month of unaccounted for water loss at well #7.
New controls have been added to prevent future water loss.
2. Well meters checked for proper calibration. Determined to be within
1% of 100% accuracy, which is well within factory specs.
3. All deficiencies and recommendations listed in the 2019 DEQ Sanitary
Survey have been, or are being addressed. The remaining deficiencies
listed below will be addressed as a plans are developed and financing is
achieved:
 - a- roughly half of our unaccounted for water loss has been
addressed with controls modifications at well #7. The remaining
unaccounted for water loss will be addressed as funds allow for
line replacement and new water meters.
 - b- inadequate system pressure in the Dromore distribution zone.
 - c- lack of adequate fire flow to the Dromore distribution zone.
 - d- Failure of Farragut tank coating and internal supports as well as
numerous cracks and leaks requires corrective actions.

C. Sewer system production.

The Land Application Treatment site treats an average of approximately
50,000 gallons per day. All weekly and monthly samples have passed so
far this year.

D. Sewer maintenance items.

1. One septic tank were pumped in the last month.
2. Routine maintenance at treatment site.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2018 THRU 7/31/2019
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 7/1/2018	July 2019	YTD 7/31/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ 10,999.44	\$ -	\$ 10,999.44	\$ 5,000
Sewer Hookups	\$ 2,560.00	\$ 1,280.00	\$ 3,840.00	\$ 2,560
Water Hookups	\$ 17,660.00	\$ -	\$ 17,660.00	\$ 17,600
Misc. Income	\$ 8,307.24	\$ 100.00	\$ 8,407.24	\$ 1,800
W&S - User Fees	\$ 186,795.47	\$ 44,750.62	\$ 231,546.09	\$ 388,170
Reimbursement Grant	\$ 5,041.00	\$ -	\$ 5,041.00	\$ -
Interest Income	\$ 843.04	\$ 129.75	\$ 972.79	\$ -
TOTAL RESOURCES	\$ 232,206.19	\$ 46,260.37	\$ 278,466.56	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ 41,462.09	\$ 3,383.70	\$ 44,845.79	\$ 60,000
Water Maintenance	\$ 36,993.29	\$ 6,933.17	\$ 43,926.46	\$ 50,000
Vehicle Expense	\$ 813.13	\$ 74.24	\$ 887.37	\$ 2,000
Contract Labor	\$ 825.00	\$ -	\$ 825.00	\$ 1,200
Director Fees	\$ 1,595.00	\$ 250.00	\$ 1,845.00	\$ 3,000
Dues & Subscriptions	\$ 1,208.95	\$ 422.00	\$ 1,630.95	\$ 1,440
Office Supplies	\$ 887.75	\$ -	\$ 887.75	\$ 1,500
System Operator	\$ 49,000.00	\$ 7,000.00	\$ 56,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ 150.00	\$ -	\$ 150.00	\$ 1,000
Postage & Delivery	\$ 1,204.20	\$ 188.30	\$ 1,392.50	\$ 2,200
Printing & Production	\$ 765.20	\$ -	\$ 765.20	\$ -
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,414.50	\$ -	\$ 3,414.50	\$ 6,550
Bank Fees	\$ 125.14	\$ 12.02	\$ 137.16	\$ -
Assessment Fees	\$ 850.00	\$ 425.00	\$ 1,275.00	\$ 1,700
Office Maintenance	\$ 1,130.00	\$ -	\$ 1,130.00	\$ 3,000
Professional Fees	\$ 7,902.20	\$ 4,785.15	\$ 12,687.35	\$ 97,000
Utilities	\$ 29,896.69	\$ 4,746.33	\$ 34,643.02	\$ 51,040
Payroll Expenses	\$ 21,935.63	\$ 2,951.06	\$ 24,886.69	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ 200,292.23	\$ 31,170.97	\$ 231,463.20	\$ 415,130
NET	\$ 31,913.96	\$ 15,089.40	\$ 47,003.36	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 284,001.37	\$ 15,089.40	\$ 590,786.42	
TOTAL AVAILABLE CASH	\$ 284,001.37		\$ 613,725.82	
DEPOSITED IN:				
General O&M	#7564	\$ 106,429.36		
Sewer Saving	#8307	\$ 33,068.74		
Water Saving	#8299	\$ 29,230.71		
LID Guarantee	#1227	\$ 111,310.80		
LID Fund	#9680	\$ 332,598.57		
TOTAL			\$ 612,638.18	