

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

REGULAR MEETING MINUTES

January 16, 2020

Call to Order and Roll Call: Director Calvin Nolan opened the meeting at 7:00 P.M. and a roll call confirmed that directors Larry Leake, Ted Bare, Ross Besich and Jamee Stewart were also present.

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

Guests Present: Members of the public.

Mr. Nolan motioned to amend the agenda to include a new item number four under new business with a good-faith reason due to the possibility of loss of water service to the Dromore Area, followed by a second from Mr. Leake. All were in favor, motion carried.

Chair & Vice-Chair Positions: Mr. Bare motioned to make Mr. Nolan the Chairman of the Board and Mr. Leake the Vice-Chairman of the Board, followed by a second from Mr. Leake. All were in favor, motion carried.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for December 18, 2019, all financial reports for December 2019, and the approval to pay monthly bills as listed. The motion was seconded by Mr. Leake. All were in favor motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from December 19, 2019 to January 16, 2020 (attached).

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

Public Matters/Guests: None.

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 explained that he and Mr. Leake are in the process of setting up a meeting with Alan Griffiths at the Naval Base to discuss the lease agreement and inquire whether the naval base would be willing or able to assist in some of the repairs on the tank; as owners of the tank. Mr. Griffiths is currently away from the office.
- 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-ReportingMr. Leake asked Ms. Roe for a workup on the cost of having El Dorado perform the monthly

user billing as compared to how much it currently costs the District to perform billing themselves.

New Business:

- 1.) Steve May – Board Member Resignation: Mr. Nolan announced that the District's office manager received a resignation letter from Mr. May dated December 31, 2019 stating his resignation. On January 8, 2020 the Board appointed Ross Besich into the vacated seat and swore him in under the Oath of Office. Welcome aboard Mr. Besich.
- 2.) Add & Remove Bank Signatory: Mr. Nolan made a motion to remove Stephen May from all banking accounts, seconded by Mr. Leake. Mr. Nolan made a motion to add Larry Leake as the third signer on the bank accounts, followed by a second from Mr. Besich. All were in favor, motion carried.
- 3.) Preferred Alternative for Water Facility Plan: The Board met with JUB Engineers and the Department of Environmental Quality (DEQ) from 1:00 PM to 4:30 PM earlier in the day. They were not prepared yet to select a preferred alternative to include in the Water Facility Plan and directed Ms. Roe to set up a meeting for early next week to discuss this.
- 4.) Dromore Booster Station Control Panel Down: Mr. Kuchenski reported to the Board that if the control panel and 50-year-old communications wiring fails, the Dromore area will run out of water in three days at this time of year. Mr. Kuchenski supplied a quote for the repair from RC Worst in the amount of \$6,600. Mr. Leake motioned to accept the quote and move forward with the necessary repair, followed by a motion from Mr. Bare. All were in favor, motion carried. The second needed repair was to update the new control panel with SCADA communication so that the entire system could communicate. A formal quote had not been received from Bigfoot Technologies but Mr. Kuchenski said it could cost anywhere from \$4,500 to \$8,700, depending on the needs of the District. The Board wanted to wait for a formal quote to be received until making a decision. As soon as the quote is received the item will be added to the next agenda.

With no further business to discuss the regular meeting was adjourned at 8:42 PM following a motion from Mr. Bare and seconded by Mr. Leake. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Calvin Nolan
Chairman on the Board

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

	YTD 12/1/2018	December 2019	YTD 12/31/2019	BUDGET 18-19
RESOURCES:				
Certification Fees	\$ -	\$ -	\$ -	\$ 5,000
Sewer Hookups	\$ -	\$ -	\$ -	\$ 6,400
Water Hookups	\$ -	\$ -	\$ -	\$ 13,500
Misc. Income	\$ -	\$ 100.00	\$ -	\$ 900
Interest Income	\$ -	\$ 334.28	\$ 334.28	\$ 1,000
W&S - User Fees	\$ -	\$ 41,319.73	\$ 41,319.73	\$ 405,560
TOTAL RESOURCES	\$ -	\$ 41,654.01	\$ 41,654.01	\$ 432,360
EXPENSES:				
Sewer Maintenance	\$ -	\$ 7,352.81	\$ 7,352.81	\$ 86,040
Water Maintenance	\$ -	\$ 2,090.83	\$ 2,090.83	\$ 71,000
Vehicle Expense	\$ -	\$ 102.66	\$ 102.66	\$ 1,700
Contract Labor	\$ -	\$ -	\$ -	\$ 1,200
Director Fees	\$ -	\$ 150.00	\$ 150.00	\$ 3,000
Dues & Subscriptions	\$ -	\$ 2.00	\$ 2.00	\$ 1,700
Office Supplies	\$ -	\$ -	\$ -	\$ 3,500
System Operator	\$ -	\$ 6,900.00	\$ 6,900.00	\$ 89,000
Property Taxes	\$ -	\$ 129.20	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ -	\$ 148.75	\$ 148.75	\$ 2,500
Printing & Production	\$ -	\$ -	\$ -	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 7,600
Bank Fees	\$ -	\$ 14.02	\$ 14.02	\$ 300
Assessment Fees	\$ -	\$ 465.00	\$ 465.00	\$ 1,860
Office Maintenance	\$ -	\$ -	\$ -	\$ 2,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ -	\$ 547.65	\$ 547.65	\$ 40,000
Legal Fees	\$ -	\$ -	\$ -	\$ 17,195
Utilities	\$ -	\$ 4,446.93	\$ 4,446.93	\$ 55,000
Payroll Expenses	\$ -	\$ 3,321.59	\$ 3,321.59	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ 25,671.44	\$ 25,671.44	\$ 432,360
NET	\$ -	\$ 15,982.57	\$ 15,982.57	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 597,981.53	
AVAIL RESOURCES	\$ 252,087.41	\$ 15,982.57	\$ 613,964.10	
TOTAL AVAILABLE CASH	\$ 252,087.41		\$ 614,748.90	
DEPOSITED IN:				
General O&M	#7564	\$ 134,326.07		
Sewer Saving	#8307	\$ 38,087.12		
Water Saving	#8299	\$ 34,247.16		
LID Guarantee	#1227	\$ 111,474.16		
LID Fund	#9680	\$ 295,902.02		
TOTAL			\$ 614,036.53	

1/16/2020 Bayview Systems Report

A. Water Production update.

5,176,000 gallons produced by the wells during December. This works out to 167,000 gallons per day produced by the wells. This is the equivalent customer consumption of 356 gallons per day, per service connection. (469 service connections).

5,540,000 gallons produced by the wells during December last year. 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 2,604,000 gallons or 47% of production totals by the wells.

B. Water system items:

1. Dromore booster station box replacement.
2. Well #7 generator fuel leak repaired.
3. Well #8 shut down for the season.
4. One new meter installed on Glacier Loop.

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 Wastewater Report is due into DEQ by the end of this month.

D. Sewer maintenance items.

1. Triplex: replaced check valve on pump #2. Main isolation valve needs to be replaced.
2. One septic tank were pumped in the last month.
3. Seepage testing in the Spring.