

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

REGULAR MEETING MINUTES

February 20, 2020

Call to Order and Roll Call: In absence of Chairman Calvin Nolan, the Vice-chairman Larry Leake opened the meeting at 7:00 P.M. and a roll call confirmed that directors Ted Bare and Ross Besich were also present. Director Jamee Stewart later joined the Board meeting.

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

Guests Present: Members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for January 8, 16 (special), 16 (regular) and 21, 2020, all financial reports for January 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 January 17, 2020 to February 20, 2020 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of January 2020 (attached).

Public Matters/Guests: Director Bare asked if it is normal for public comments to be at the beginning of the meeting as opposed to being at the end. Mr. Kuchenski said it usually is held at the beginning of the meeting so the customer can be heard by the Board without having to sit through a meeting; it's meant to recognize their time.

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: Chairman Nolan and Mr. Leake are in the process of arranging a meeting with the naval base.
- 2.) Unauthorized or Excessive ER Connections
 - a) Discuss/Adopt New Billing Format, Adopt Use of El Dorado Billing Service: Mr. Bare motioned to accept the billing service quote provided by the District's billing software company, El Dorado. This would move the billing from a postcard to a traditional mailed letter, with account history/information and a return envelope for payment. The motion was seconded by Mr. Leake, all were in favor; motion carried.

- b) Discuss Correcting Erroneous Billing, Amnesty for Self-Reporting: The Board will hold a special meeting in the coming month to discuss this.

New Business:

- 1.) Next Election Process for Appointed Seats: Ms. Roe said the appointed Board positions will be up for election in May 2021.
- 2.) Rectify Customer Account with Five Houses on One Meter: Mr. Bare motioned to write a letter to this customer and ask that he install a meter at every house/property on the account, at the expense of the owner as required by Resolution 2007-001. The motion was seconded by Ms. Stewart. All were in favor, motion carried.
- 3.) Discuss DEQ Requirements for Repairing System Deficiencies: The Board reviewed the letter from Katy Baker-Casile outlining the repairs and improvements that the Department of Environmental Quality (DEQ) is requiring the District to make. These repairs were also listed in the recent Sanitary Survey, done every three years, performed by DEQ for the District. The Board will need to pass a bond to complete all the repairs or the District could face fines and penalties for non-compliance.
- 4.) Contracting with Another Engineering Firm: Mr. Bare said he would like to obtain a second opinion on the work that JUB has done. The Board asked Ms. Roe if there was anything they could do on this before completing the Water Facility Plan with JUB. Ms. Roe said they could start the process for a Request For Qualifications (RFQ) which is required when hiring an engineering company. When the facility plan is done, the Board can turn the facility plan over to the new engineering company and they would take over the construction phase of the project.
- 5.) Final Decision on Paying Attorney Fees for Recall Efforts: Mr. Bare reviewed the history that led up to the recall of two former Board members and then informed the public that the Board voted 3 to 2 in favor of paying \$10,500 for the attorney fees for Bill Somers in a special meeting on January 8, 2020.
- 6.) Bond Election in May: Mr. Leake reviewed a PowerPoint presentation for the public to inform them of possible bond options. First, he showed the repairs the District is required to make per DEQ regulations. Next, he presented the estimated costs for the repairs along with the options to phase the projects out over a course of 5 years to reduce the financial impact to the users. He then did a comparison on passing a 3.4 million dollar versus passing a 2 million dollar bond. If a 3.4 million dollar bond passed then the District would be able to make all the required repairs to the system and be brought back into compliance. If a 2 million dollar bond passed then the District would need to go for another bond, at a later date, to fund the rest of the required repairs. Unfortunately, the favorable terms, interest rates and principal forgiveness would not be available for the remaining funds on the second bond and this would end up costing the users a significant amount more than passing the amount needed to fund all the system repairs at 3.5 million dollars.

- 7.) Schedule Special Meeting (Workshop) to Discuss District Financials and Commercial Accounts: The Board asked Ms. Roe to get an email out to set the dates for special meetings to discuss these topics.

