

Bayview Water & Sewer District
Via ZOOM web-conference

REGULAR MEETING MINUTES

April 16, 2020

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

Others Present: District operator Bob Kuchenski and District treasurer Jessie Roe.

Guests Present: Members of the public.

Consent Agenda: Mr. Leake said the minutes for March 5, 2020 were not complete and asked that they be removed from the consent agenda; they lacked who made a motion. Mr. Bare then motioned to approve the consent agenda: approval of the minutes for March 12, 13, 31, 2020, all financial reports for March 2020, and the approval to pay monthly bills as listed. The motion was seconded by Chairman Nolan. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from March 20, 2020 to April 16, 2020 (attached).

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

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 reported that he spoke with Alan Griffiths at the Naval Base and the District needs to make a formal request in writing, on letterhead, to renew the lease early due to the need to obtain a loan through the Department of Environmental Quality (DEQ) and request that they would also like to extend the lease to 99-years as well. When the letter is received they will forward it on to their main office in Washington. Mr. Leake would like to talk to Farragut State Park about having Well #8 assets permanently transferred over to the District since that well does not have the ability to serve Farragut and the maximum length a lease can extend is 25-years, per the Attorney General.
- 2.) Unauthorized or Excessive ER Connections
 - a) Discuss Correcting Erroneous Billing, Amnesty for Self-Reporting: No new progress to report: Mr. Leake requested that Ms. Roe email a couple years of history on the District's meter readings and Chairman Nolan and Mr. Leake will start to look into this research.

New Business:

- 1.) Interview Applicants for Vacant Board Position: The Board interviewed three applicants for the two open positions: Ali Spahn, Shon Luoma and Colleen Dahlseid. After much deliberation and scoring the Board appointed Colleen Dahlseid into seat position no.1 and Ali Spahn into seat position no.5. Both were read their Oath of Office and sworn onto the Board.
- 2.) Response from Department of Environmental Quality (DEQ) Regarding: COVID, Filing Deadlines and Funding: Ms. Roe presented and read two emails; one from Ms. Roe to Katy Baker-Casile and another from Mr. Bare to Katy Baker-Casile (attached).
- 3.) Approve Fiscal Year 17/18 Audit: The Board voted to table the item until the next regularly scheduled board meeting so the two new board members could review the audit before approval, following a motion from Mr. Bare and seconded by Ms. Spahn. All were in favor, motion carried.
- 4.) Quote from JUB Engineers for Seepage Testing at the Lagoon: The Board reviewed an Authorization for Services from JUB Engineering to perform a DEQ required seepage test with a not-to-exceed amount of \$7,500. Mr. Kuchenski said he hopes to do a majority of the daily monitoring for JUB to keep costs low. Mr. Bare motioned to accept the authorization followed by a second from Mr. Leake. All were in favor, motion carried.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 9:16 PM following a motion from Mr. Leake and seconded by Chairman Nolan. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Calvin Nolan
Chairman on the Board

4/16/2020 Bayview Systems Report

A. Water Production update.

6,503,000 gallons produced by the wells during March. This works out to 210,000 gallons per day produced by the wells. This is the equivalent customer consumption of 447 gallons per day, per service connection. (470 service connections). While the daily consumption per connection appears favorable, the majority of our customers are gone this time of year. This means there are most likely substantial leaks to be found. These figures can be compared with the daily effluent flow figures below.

6,680,000 gallons produced by the wells during March last year. This works out to 215,000 gallons per day produced by the wells. This is the equivalent of 462 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 3,140,000 gallons or 47% of production totals by the wells.

B. Water system items:

1. Dromore booster station update.
 - a. SCADA radio equipment on order.
2. 33941 Fir service line repair.

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.

D. Sewer maintenance items.

1. Triplex: Main isolation valve replacement completed.
2. One septic tank were pumped in the last month.
3. Irrigation pond seepage testing coming up.
4. Silvicultural test update.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2019 THRU 3/31/2020
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

