

Bayview Water & Sewer District
16401 E. Emerson Dr., Bayview, ID 83803
Broadcasted over ZOOM

REGULAR MEETING MINUTES

May 21, 2020

Call to Order and Roll Call: In the absence of Chairman Calvin Nolan, Vice-Chair Larry Leake opened the meeting at 3:30 pm and a roll call confirmed directors Ted Bare, Colleen Dahlseid, Ali Spahn and Chairman Calvin Nolan (via telephone) were also present.

Others Present: District operator Bob Kuchenski, District treasurer Jessie Roe and a District customer George Grandy.

Guests Present: Members of the public.

Consent Agenda: Ms. Dahlseid motioned to approve the consent agenda: approval of the minutes for March 5 & April 7, 13, 16, 2020, all financial reports for April 2020, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Spahn. All were in favor, motion carried.

Customer Grievance on Winter Excess Consumption Charge: The Board heard from Mr. Grandy regarding his complaint for having to pay half of the winter excess consumption charge after it was determined a leak occurred on his side of the meter over winter. The Board said they could not change their policy and must treat all customer's the same. The District will continue to give a 50% reimbursement on the winter excess consumption charge if the leak is repaired immediately after being notified; but no more than half of the charge will be forgiven.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from April 17, 2020 to May 20, 2020 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of April 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 said there was nothing new to report at this time.
- 2.) Unauthorized or Excessive ER Connections: Ms. Dahlseid and Mr. Leake will meet next week as they plan to do a physical count of the occupied ER's at the commercial accounts.
- 3.) Update on Billing Transferred to the Billing Software Company: Ms. Roe was told by the billing software company that they are ready to go for the next billing period.

- 4.) Approve Fiscal Year 17/18 Audit: The audit was approved following a motion from Ms. Spahn and seconded by Ms. Dahlseid. All were in favor, motion carried.

New Business:

- 1.) Contract with New Auditing Firm: The Board directed Ms. Roe to set up an interview with Magnuson McHugh and the other firms recommended by the District's current CPA following a motion from Ms. Dahlseid and seconded by Ms. Spahn.
- 2.) Quote to Replace a Section of 4-inch line from Cottonwood Ct. to Limekiln: Mr. Bare presented a quote to complete a section of piping between Cottonwood Court and Limekiln for \$55,000. After much discussion the Board decided to turn the idea over to the new District engineer once the engineer has been decided. The board would like to start the Request For Qualification (RFQ) process as soon as the Water Facility Plan is complete.
- 3.) Bayview District GIS map: The Board directed Ms. Roe to upload the District's Geographic Information System (GIS) map to the District website.
- 4.) Board Action Plan: The Board implemented a Board Action Item List to keep all the main actions of the Board organized.
- 5.) Organized Tour of the System for Board Members: Ms. Spahn and Mr. Bare arranged to meet with the system operator, Mr. Kuchenski, on June 2, 2020 at 1:00 pm.
- 6.) Response to Customer's Letter: After reviewing the response letter to a customer's comments regarding the upcoming bond the Board voted to send the letter out following a motion from Ms. Spahn and seconded by Ms. Dahlseid.
- 7.) Finalize Plan for Public Hearing on June 4, 2020 @ 6:00 PM: The Board discussed which items/subjects to discuss at the public hearing and settled on keeping it simple and straight forward. Mr. Leake will create and present the PowerPoint with the three-phase plan approach.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:41 PM following a motion from Ms. Dahlseid and seconded by Ms. Spahn. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Calvin Nolan
Chairman on the Board

5/21/2020 Bayview Systems Report

A. Water Production update.

5,770,000 gallons produced by the wells during April. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 409 gallons per day, per service connection. (470 service connections).

Winter time production and consumption:

38,019,000 gallons produced by the wells from September 30th to April 28th. 14,294,000 gallons of consumption registered through customers meters. This works out to 180,000 gallons per day produced by the wells of which 68,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 145 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 23,725,000 gallons or 62% of production totals by the wells.

