

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

REGULAR MEETING MINUTES
June 18, 2020

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

Others Present: District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe and District attorney Field Herrington.

Guests Present: Members of the public.

Consent Agenda: Mr. Leake wanted clarification on the original agenda items of business and requested that the agenda be amended to exclude item number three under old business. After discussion Ms. Spahn motioned to accept the agenda with the exclusion of item number three under old business followed by a second from Mr. Leake. All were in favor, motion carried. Mr. Bare motioned to approve the consent agenda: approval of the minutes for April 29 & May 5, 15, 21, 26, 2020, all financial reports for May 2020, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Dahlseid. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from May 21, 2020 to June 17, 2020 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of May 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: Ms. Dahlseid said she is currently working with the District attorney, Mr. Herrington, and the Idaho Department of Parks and Recreation (IDPR) to obtain a permanent easement. Negotiations are underway and she hopes to have this done as soon as possible. She also has an email out to the local Naval Base in an attempt to solidify the 99-year lease but she has not heard anything back from them yet.
- 2.) Unauthorized or Excessive ER Connections: Ms. Dahlseid reported that she has not spent much time on this item as the DEQ loan application and easements have taken priority at this time.

New Business:

- 1.) 2019 Water Quality Report: Mr. Kuchenski said the 2019 water quality report is available for public viewing on the website or by request of a mailed copy. He is happy to report the District has met or exceeded all Environmental Protection Agency (EPA) levels. There was one 'coliform positive test' that turned out to be false. The home he took the test from tainted the results. The test was re-done and passed so there are no bad water samples to report in the past year. The Board directed staff to send a letter to the homeowner and ask him to install a backflow device at his property. Mr. Leake also requested that the number of service connections be updated. The water quality was approved, with the amendments, following a motion from Ms. Spahn and seconded by Mr. Leake. All were in favor, motion carried.
- 2.) Whether to Keep Payment Drop-Box at the Bayview Mercantile: The Board discussed a couple of the missing payment issues that have recently taken place at the drop-box located at the Mercantile and after a motion from Mr. Leake and a second by Ms. Spahn a motion was passed to remove the payment drop-box at the Mercantile. Aye; Mr. Lake, Ms. Spahn, Ms. Dahlseid. Nay; Mr. Bare and Chairman Nolan. The Board directed staff to update the website and put a note at the old location of the drop-box at the Mercantile.
- 3.) Adopt Personnel Policy Resolution 2020-005: After reviewing the personnel policy and naming Chairman Nolan as the SEO (Supervising Elected Official) the policy was adopted following a motion from Mr. Leake and a second by Ms. Spahn. All were in favor, motion carried.
- 4.) Approval of New District Attorney Contract: The Board reviewed the contract negotiated between Mr. Herrington, Ms. Dahlseid and Chairman Nolan. The contract was accepted after a motion from Ms. Spahn and a second from Ms. Dahlseid. All were in favor, motion carried. Welcome aboard Mr. Herrington.
- 5.) Request for Qualifications (RFQ) – Engineering Services: Ms. Roe gathered the needed dates: Response due date - August 8, 2020, review responses - August 10, 2020, and anticipated decision date - August 10, 2020. Mr. Leake requested that the firm have a minimum of ten (10) years of experience in tank maintenance and repair and to inquire on how many facilities plans they have done for public drinking water systems. Chairman Nolan and the District administrator were named the POC (Point of Contact).
- 6.) Operating Emergency Plan - Discuss Automated phone calls or text messages to report widespread System Emergencies using third party services: Ms. Spahn said she has arranged a meeting with Idaho Department of Water Resources (IDWR) at the end of July and she will check with Bonner and Kootenai County on their alerting system. The Board tabled the item until the August regular meeting following a motion from Mr. Bare and seconded by Ms. Dahlseid. All were in favor, motion carried.
- 7.) Review Status of Water Facility Plan Final Approval: Ms. Dahlseid reported that the Water Facility Plan is in the final stages of approval. The District has received technical approval from IDEQ office and the environmental has been submitted by JUB. Now IDEQ will determine if the District qualifies for a Categorical Exclusion or if the District will need to go into a FONSI (Finding of No Significant Impact) 30-day environmental process. The Board directed staff to forward the newly adopted Resolution 2020-004 to JUB Engineers.

- 8.) Review Board Action Item List: The Board reviewed their action item list and made appropriate changes.

Public Matters/Guests: One member of the public was very concerned about installing a 12" line along the west side of Bayview. The Board assured him they will look into the necessity of this when the new engineer is determined and can research other options.

