

# Bayview Water & Sewer District

Broadcasted over ZOOM

## REGULAR MEETING MINUTES

September 17, 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, District treasurer Jessie Roe, District attorney Field Harrington.

**Guests Present:** Frank Roberts and Amanda Knight with Innovate Technology, Douglas Landwehr, and members of the public.

**Consent Agenda:** Ms. Dahlseid motioned to approve the consent agenda: approval of the minutes for August 5, 10, 11, 14, 20, 28, 31, 2020, all financial reports for August 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 August 21, 2020 to September 17, 2020 (attached).

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

### Old/Ongoing Business:

- 1.) Easement Amendment to the United States Navy or the State of Idaho to Include Water Tank and Wells for 99 Years: During negotiations the District became aware of some Idaho Department of Environmental Quality (IDEQ) requirements regarding IDAPA Rules relative to the deep water wells and a 50 foot easement surround them. It will be necessary that the attorney draft language to amend the existing easement agreement to meet those requirements. The District has the same issue with the Assignment of the Easement Deed from the Navy, which will require addition of language to address the IDAPA rule requirements. The Board would like the District attorney to get in contact with their legal command to get the necessary language resolved.
- 2.) Board Action Item List: The Board updated Ms. Roe on their progress and edits and finalized a modern list.
- 3.) Update - Customer Multi-house on One Meter: Ms. Roe informed the Board that a letter was sent out informing the customer of the changes and has subsequently made the needed changes in the billing software.

### New Business:

- 1.) (Action Item): ER Reconciliation/Rate Equity Recommendation: Ms. Dahlseid presented a recommendation letter. Mr. Herrington recommended that a public hearing be held if any one customer's rate is to go up more than 5% (as required by Idaho law). Ms. Dahlseid then

presented her proposed wording for a resolution. Ms. Dahlseid motioned to immediately adopt a resolution to provide that every residential dwelling unit is classified as a residential dwelling unit and service rates are uniform to all persons and properties which are of the same class following the District's legal review. Once approved the District will hold a public hearing. The motion was seconded by Mr. Bare. Ms. Dahlseid requested a roll call vote. Chairman Nolan; aye, Vice-Chair Leake; aye, Mr. Bare; aye, Ms. Dahlseid; aye, Ms. Spahn; aye. All were in favor. Motion carried. Ms. Dahlseid then that the District write to each marina owner to notify them we are enacting our right to a physical inspection of the properties they provide services to for the purposes of reconciling the number and class of services we are providing to them for both water and sewer. The motion was seconded by Mr. Bare. Ms. Dahlseid requested a roll call vote. Chairman Nolan; aye, Vice-Chair Leake; aye, Mr. Bare; aye, Ms. Dahlseid; aye, Ms. Spahn; aye. All were in favor. Motion carried.

