

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

REGULAR MEETING MINUTES

December 18, 2019

Call to Order and Roll Call: Director Stephen May opened the meeting at 3:00 P.M. and a roll call confirmed that directors Larry Leake, Ted Bare and Calvin Nolan were also present.

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

Guests Present: Members of the public.

Chair & Vice-Chair Positions: Mr. Bare motioned to table the discussion to the January 16, 2020 meeting so the entire Board could be present, seconded by Mr. Nolan. All were in favor, motion carried.

Consent Agenda: Mr. Nolan motioned to amend the agenda to move new business item number five to item number 6 and put it under executive session 74-206(f), seconded by Mr. Bare. All were in favor, motion carried. Mr. Nolan motioned to approve the consent agenda: approval of the minutes for October 28, November 21, 25 and December 6, 9, 2019, all financial reports for November 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 October 17, 2019 to December 18, 2019 (attached).

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

Public Matters/Guests: One member of the public suggested the Board change their meeting times to be later in the day so the newest member of the Board can attend the meetings. The Board replied that it is an agenda for discussion. Another member asked if she could get a copy of the agenda before the meeting. The Board told her the agendas are posted on the website every month for the public.

Old/Ongoing Business:

- 1.) Lease Amendment to the United States Navy or the State of Idaho to Include Water Tank and Wells for 99 Years: Mr. Nolan said he has been in communication with the Navy base and would like to setup another meeting to discuss rehabilitating the tower and whether the navy base would like to contribute to the cost since they are the technical owners of the tank. For Department of Environmental Quality (DEQ) to issue a loan for repairs the District would need to obtain a 99 year lease on the tank and the wells. The naval base can issue a 99 year lease,

however, Farragut State Park is only able to issue a 25 year lease; per their bylaws. The District is working on a solution to this. Katy Baker-Casile said she would be satisfied with a contract stating the Park would do three consecutive 25-year leases.

- 2.) Unauthorized or Excessive ER Connections
 - a) Discuss/Adopt New Billing Format, Adopt Use of El Dorado Billing Service
 - b) Discuss Correcting Erroneous Billing, Amnesty for Self-Reporting

Mr. Bare motioned to table item 2a and 2b until more information is received from the previous Board members on their research to-date, seconded by Mr. Nolan. All were in favor, motion carried.

New Business:

- 1.) Pay for Sewer Lid Invoiced by Customer: Mr. Bare motioned to reimburse the customer for the cost of the replacement sewer lid, seconded by Mr. Leake. All were in favor, motion carried.
- 2.) Pay JUB for Outstanding Invoice for Seepage Testing: Mr. Bare motioned to pay the invoice, seconded by Mr. Nolan. All were in favor, motion carried.
- 3.) Regular Board Meeting Times: Mr. Nolan motioned to change the regular board meeting times to the third Thursday of the month at 7:00 PM, seconded by Mr. Leake. All were in favor, motion carried.
- 4.) Preferred Alternative for Water Facility Plan: The Board tabled this item until they meet with JUB engineers and review the facility plan following a motion from Mr. Bare and seconded by Mr. Leake. All were in favor, motion carried.
- 5.) Department of Environmental Quality – Letter of Intent for 2021 Funding Cycle: Mr. Nolan directed Ms. Roe to complete the LOI for the 2021 funding cycle following a motion from Mr. Nolan and seconded by Mr. Leake. All were in favor, motion carried.
- 6.) Executive Session 74-206(f) - Whether to Pay for Bill Somers Lawyer Fees: Mr. Nolan motioned to enter into executive session at 4:09 PM. Roll call: Mr. Nolan; aye, Mr. Leake; aye, Mr. Bare; aye, Mr. May; aye. All were in favor, motion carried.

The Board exited executive session at 4:55 PM and instructed Ms. Roe to setup a meeting for the first week of January to further discuss Mr. Somers request for paid legal fees. With no further business to discuss the regular meeting was adjourned at 4:58 PM following a motion from Mr. Leake and seconded by Mr. Nolan. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Larry Leake
Director on the Board

12/18/2019 Bayview Systems Report

A. Water Production update.

4,671,000 gallons produced by the wells during November. This works out to 156,000 gallons per day produced by the wells. This is the equivalent customer consumption of 333 gallons per day, per service connection. (469 service connections).

5,364,000 gallons produced by the wells during November. This works out to 179,000 gallons per day produced by the wells. This is the equivalent of 385 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,521,000 gallons or 47% of production totals by the wells.