| | YTD 3/1/2020 | March 2020 | YTD 3/31/2020 | BUDGET 19-20 |
|-----------------------------|----------------------|---------------------|----------------------|-------------------|
| RESOURCES: | | | | |
| Certification Fees | \$ 2,885.29 | \$ 812.74 | \$ 3,698.03 | \$ 5,000 |
| Sewer Hookups | \$ 1,360.00 | \$ - | \$ 1,360.00 | \$ 6,400 |
| Water Hookups | \$ 4,780.00 | \$ - | \$ 4,780.00 | \$ 13,500 |
| Misc. Income | \$ 300.00 | \$ 100.00 | \$ 400.00 | \$ 900 |
| Interest Income | \$ 559.91 | \$ 262.67 | \$ 822.58 | \$ 1,000 |
| W&S - User Fees | \$ 95,551.17 | \$ 26,572.70 | \$ 122,123.87 | \$ 405,560 |
| TOTAL RESOURCES | \$ 105,436.37 | \$ 27,748.11 | \$ 133,184.48 | \$ 432,360 |
| EXPENSES: | | | | |
| Sewer Maintenance | \$ 14,500.43 | \$ 1,378.76 | \$ 15,879.19 | \$ 86,040 |
| Water Maintenance | \$ 13,571.80 | \$ 233.76 | \$ 13,805.56 | \$ 71,000 |
| Vehicle Expense | \$ 360.21 | \$ 131.04 | \$ 491.25 | \$ 1,700 |
| Contract Labor | \$ 517.50 | \$ - | \$ 517.50 | \$ 1,200 |
| Director Fees | \$ 600.00 | \$ 250.00 | \$ 850.00 | \$ 3,000 |
| Dues & Subscriptions | \$ 6.00 | \$ 731.95 | \$ 737.95 | \$ 1,700 |
| Office Supplies | \$ 218.56 | \$ 286.71 | \$ 505.27 | \$ 3,500 |
| System Operator | \$ 20,900.00 | \$ 7,000.00 | \$ 27,900.00 | \$ 89,000 |
| Property Taxes | \$ 129.20 | \$ - | \$ 129.20 | \$ 65 |
| Training/Conferences | \$ - | \$ - | \$ - | \$ 1,000 |
| Postage & Delivery | \$ 515.95 | \$ 253.07 | \$ 769.02 | \$ 2,500 |
| Printing & Production | \$ - | \$ 158.99 | \$ 158.99 | \$ 700 |
| Misc. Expense | \$ - | \$ - | \$ - | \$ - |
| Liability Insurance | \$ - | \$ 2,071.50 | \$ 2,071.50 | \$ 7,600 |
| Bank Fees | \$ 73.06 | \$ 12.02 | \$ 85.08 | \$ 300 |
| Assessment Fees | \$ 930.00 | \$ - | \$ 930.00 | \$ 1,860 |
| Office Maintenance | \$ 80.00 | \$ 40.00 | \$ 120.00 | \$ 2,000 |
| Accounting Fees | \$ - | \$ - | \$ - | \$ 10,000 |
| Engineering Fees | \$ 547.65 | \$ - | \$ 547.65 | \$ 40,000 |
| Legal Fees | \$ 11,146.06 | \$ 525.00 | \$ 11,671.06 | \$ 17,195 |
| Utilities | \$ 13,871.20 | \$ 4,538.04 | \$ 18,409.24 | \$ 55,000 |
| Payroll Expenses | \$ 9,695.93 | \$ 3,216.07 | \$ 12,912.00 | \$ 37,000 |
| Capital Additions | \$ - | \$ - | \$ - | \$ - |
| TOTAL EXPENSES | \$ 87,663.55 | \$ 20,826.91 | \$ 108,490.46 | \$ 432,360 |
| NET | \$ 17,772.82 | \$ 6,921.20 | \$ 24,694.02 | |
| PLUS BEG BAL | \$ 252,087.41 | \$ - | \$ 597,981.53 | |
| AVAIL RESOURCES | \$ 269,860.23 | \$ 6,921.20 | \$ 622,675.55 | |
| TOTAL AVAILABLE CASH | \$ 269,860.23 | | \$ 626,663.45 | |
| DEPOSITED IN: | | | | |
| General O&M #7564 | | \$ 118,622.77 | | |
| Sewer Saving #8307 | | \$ 38,094.92 | | |
| Water Saving #8299 | | \$ 34,254.17 | | |
| LID Guarantee #1227 | | \$ 111,567.66 | | |
| LID Fund #9680 | | \$ 301,364.30 | | |
| Water Capital Fund #3587 | | \$ 22,791.57 | | |
| Sewer Capital Fund #3588 | | \$ 4.52 | | |
| TOTAL | | | \$ 626,699.91 | |