

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

REGULAR MEETING MINUTES
September 18, 2019

Call to Order and Roll Call: Chairwoman Sharon Meyer called the meeting to order at 3:00 pm and a roll call confirmed that Vice-Chair Robyn Edwards and directors, Calvin Nolan, Rich Doney and Steve May were also present.

Others Present: District operators Bob Kuchenski and Bob Hansen.

Guests Present: Chris Horgan and Steve James with JUB engineers as well as members of the public.

Consent Agenda: Ms. Edwards motioned to amend the agenda: 1.) to move item #1 under old business to go before item #1 under new business 2.) add a new item #5 under new business to be 'Discussion on how Board Members are Notified of Meetings 3.) to approve the consent agenda; minutes for August 13, 15, 20 and 28, 2019 as well as the August financial reports and the monthly Invoice for Approval List. After a second from Mr. Doney, the motion passed and all were in favor.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from August 16, 2019 to September 18, 2019 (attached).

Treasurer's Report: Due to training, Ms. Roe was not able to present the financial report. In her absence, Mr. Doney presented the financial report for the month of August 2019 (attached).

Public Matters/Guests: One member of the public asked Mr. Kuchenski if when he found the situation with the constant pre-lube be on, was it able to be turned off immediately or was there a defect that prevented this. Mr. Kuchenski said it was able to be turned off immediately but the problem was someone had to be there to manually manage the controls; it was a simple ball valve that someone had forgotten to turn off. The customer then asked if that had been the situation for the entire time Mr. Kuchenski has been the operator and he replied yes. Lastly, the customer asked if there are was ever a control to shut it off manually, to which Mr. Kuchenski said that typically those are not installed without the control but it is possible this one was or the control had been manually removed.

Old Business:

1. JUB Update & Discussion - Water Facility Plan: Mr. Horgan presented a different set of project packages previously discussed at the special meeting on September 16, 2019 (attached). Mr. May asked JUB Engineers to take another look at performing a core sample of the concrete in the water tank. Mr. Horgan said he would research what that would entail and if it would be a benefit for the District. Mr. Nolan said he spoke with Alan Griffith at the Navy base and Mr. Griffith said it was possible to include a clause into the lease that relieves the District of the financial responsibility in the event that the tank becomes too expensive to maintain or is longer usable. At that time, the tank would then return to the property of the naval base.

New Business:

1. Jess Goetz - Multi-House Water Meter Connection History: Mr. Goetz presented a drawing from JUB Engineers he had from when the water system was extended to the Cape Horn area. He pointed out that the map originally included a meter vault for 5-7 meters for all his properties on Raven Place. He alleges that JUB then put five of the houses on one meter without his permission. Mr. Doney asked if the houses were on separate parcels to which Mr. Goetz confirmed. Mr. Goetz wanted to bring the history to the Board after he received the letter sent to all Bayview customers warning of a water and sewer reconciliation. Mr. Doney motioned to table the discussion to the October meeting followed by a second from Mr. May. All were in favor, motion carried.
2. New Fire Hydrant for Hudson Bay Rd. - MacDonald's: Mr. Kuchenski informed the Board of the new construction at MacDonald's resort. He is installing a new shop and would like to have a hydrant close and inquired whether the District would be willing to pay for the new hydrant. Mr. Doney motioned to deny the request but authorize Mr. MacDonald to install one provided he pays for it and meets with the Board before-hand. All were in favor, motion carried.
3. State Pool Bank Account Setup - Opening Balance: Ms. Edwards motioned to deposit a monthly amount equal to the number of water users and the \$8 increase, seconded by Mr. Doney. Initial opening amount would be the one month worth of earning. All were in favor, motion carried. Mr. May motioned to wait on the waste water deposit amount until after the annual budget meeting, seconded by Mr. May. All were in favor, motion carried.
4. Lease Amendment to the United States Navy or the State of Idaho to Include Water Tank and Wells for 99 years: Mr. Nolan debriefed the Board on his communication with Alan Griffith at the naval base. Mr. Nolan motioned that the Board give formal directive to the naval base in regards to DEQ's requirements so that the District may obtain a loan for system improvements, seconded by Mr. Doney. Mr. Griffith will then work on the naval base side to try to accommodate those needs. After discussion the Board voted to table the item until the October meeting and formal language was prepared for Board review following a motion from Ms. Edwards and a second from Mr. Doney. All were in favor, motioned carried.
5. Ms. Edwards expressed her concern for the recent email sent out amongst all Board members because the Board does not traditionally send emails amongst themselves. She would like to see that it does not happen again. Ms. Edwards motioned that when a special meeting is called and has been properly noticed, pursuant to Idaho Code 74-204; that the members of the Board of Directors will have been properly notified of the meeting, provided that an email message including the date and time of the meeting has been sent to each giving at least the required by statute at the email address that they have provided to the secretary of the Board, followed up with a phone call. The motion was seconded by Mr. May. All were in favor, motion carried.

