

Bayview Water & Sewer District

Broadcasted over ZOOM

REGULAR MEETING MINUTES

August 20, 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 and District treasurer Jessie Roe.

Guests Present: Kyle Meschko with Keller Associates, Field Herrington with Post Falls Law and members of the public.

Consent Agenda: Ms. Spahn motioned to amend the agenda to move new business item number five to new business item number one followed by a second from Ms. Dahlseid. All were in favor motion carried. Ms. Spahn motioned to approve the consent agenda: approval of the minutes for July 7, 16, 2020, all financial reports for July 2020, and the approval to pay monthly bills as listed. The motion was seconded by Mr. Bare. All were in favor, motion carried.

Reports:

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

Treasurer's Report: Ms. Roe presented the financial report for the month of July 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: Mr. Herrington is working on editing the easement to adhere to Department of Environmental (DEQ) requirements.
- 2.) Unauthorized or Excessive ER Connections: Ms. Roe, Ms. Dahlseid and Mr. Leake are meeting with a company called Innovate on August 26, 2020 to discuss how they can help reconcile the ER connections in the system.
- 3.) Customer Multi-House on One Meter – Correction Letter and Action: Ms. Dahlseid motioned to have Ms. Roe write a letter to the customer and let him know the Board has decided to increase the base rate to include the number of houses being served on one meter followed by a second from Mr. Bare. All were in favor, motion carried. Mr. Herrington will look into the process of attaching a covenant to the property that will require a new meter two any house sold on the one meter should the owner change.
- 4.) Board Action Item List: The Board review the action item list and made edits.

New Business:

- 1.) Approval of Amendments to Utility Easement with ID Parks and Recreation: Mr. Herrington is incorporating edits submitted by Katy with DEQ. When he is done he will submit it back to Katy and once approved with send to Idaho Department of Park and Rec (IDPR) for final approval.
- 2.) Cape Horn Waterline Break – Reimbursement for Water Loss: Ms. Spahn motioned to direct staff to send the invoices to the customer requesting he reimburse the District but do not charge for the water loss followed by a second from Ms. Dahlseid. Mr. Leake was opposed and thought the District should bill for the water loss, the rest of the Board approved. Motion carries.
- 3.) Five Year Construction Plan and Payment to Department of Environmental Quality (DEQ): The Board reviewed the response from DEQ regarding re-payment of the loan and the Board's intended 5-year construction plan. DEQ said "When you start withdrawing from your loan, interest will start accruing on that balance. You are welcome to reach out to Charlie Parkins or I to get an update on your balance and interest accrual at any time during your project. You will want to make sure your balance and interest stay within you loan amount. Once the project is complete we will close your loan and put in repayment. Your first payment will actual start 6 months after your loan is closed. Your repayment will be based on bi-annual payments. I have attached an estimate of would your semi-annual payment would be. It looks like it will be about \$69,518 every six months. Please note that we do have a requirement that you put 10% of your payment amount into a reserve until a full payment is in the reserves."
- 4.) Preliminary Green Project Reserve (GPR) Justification for loan DW2012: The Board directed Ms. Roe to respond to the email and let DEQ know the District plans on circling back around to answer their questions once the design phase is underway and to copy the District's engineer.
- 5.) Update on Source Water Protection Plan and Emergency Response Plan following meeting with John Jose-DEQ: Ms. Spahn and Mr. Bare met with Mr. Jose and designated the point contact persons. Only piece left is to create a 5-year plan. This is expected to be complete by the end of September for board approval. Final Plan should be completed by early October to submit to DEQ.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 4:45 PM following a motion from Mr. Bare and seconded by Ms. Dahlseid. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Calvin Nolan
Chairman on the Board

8/20/2020 Bayview Systems Report

A. Water Production update.

10,250,000 gallons produced by the wells during July. 5,802,000 gallons of consumption registered through customers meters. This works out to 342,000 gallons per day produced by the wells of which 193,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 411 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,448,000 gallons or 43% of production totals by the wells.

11,477,000 gallons produced by the wells during July last year. 7,075,000 gallons of consumption registered through customers meters. This works out to 359,000 gallons per day produced by the wells of which 221,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (469 service connections). Unaccounted for water lost is 4,402,000 gallons or 38% of production totals by the wells.