B. Water system items:

1. Lime Kiln booster station controls issues are still being worked on. These are minor issues at this point.
2. Serviced the Triplex generator (engine block heater failure, radiator cap) and the well #7 generator (fuel leak).
3. Ground fault at the Cape Horn Estates booster station late at night. Generator operated as normal until power was restored.
4. All meters, pump stations, and office sprinkler system winterized.

C. Sewer system production.

The Land Application Treatment site treats an average of approximately 50,000 gallons per day during the Summer months, and approximately 17,000 gallons per day during the Winter months. All weekly and monthly samples passed this year. The annual soil sampling has been completed. The Annual Wastewater Report is due into DEQ by the end of January.

D. Sewer maintenance items.

1. Three septic tanks were pumped in the last month.
2. Monitoring for seepage over the past month shows no additional seepage. Additional testing in the Spring.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2018 THRU 11/30/2019
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 11/1/2018	November 2019	YTD 11/30/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ 12,531.73	\$ -	\$ 12,531.73	\$ 5,000
Sewer Hookups	\$ 7,680.00	\$ 1,280.00	\$ 8,960.00	\$ 2,560
Water Hookups	\$ 27,520.00	\$ 7,780.00	\$ 35,300.00	\$ 17,600
Misc. Income	\$ 8,907.24	\$ 100.00	\$ 9,007.24	\$ 1,800
W&S - User Fees	\$ 340,964.81	\$ 24,511.53	\$ 365,476.34	\$ 388,170
Reimbursement Grant	\$ 5,041.00	\$ -	\$ 5,041.00	\$ -
Interest Income	\$ 1,372.26	\$ -	\$ 1,372.26	\$ -
TOTAL RESOURCES	\$ 404,017.04	\$ 33,671.53	\$ 437,688.57	\$ 415,130
EXPENSES:				
Sewer Maintenance	\$ 63,334.49	\$ 6,373.95	\$ 69,708.44	\$ 60,000
Water Maintenance	\$ 66,412.40	\$ 1,421.53	\$ 67,833.93	\$ 50,000
Vehicle Expense	\$ 1,460.24	\$ 204.58	\$ 1,664.82	\$ 2,000
Contract Labor	\$ 825.00	\$ -	\$ 825.00	\$ 1,200
Director Fees	\$ 2,545.00	\$ 200.00	\$ 2,745.00	\$ 3,000
Dues & Subscriptions	\$ 1,636.95	\$ 2.00	\$ 1,638.95	\$ 1,440
Office Supplies	\$ 1,711.34	\$ 29.84	\$ 1,741.18	\$ 1,500
System Operator	\$ 77,000.00	\$ 7,000.00	\$ 84,000.00	\$ 89,000
Property Taxes	\$ 133.46	\$ 58.40	\$ 191.86	\$ -
Training/Conferences	\$ 150.00	\$ 556.33	\$ 706.33	\$ 1,000
Postage & Delivery	\$ 2,228.60	\$ 204.10	\$ 2,432.70	\$ 2,200
Printing & Production	\$ 806.99	\$ 298.43	\$ 1,105.42	\$ -
Misc. Expense	\$ 188.00	\$ -	\$ 188.00	\$ -
Liability Insurance	\$ 7,176.00	\$ -	\$ 7,176.00	\$ 6,550
Bank Fees	\$ 199.21	\$ 12.02	\$ 211.23	\$ -
Assessment Fees	\$ 1,740.00	\$ -	\$ 1,740.00	\$ 1,700
Office Maintenance	\$ 1,230.00	\$ -	\$ 1,230.00	\$ 3,000
Professional Fees	\$ 16,112.35	\$ 8,335.00	\$ 24,447.35	\$ 97,000
Utilities	\$ 49,411.99	\$ 4,272.41	\$ 53,684.40	\$ 51,040
Payroll Expenses	\$ 34,055.00	\$ 3,115.56	\$ 37,170.56	\$ 35,000
Capital Additions	\$ -	\$ -	\$ -	\$ 9,500
TOTAL EXPENSES	\$ 328,357.02	\$ 32,084.15	\$ 360,441.17	\$ 415,130
NET	\$ 75,660.02	\$ 1,587.38	\$ 77,247.40	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 543,783.06	
AVAIL RESOURCES	\$ 327,747.43	\$ 1,587.38	\$ 621,030.46	
TOTAL AVAILABLE CASH	\$ 327,747.43		\$ 599,353.48	
DEPOSITED IN:				
General O&M	#7564	\$ 118,611.48		
Sewer Saving	#8307	\$ 38,077.52		
Water Saving	#8299	\$ 34,238.53		
LID Guarantee	#1227	\$ 111,408.99		
LID Fund	#9680	\$ 295,645.01		
TOTAL			\$ 597,981.53	