With no further business to discuss the regular meeting was adjourned at 9:48 PM following a motion from Mr. Leake and seconded by Mr. Bare. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Calvin Nolan
Chairman on the Board

2/20/2020 Bayview Systems Report

A. Water Production update.

5,026,000 gallons produced by the wells during January. This works out to 162,000 gallons per day produced by the wells. This is the equivalent customer consumption of 345 gallons per day, per service connection. (470 service connections).

5,086,000 gallons produced by the wells during January last year. This works out to 164,000 gallons per day produced by the wells. This is the equivalent of 353 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,390,000 gallons or 47% of production totals by the wells.

5,822,000 gallons produced by the wells during January 2 years ago. This works out to 189,000 gallons per day or 396 gallons per day, per service connection. (465 service connections).

B. Water system items:

1. Dromore booster station control box replacement.
2. Well #8 shut down for the season.

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. The Annual Wastewater Report was filed with DEQ by the end of January.

D. Sewer maintenance items.

1. Triplex: Main isolation valve needs to be replaced. Timing is critical due to increase in population in the Spring and load limits for trucks hauling wastewater.

a- quote from RC Worst for valve replacement.

b- quote from B&B Sani-Service

2. One septic tank were pumped in the last month.

3. Irrigation pond seepage testing in the Spring.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2019 THRU 1/31/2020
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 1/1/2020	January 2020	YTD 1/31/2020	BUDGET 19-20
RESOURCES:				
Certification Fees	\$ -	\$ -	\$ -	\$ 5,000
Sewer Hookups	\$ -	\$ 1,360.00	\$ 1,360.00	\$ 6,400
Water Hookups	\$ -	\$ 4,780.00	\$ 4,780.00	\$ 13,500
Misc. Income	\$ -	\$ 100.00	\$ 100.00	\$ 900
Interest Income	\$ 334.28	\$ 93.23	\$ 427.51	\$ 1,000
W&S - User Fees	\$ 41,319.73	\$ 31,582.16	\$ 72,901.89	\$ 405,560
TOTAL RESOURCES	\$ 41,654.01	\$ 37,915.39	\$ 79,569.40	\$ 432,360
EXPENSES:				
Sewer Maintenance	\$ 7,352.81	\$ 2,354.13	\$ 9,706.94	\$ 86,040
Water Maintenance	\$ 2,090.83	\$ 241.32	\$ 2,332.15	\$ 71,000
Vehicle Expense	\$ 102.66	\$ 96.68	\$ 199.34	\$ 1,700
Contract Labor	\$ -	\$ 143.75	\$ 143.75	\$ 1,200
Director Fees	\$ 150.00	\$ 200.00	\$ 350.00	\$ 3,000
Dues & Subscriptions	\$ 2.00	\$ 2.00	\$ 4.00	\$ 1,700
Office Supplies	\$ -	\$ 100.01	\$ 100.01	\$ 3,500
System Operator	\$ 6,900.00	\$ 7,000.00	\$ 13,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 148.75	\$ 163.80	\$ 312.55	\$ 2,500
Printing & Production	\$ -	\$ -	\$ -	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 7,600
Bank Fees	\$ 14.02	\$ 12.02	\$ 26.04	\$ 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	\$ -	\$ 10,500.00	\$ 10,500.00	\$ 17,195
Utilities	\$ 4,446.93	\$ 4,540.78	\$ 8,987.71	\$ 55,000
Payroll Expenses	\$ 3,321.59	\$ 3,291.44	\$ 6,613.03	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 25,671.44	\$ 28,645.93	\$ 54,317.37	\$ 432,360
NET	\$ 15,982.57	\$ 9,269.46	\$ 25,252.03	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 597,981.53	
AVAIL RESOURCES	\$ 268,069.98	\$ 9,269.46	\$ 623,233.56	
TOTAL AVAILABLE CASH	\$ 268,069.98		\$ 626,356.96	
DEPOSITED IN:				
General O&M #7564		\$ 120,629.04		
Sewer Saving #8307		\$ 38,087.12		
Water Saving #8299		\$ 34,247.16		
LID Guarantee #1227		\$ 111,474.15		
LID Fund #9680		\$ 299,118.64		
Water Capital Fund		\$ 22,760.00		
Sewer Capital Fund		\$ -		
TOTAL			\$ 626,316.11	