B. Water system items:

- 1- Water line break on Lakeside at the boat launch.
- 2- Touch screen at Limekiln booster station showing reservoir levels failed.
- 3- Electrical panel at Farragut water tower rebuilt.
- 4- Annual Water sampling.

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. Since April, we have been treating an average of 23,000 gallons per day.

D. Sewer maintenance items.

- 1- Irrigation pond seepage testing update. Possible leaking seem found. Aquadrone Marine repaired it on Tuesday.
- 2- Land application startup depends upon the seepage test. Seepage test starts again at the end of the month.
- 3- 7 septic tanks have been pumped in the past month.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2019 THRU 7/31/2020
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 7/1/2020	July 2020	YTD 7/31/2020	BUDGET 19-20
RESOURCES:				
Certification Fees	\$ 6,521.10	\$ -	\$ 6,521.10	\$ 5,000
Sewer Hookups	\$ 2,640.00	\$ 1,280.00	\$ 3,920.00	\$ 6,400
Water Hookups	\$ 12,260.00	\$ 4,780.00	\$ 17,040.00	\$ 13,500
Misc. Income	\$ 1,227.54	\$ 100.00	\$ 1,327.54	\$ 900
Interest Income	\$ 1,187.65	\$ 30.82	\$ 1,218.47	\$ 1,000
W&S - User Fees	\$ 226,398.18	\$ 44,524.39	\$ 270,922.57	\$ 405,560
TOTAL RESOURCES	\$ 250,234.47	\$ 50,715.21	\$ 300,949.68	\$ 432,360
EXPENSES:				
Sewer Maintenance	\$ 43,820.40	\$ 3,141.92	\$ 46,962.32	\$ 86,040
Water Maintenance	\$ 29,257.59	\$ 10,842.33	\$ 40,099.92	\$ 71,000
Vehicle Expense	\$ 1,030.92	\$ 187.28	\$ 1,218.20	\$ 1,700
Contract Labor	\$ 517.50	\$ -	\$ 517.50	\$ 1,200
Director Fees	\$ 1,450.00	\$ 250.00	\$ 1,700.00	\$ 3,000
Dues & Subscriptions	\$ 1,353.92	\$ 436.99	\$ 1,790.91	\$ 1,700
Office Supplies	\$ 662.31	\$ 95.35	\$ 757.66	\$ 3,500
System Operator	\$ 48,900.00	\$ 7,000.00	\$ 55,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,298.51	\$ 148.75	\$ 1,447.26	\$ 2,500
Printing & Production	\$ 370.27	\$ -	\$ 370.27	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 2,071.50	\$ -	\$ 2,071.50	\$ 7,600
Bank Fees	\$ 123.14	\$ 14.02	\$ 137.16	\$ 300
Assessment Fees	\$ 1,395.00	\$ -	\$ 1,395.00	\$ 1,860
Office Maintenance	\$ 305.00	\$ 41.42	\$ 346.42	\$ 2,000
Accounting Fees	\$ 1,021.25	\$ -	\$ 1,021.25	\$ 10,000
Engineering Fees	\$ 779.13	\$ 1,112.00	\$ 1,891.13	\$ 40,000
Legal Fees	\$ 11,828.56	\$ 386.00	\$ 12,214.56	\$ 17,195
Utilities	\$ 32,165.68	\$ 4,585.32	\$ 36,751.00	\$ 55,000
Payroll Expenses	\$ 22,582.80	\$ 3,412.04	\$ 25,994.84	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 201,062.68	\$ 31,653.42	\$ 232,716.10	\$ 432,360
NET	\$ 49,171.79	\$ 19,061.79	\$ 68,233.58	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 597,981.53	
AVAIL RESOURCES	\$ 301,259.20	\$ 19,061.79	\$ 666,215.11	
TOTAL AVAILABLE CASH	\$ 301,259.20		\$ 675,055.89	
DEPOSITED IN:				
General O&M #7564	\$ 142,504.54			
Sewer Saving #8307	\$ 38,256.72			
Water Saving #8299	\$ 34,097.76			
LID Guarantee #1227	\$ 111,637.29			
LID Fund #9680	\$ 307,131.37			
Water Capital Fund #3587	\$ 41,522.97			
Sewer Capital Fund #3588	\$ 4.54			
TOTAL			\$ 675,155.19	