

**Bayview Water & Sewer District**  
Via ZOOM teleconference

**REGULAR MEETING MINUTES**  
March 31, 2020

**Call to Order and Roll Call:** Chairman Calvin Nolan opened the meeting at 6:30 P.M. and a roll call confirmed that directors Larry Leake, Ted Bare, and Ross Besich were also present.

**Others Present:** District operator 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 February 20, 25, 2020, all financial reports for February 2020, 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 February 21, 2020 to March 19, 2020 (attached).

**Treasurer's Report:** Ms. Roe presented the financial report for the month of February 2020 (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: Chairman Nolan and Mr. Leake are still in the process of arranging a meeting with the naval base.
- 2.) Unauthorized or Excessive ER Connections
  - a) Discuss Correcting Erroneous Billing, Amnesty for Self-Reporting: No new progress to report.

**New Business:**

- 1.) Bond Ballot: Ms. Roe displayed what the proposed bond ballot would look and read like on the upcoming May election for a 3.4 million dollar bond.
- 2.) Sewer Issues with a Commercial Account: The Board reviewed the email and the invoice submitted by the Captain's Wheel to pay for lost revenue and labor as well as the operator's recollection of the timeline for receiving the service call and the action taken on behalf of the District. There was a crack in the line from the tank leading to the District's system and this was fixed immediately; this is the District's responsibility to repair. The company called to pump the tank and investigate

where the problem was occurring determined there was a problem on the customer's side of the line. When the toilets were flushed in the restaurant it was not making it to the tank. The line from the restaurant to the tank is the property owner's responsibility to fix. This would cause the toilets to back up into the restaurant. The District has also requested records that the Captain's Wheel is performing regular grease trap pumping which has not been complied with. It was noted on the pumping invoices that grease trap pumping was needed. Mr. Leake motioned to deny the request to pay for the lost revenue followed by a second from Mr. Besich. All were in favor, motion carried.

- 3.) A Board Member Having a Key to the Office: After much discussion Mr. Leake voted for no board members to have a key to the office followed by a second from Chairman Nolan. Mr. Besich agreed with the vote but Mr. Bare believed that at least one member of the Board should have a key to the office. Majority has the vote, motion passes. Ms. Roe said she would copy all the blueprints of the system onto a thumb drive for each board member.
- 4.) To Complete SCADA System; Dromore Booster Station – Quote from Bigfoot Technologies: Mr. Kuchenski presented a quote from Bigfoot Technologies in the amount of \$3,500 to complete the SCADA system as required by DEQ. Mr. Leake voted to approve the quote followed by a second from Mr. Besich. All were in favor, motion carried.
- 5.) Retaining New District Attorney: The Board discussed the desire to obtain new legal counsel. Mr. Besich felt that it was poor timing to switch the District attorney because there was a lot going on with the bond and COVID 19. Mr. Bare voted to begin the Request For Proposals (RFP) process and directed Ms. Roe to draft an RFP for Board review. The motion was seconded by Chairman Nolan. Mr. Leake agreed to the motion but Mr. Besich voted against it. Majority gets the voted and the motion passes. Chairman Nolan asked Ms. Roe to set a meeting to discuss a timeline and the content for the RFP.
- 6.) Suspending Current Late Fee Policy: Chairman Nolan voted to forego late fees and delinquent account turn off for the following month, seconded by Mr. Besich. All were in favor, motion carried.

With no further business to discuss the regular meeting was adjourned at 7:57 PM following a motion from Mr. Leake and seconded by Mr. Bare. All were in favor, motion carried.

**Announcements:** None

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Calvin Nolan  
Chairman on the Board

## 3/19/2020 Bayview Systems Report

### A. Water Production update.

5,054,000 gallons produced by the wells during February. This works out to 174,000 gallons per day produced by the wells. This is the equivalent customer consumption of 370 gallons per day, per service connection. (470 service connections).

5,992,000 gallons produced by the wells during February last year. This works out to 214,000 gallons per day produced by the wells. This is the equivalent of 460 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,816,000 gallons or 47% of production totals by the wells.

### B. Water system items:

1. Dromore booster station update.
  - a. Control panel replaced
  - b. SCADA radio equipment on order.
2. Well #8 back on 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 replacement. Waiting for load limits to be lifted for trucks hauling wastewater.
2. One septic tank were pumped in the last month.
3. Irrigation pond seepage testing in the Spring.
4. Silvicultural test update.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2019 THRU 2/29/2020  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 2/1/2020	February 2020	YTD 2/29/2020	BUDGET 19-20
<b>RESOURCES:</b>				
Certification Fees	\$ -	\$ 2,885.29	\$ 2,885.29	\$ 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	\$ 200.00	\$ 300.00	\$ 900
Interest Income	\$ 427.51	\$ 132.40	\$ 559.91	\$ 1,000
W&S - User Fees	\$ 72,901.89	\$ 22,649.28	\$ 95,551.17	\$ 405,560
<b>TOTAL RESOURCES</b>	<b>\$ 79,569.40</b>	<b>\$ 25,866.97</b>	<b>\$ 105,436.37</b>	<b>\$ 432,360</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 9,706.94	\$ 4,793.49	\$ 14,500.43	\$ 86,040
Water Maintenance	\$ 2,332.15	\$ 11,239.65	\$ 13,571.80	\$ 71,000
Vehicle Expense	\$ 199.34	\$ 160.87	\$ 360.21	\$ 1,700
Contract Labor	\$ 143.75	\$ 373.75	\$ 517.50	\$ 1,200
Director Fees	\$ 350.00	\$ 250.00	\$ 600.00	\$ 3,000
Dues & Subscriptions	\$ 4.00	\$ 2.00	\$ 6.00	\$ 1,700
Office Supplies	\$ 100.01	\$ 118.55	\$ 218.56	\$ 3,500
System Operator	\$ 13,900.00	\$ 7,000.00	\$ 20,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 312.55	\$ 203.40	\$ 515.95	\$ 2,500
Printing & Production	\$ -	\$ -	\$ -	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 7,600
Bank Fees	\$ 26.04	\$ 47.02	\$ 73.06	\$ 300
Assessment Fees	\$ 465.00	\$ 465.00	\$ 930.00	\$ 1,860
Office Maintenance	\$ -	\$ 80.00	\$ 80.00	\$ 2,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ 547.65	\$ -	\$ 547.65	\$ 40,000
Legal Fees	\$ 10,500.00	\$ 646.06	\$ 11,146.06	\$ 17,195
Utilities	\$ 8,987.71	\$ 4,883.49	\$ 13,871.20	\$ 55,000
Payroll Expenses	\$ 6,613.03	\$ 3,082.90	\$ 9,695.93	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 54,317.37</b>	<b>\$ 33,346.18</b>	<b>\$ 87,663.55</b>	<b>\$ 432,360</b>
<b>NET</b>	<b>\$ 25,252.03</b>	<b>\$ (7,479.21)</b>	<b>\$ 17,772.82</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 597,981.53</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 277,339.44</b>	<b>\$ (7,479.21)</b>	<b>\$ 615,754.35</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 277,339.44</b>		<b>\$ 618,877.75</b>	
<b>DEPOSITED IN:</b>				
General O&M #7564		\$ 111,921.28		
Sewer Saving #8307		\$ 38,087.12		
Water Saving #8299		\$ 34,247.16		
LID Guarantee #1227		\$ 111,509.33		
LID Fund #9680		\$ 300,342.84		
Water Capital Fund #3587		\$ 22,761.23		
Sewer Capital Fund #3588		\$ 2.32		
<b>TOTAL</b>			<b>\$ 618,871.28</b>	