Old/Ongoing Business:

2. Unauthorized or Excessive ER Connections: Ms. Edwards debriefed the Board on the work her and Mr. Doney have done to-date. She mentioned that during a conversation with the District attorney Ms. Weeks recommended that the District perform a formal rate study. During the reconciliation process, if the District discovers that a customer has not been paying their calculated share, the District can only go back three years to re-coup those fees.

Announcements: None.

With no further business to discuss the regular meeting was adjourned at 4:49 P.M. following a motion from Ms. Edwards and seconded by Mr. Doney. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board

9/18/2019 Bayview Systems Report

A. Water Production update.

10,804,000 gallons produced by the wells during August.
6,765,000 gallons of consumption registered through customers meters.
This works out to 349,000 gallons per day produced by the wells of which
218,000 gallons per day registered through customers meters. This is the
equivalent customer consumption of 472 gallons per day, per service
connection. (464 service connections). Unaccounted for water lost is
4,039,000 gallons or 37% of production totals by the wells.

B. Water system items:

1. The above figures do not represent a full month savings made by the new controls at well #7. A full month utilizing the new controls will be reflected in next month's report.
2. All PRV valves have been rebuilt as per DEQ requirement.
3. One new water meter installed on Terrace Drive. Another one to follow this month.
4. Annual samples to be taken this month.

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. The Treatment site has been shutdown since September 6th due to rain potentially saturating the ground beyond our permit limits.

D. Sewer maintenance items.

1. Three septic tanks were pumped in the last month.
2. Routine maintenance at treatment site.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2018 THRU 8/31/2019
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 8/1/2018	August 2019	YTD 8/31/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ 10,999.44	\$ 1,532.29	\$ 12,531.73	\$ 5,000
Sewer Hookups	\$ 3,840.00	\$ 1,280.00	\$ 5,120.00	\$ 2,560
Water Hookups	\$ 17,660.00	\$ 2,380.00	\$ 20,040.00	\$ 17,600
Misc. Income	\$ 8,407.24	\$ 100.00	\$ 8,507.24	\$ 1,800
W&S - User Fees	\$ 231,546.09	\$ 35,367.80	\$ 266,913.89	\$ 388,170
Reimbursement Grant	\$ 5,041.00	\$ -	\$ 5,041.00	\$ -
Interest Income	\$ 972.79	\$ -	\$ 972.79	\$ -
TOTAL RESOURCES	\$ 278,466.56	\$ 40,660.09	\$ 319,126.65	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ 44,845.79	\$ 9,467.56	\$ 54,313.35	\$ 60,000
Water Maintenance	\$ 43,926.46	\$ 1,241.87	\$ 45,168.33	\$ 50,000
Vehicle Expense	\$ 887.37	\$ 147.90	\$ 1,035.27	\$ 2,000
Contract Labor	\$ 825.00	\$ -	\$ 825.00	\$ 1,200
Director Fees	\$ 1,845.00	\$ 250.00	\$ 2,095.00	\$ 3,000
Dues & Subscriptions	\$ 1,630.95	\$ 2.00	\$ 1,632.95	\$ 1,440
Office Supplies	\$ 887.75	\$ 518.57	\$ 1,406.32	\$ 1,500
System Operator	\$ 56,000.00	\$ 7,000.00	\$ 63,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ -	\$ 133.46	\$ -
Training/Conferences	\$ 150.00	\$ -	\$ 150.00	\$ 1,000
Postage & Delivery	\$ 1,392.50	\$ 576.35	\$ 1,968.85	\$ 2,200
Printing & Production	\$ 765.20	\$ 41.79	\$ 806.99	\$ -
Misc. Expense	\$ -	\$ 173.00	\$ 173.00	\$ -
Liability Insurance	\$ 3,414.50	\$ -	\$ 3,414.50	\$ 6,550
Bank Fees	\$ 137.16	\$ 16.01	\$ 153.17	\$ -
Assessment Fees	\$ 1,275.00	\$ -	\$ 1,275.00	\$ 1,700
Office Maintenance	\$ 1,130.00	\$ 60.00	\$ 1,190.00	\$ 3,000
Professional Fees	\$ 12,687.35	\$ 2,187.50	\$ 14,874.85	\$ 97,000
Utilities	\$ 34,643.02	\$ 5,192.24	\$ 39,835.26	\$ 51,040
Payroll Expenses	\$ 24,886.69	\$ 3,221.10	\$ 28,107.79	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ 231,463.20	\$ 30,095.89	\$ 261,559.09	\$ 415,130
NET	\$ 47,003.36	\$ 10,564.20	\$ 57,567.56	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 299,090.77	\$ 10,564.20	\$ 601,350.62	
TOTAL AVAILABLE CASH	\$ 299,090.77		\$ 628,839.66	
DEPOSITED IN:				
General O&M	#7564	\$ 106,939.28		
Sewer Saving	#8307	\$ 38,068.74		
Water Saving	#8299	\$ 34,230.71		
LID Guarantee	#1227	\$ 111,310.79		
LID Fund	#9680	\$ 337,152.21		
TOTAL			\$ 627,701.73	