With no further business to discuss the regular meeting was adjourned at 5:34 PM following a motion from Ms. Spahn 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

6/18/2020 Bayview Systems Report

A. Water Production update.

6,330,000 gallons produced by the wells during May. 2,961,000 gallons of consumption registered through customers meters. This works out to 204,000 gallons per day produced by the wells of which 96,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 204 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 3,369,000 gallons or 53% of production totals by the wells.

7,222,000 gallons produced by the wells during May last year. 3,324,000 gallons of consumption registered through customers meters. This works out to 258,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 255 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 3,398,000 gallons or 54% of production totals by the wells.

B. Water system items:

1. 2019 Annual Water Quality Report.
2. Dromore booster station update.

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. Two septic tanks were pumped in the last month.
2. Land application startup planned for July 1st pending the seepage test.
3. Irrigation pond seepage testing postponed until July.
4. Silvicultural test update.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2019 THRU 5/31/2020
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 5/1/2020	May 2020	YTD 5/31/2020	BUDGET 19-20
RESOURCES:				
Certification Fees	\$ 3,698.03	\$ 1,171.91	\$ 4,869.94	\$ 5,000
Sewer Hookups	\$ 1,360.00	\$ -	\$ 1,360.00	\$ 6,400
Water Hookups	\$ 4,780.00	\$ -	\$ 4,780.00	\$ 13,500
Misc. Income	\$ 1,127.54	\$ 100.00	\$ 1,227.54	\$ 900
Interest Income	\$ 939.96	\$ 120.26	\$ 1,060.22	\$ 1,000
W&S - User Fees	\$ 166,262.77	\$ 22,465.04	\$ 188,727.81	\$ 405,560
TOTAL RESOURCES	\$ 178,168.30	\$ 23,857.21	\$ 202,025.51	\$ 432,360
EXPENSES:				
Sewer Maintenance	\$ 14,778.05	\$ 22,471.36	\$ 37,249.41	\$ 86,040
Water Maintenance	\$ 26,817.61	\$ 310.01	\$ 27,127.62	\$ 71,000
Vehicle Expense	\$ 643.05	\$ 181.57	\$ 824.62	\$ 1,700
Contract Labor	\$ 517.50	\$ -	\$ 517.50	\$ 1,200
Director Fees	\$ 1,050.00	\$ 150.00	\$ 1,200.00	\$ 3,000
Dues & Subscriptions	\$ 1,319.94	\$ 16.99	\$ 1,336.93	\$ 1,700
Office Supplies	\$ 543.41	\$ 118.90	\$ 662.31	\$ 3,500
System Operator	\$ 34,900.00	\$ 7,000.00	\$ 41,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 917.77	\$ 231.99	\$ 1,149.76	\$ 2,500
Printing & Production	\$ 158.99	\$ 161.81	\$ 320.80	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 2,071.50	\$ -	\$ 2,071.50	\$ 7,600
Bank Fees	\$ 97.10	\$ 12.02	\$ 109.12	\$ 300
Assessment Fees	\$ 930.00	\$ -	\$ 930.00	\$ 1,860
Office Maintenance	\$ 160.00	\$ 40.00	\$ 200.00	\$ 2,000
Accounting Fees	\$ -	\$ 1,021.25	\$ 1,021.25	\$ 10,000
Engineering Fees	\$ 547.65	\$ -	\$ 547.65	\$ 40,000
Legal Fees	\$ 11,671.06	\$ 157.50	\$ 11,828.56	\$ 17,195
Utilities	\$ 22,921.49	\$ 4,543.43	\$ 27,464.92	\$ 55,000
Payroll Expenses	\$ 16,155.70	\$ 3,221.09	\$ 19,376.79	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 136,330.02	\$ 39,637.92	\$ 175,967.94	\$ 432,360
NET	\$ 41,838.28	\$ (15,780.71)	\$ 26,057.57	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 597,981.53	
AVAIL RESOURCES	\$ 293,925.69	\$ (15,780.71)	\$ 624,039.10	
TOTAL AVAILABLE CASH	\$ 293,925.69		\$ 629,753.70	
DEPOSITED IN:				
General O&M #7564	\$ 107,866.60			
Sewer Saving #8307	\$ 38,094.92			
Water Saving #8299	\$ 34,254.17			
LID Guarantee #1227	\$ 111,614.43			
LID Fund #9680	\$ 303,295.76			
Water Capital Fund #3587	\$ 34,015.63			
Sewer Capital Fund #3588	\$ 4.54			
TOTAL			\$ 629,146.05	