5,884,000 gallons produced by the wells during April last year. This works out to 196,000 gallons per day produced by the wells. This is the equivalent of 422 gallons per day, per service connection. (465 service connections).

Winter time production and consumption in 2019:

37,468,000 gallons produced by the wells from September 28th to May 1st. 13,118,000 gallons of consumption registered through customers meters. This works out to 175,000 gallons per day produced by the wells of which 61,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 131 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 24,350,000 gallons or 65% of production totals by the wells.

B. Water system items:

1. Large customer leaks over the Winter.
2. Dromore booster station update.
 - a. SCADA radio equipment on order.

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. Four septic tanks were pumped in the last month.
3. Irrigation pond seepage testing postponed until July
4. Silvicultural test update.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2019 THRU 4/30/2020
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 4/1/2020	April 2020	YTD 4/30/2020	BUDGET 19-20
RESOURCES:				
Certification Fees	\$ 3,698.03	\$ -	\$ 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	\$ 400.00	\$ 727.54	\$ 1,127.54	\$ 900
Interest Income	\$ 822.58	\$ 117.38	\$ 939.96	\$ 1,000
W&S - User Fees	\$ 122,123.87	\$ 44,138.90	\$ 166,262.77	\$ 405,560
TOTAL RESOURCES	\$ 133,184.48	\$ 44,983.82	\$ 178,168.30	\$ 432,360
EXPENSES:				
Sewer Maintenance	\$ 15,879.19	\$ (1,101.14)	\$ 14,778.05	\$ 86,040
Water Maintenance	\$ 13,805.56	\$ 13,012.05	\$ 26,817.61	\$ 71,000
Vehicle Expense	\$ 491.25	\$ 151.80	\$ 643.05	\$ 1,700
Contract Labor	\$ 517.50	\$ -	\$ 517.50	\$ 1,200
Director Fees	\$ 850.00	\$ 200.00	\$ 1,050.00	\$ 3,000
Dues & Subscriptions	\$ 737.95	\$ 581.99	\$ 1,319.94	\$ 1,700
Office Supplies	\$ 505.27	\$ 38.14	\$ 543.41	\$ 3,500
System Operator	\$ 27,900.00	\$ 7,000.00	\$ 34,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 769.02	\$ 148.75	\$ 917.77	\$ 2,500
Printing & Production	\$ 158.99	\$ -	\$ 158.99	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 2,071.50	\$ -	\$ 2,071.50	\$ 7,600
Bank Fees	\$ 85.08	\$ 12.02	\$ 97.10	\$ 300
Assessment Fees	\$ 930.00	\$ -	\$ 930.00	\$ 1,860
Office Maintenance	\$ 120.00	\$ 40.00	\$ 160.00	\$ 2,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ 547.65	\$ -	\$ 547.65	\$ 40,000
Legal Fees	\$ 11,671.06	\$ -	\$ 11,671.06	\$ 17,195
Utilities	\$ 18,409.24	\$ 4,512.25	\$ 22,921.49	\$ 55,000
Payroll Expenses	\$ 12,912.00	\$ 3,243.70	\$ 16,155.70	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 108,490.46	\$ 27,839.56	\$ 136,330.02	\$ 432,360
NET	\$ 24,694.02	\$ 17,144.26	\$ 41,838.28	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 597,981.53	
AVAIL RESOURCES	\$ 276,781.43	\$ 17,144.26	\$ 639,819.81	
TOTAL AVAILABLE CASH	\$ 276,781.43		\$ 644,106.21	
DEPOSITED IN:				
General O&M #7564		\$ 128,517.09		
Sewer Saving #8307		\$ 38,094.92		
Water Saving #8299		\$ 34,254.17		
LID Guarantee #1227		\$ 111,590.81		
LID Fund #9680		\$ 301,426.87		
Water Capital Fund #3587		\$ 30,263.20		
Sewer Capital Fund #3588		\$ 4.53		
TOTAL			\$ 644,151.59	