- 2.) (Action Item): Discuss Innovate Contract and Services: Mr. Roberts displayed a presentation of his company's history and projects. Following the presentation and Board discussion Ms. Spahn motioned to approve the contract and move forward with the District budget in mind and to be selective in tasks for Innovate to perform first, seconded by Ms. Dahlseid. All were in favor, motion carried. Ms. Roe will review the current expenditures for the fiscal year and compare to the budget and then recommend projects that could be done through Innovate.
- 3.) (Action Item): Review Draft Contract with Idaho Rural Water Assoc. for Rate Study: Anderson Brothers, the District's former auditing company has said that the District's current rates have not been sustaining the District for the last five years. Also, DEQ is requiring information from the District that only a rate study can answer and the District needs to establish a reserve; therefore the District has chosen to perform a rate study. The proposal from IRWA for \$3,800 has been reviewed by the Board. Ms. Spahn motioned to table the decision until the regular October meeting as to give staff time to perform an analysis of current expenditures and compare them to the fiscal year budget, following a motion from Mr. Bare. All were in favor, motion carried.
- 4.) (Action Item): Change Banking Accounts to P1FCU: The Board would like more time for consideration and requested the item be tabled until the regular October meeting and to change the title to "consolidating bank accounts" following a motion from Ms. Spahn and a second by Ms. Dahlseid. All were in favor, motion carried.
- 5.) (Action Item): Move Failed Customer Meters Out of Basement and to Edge of Property: Mr. Kuchenski reported to the Board that there are several meters currently installed inside the basements of homeowners. Two of the meters have since failed and he would like the meters replaced and removed from inside the customer's home. Mr. Leake motioned to replace the meters and re-locate to the public utility right-of-way followed by a second from Mr. Bare. All were in favor, motion carried.
- 6.) (Action Item): Remove Late Fees for a Customer Whose Check Did Not Clear Their Bank: Table to regular October meeting following a motion from Ms. Spahn and seconded by Ms. Dahlseid. All were in favor, motion carried.
- 7.) (Action Item): Review Emergency Response and SWPP (Source Water Protection Plan): Meeting was canceled by John Jose from DEQ and reschedule for September 21, 2020 at 10:00 AM. Ms. Spahn motioned to table to item until the regular meeting in October and seconded by Ms. Dahlseid. All were in favor, motion carried.
- 8.) (Action Item): Final Notice to JUB Engineers - Contract Services Completed: The Board voted to send JUB Engineers a final notice that the contract terms have been filled and their services are no longer needed following a motion from Ms. Spahn and seconded by Mr. Bare. All were in favor, motion carried.

- 9.) (Action Item): Procedure to Identify Reimbursable Expenses from IDEQ/SRF Loan: Ms. Dahlseid requested for Ms. Roe to setup a tracking account for all expenses incurred that are subject for the upcoming DEQ loan reimbursement.
- 10.) (Action Item): Present Fee Schedules From the Two Approved Contractors Identified in the 8/11/20 Special Meeting: Mr. Kuchenski presented three fee schedules: RC Worst, B&B Sani Service, and Amped Pump & Power. The Board voted to table the discussion until the regular October meeting so Mr. Kuchenski could obtain the same values and prices for each vendor for better comparison following a motion from Ms. Spahn and seconded by Mr. Bare. All were in favor, motion carried.
- 11.) (Action Item): Proposed 25 Lot Subdivision Near Proposed 12-inch Transmission Main, Possible Looping of New Main Through the Subdivision: Mr. Landwehr and Mr. Kuchenski presented a plot map for a proposed subdivision on the west side of Bayview, abutting Perimeter Road, across from the Post Office. The District engineer will need to first establish if the 12-inch waterline is necessary; if so, the District will work with the engineer to establish the best route forward for the new subdivision. The Board directed staff to issue a will-serve letter to Mr. Landwehr confirming that District has the capacity to serve 25 new water and sewer connections for the subdivision, what the hookup cost will be, and dependent on the District's engineer approval followed by a motion from Ms. Dahlseid and seconded by Ms. Spahn. All were in favor, motion carried.
- 12.) (Action Item): The manual transfer switch for the generator at well #7 has failed. Replace with Automatic Transfer Switch: Mr. Kuchenski presented a quote in the amount of \$7,130 with a note that another \$3,000 would be needed to update the controls once installed. The Board asked Ms. Roe to inquire whether this cost would be reimbursable under the upcoming State Revolving Fund (SRF) loan. Ms. Dahlseid motioned to approve the repair and the quote following a response from Katy at DEQ whether the cost is reimbursable and was seconded by Ms. Spahn. All were in favor, motion carried.
- 13.) (Action Item): Backup Power for the Cape Horn Estates Reservoir Controls and Offices Controls: Mr. Kuchenski presented a quote in the amount of \$3,130.27 with a note that there would be \$1,500 in labor. In total the project could cost between \$4,500 and \$5,000. The Board asked Ms. Roe to inquire whether this cost would be reimbursable under the upcoming State Revolving Fund (SRF) loan. Mr. Leake motioned to approve the repair and the quote and was seconded by Ms. Dahlseid. All were in favor, motion carried.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 6:30 PM following a motion from Mr. Leake and seconded by Ms. Spahn. 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

## 9/17/2020 Bayview Systems Report

### A. Water Production update.

12,103,000 gallons produced by the wells during August. 8,574,000 gallons of consumption registered through customers meters. This works out to 403,000 gallons per day produced by the wells of which 286,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 607 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,529,000 gallons or 29% of production totals by the wells.

10,804,000 gallons produced by the wells during August last year. 6,765,000 gallons of consumption registered through customers meters. This works out to 349,000 gallons per day produced by the wells of which 218,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is 4,039,000 gallons or 37% of production totals by the wells.

### B. Water system items:

- 1- Manual transfer switch at well #7 has failed. Restarted in time so that the main reservoir did not run dry during the power outage.
- 2- Backup power needed for Cape Horn Estates reservoir and the office.
  - a. Cape Horn Estates reservoir overflowed during the power outage.
- 3- Two meters inside of homes have failed. Move meters out to the street.

### 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- Seepage test passed.
- 2- Land application startup is weather dependent since we are at the end of the irrigation season.
- 3- 2 septic tanks have been pumped in the past month.
- 4- Which party is responsible for repairs when wiring between the circuit breaker in the home and the sewer pump station control box fails?

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2019 THRU 8/31/2020  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 8/1/2020	August 2020	YTD 8/31/2020	BUDGET 19-20
<b>RESOURCES:</b>				
Certification Fees	\$ 6,521.10	\$ 4,169.00	\$ 10,690.10	\$ 5,000
Sewer Hookups	\$ 3,920.00	\$ 1,280.00	\$ 5,200.00	\$ 6,400
Water Hookups	\$ 17,040.00	\$ 9,560.00	\$ 26,600.00	\$ 13,500
Misc. Income	\$ 1,327.54	\$ 200.00	\$ 1,527.64	\$ 900
Interest Income	\$ 1,218.47	\$ 186.79	\$ 1,405.26	\$ 1,000
W&S - User Fees	\$ 270,922.57	\$ 33,919.36	\$ 304,841.93	\$ 405,560
<b>TOTAL RESOURCES</b>	<b>\$ 300,949.68</b>	<b>\$ 49,315.25</b>	<b>\$ 350,264.93</b>	<b>\$ 432,360</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 46,962.32	\$ 10,594.78	\$ 57,557.10	\$ 86,040
Water Maintenance	\$ 40,099.92	\$ 7,562.40	\$ 47,662.32	\$ 71,000
Vehicle Expense	\$ 1,218.20	\$ 251.92	\$ 1,470.12	\$ 1,700
Contract Labor	\$ 517.50	\$ 84.00	\$ 601.50	\$ 1,200
Director Fees	\$ 1,700.00	\$ 250.00	\$ 1,950.00	\$ 3,000
Dues & Subscriptions	\$ 1,790.91	\$ 16.99	\$ 1,807.90	\$ 1,700
Office Supplies	\$ 757.66	\$ 76.00	\$ 833.66	\$ 3,500
System Operator	\$ 55,900.00	\$ 7,000.00	\$ 62,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,447.26	\$ -	\$ 1,447.26	\$ 2,500
Printing & Production	\$ 370.27	\$ 103.16	\$ 473.43	\$ 700
Misc. Expense	\$ -	\$ 5.00	\$ 5.00	\$ -
Liability Insurance	\$ 2,071.50	\$ 300.00	\$ 2,371.50	\$ 7,600
Bank Fees	\$ 137.16	\$ 12.02	\$ 149.18	\$ 300
Assessment Fees	\$ 1,395.00	\$ -	\$ 1,395.00	\$ 1,860
Office Maintenance	\$ 346.42	\$ 261.39	\$ 607.81	\$ 2,000
Accounting Fees	\$ 1,021.25	\$ -	\$ 1,021.25	\$ 10,000
Engineering Fees	\$ 1,891.13	\$ -	\$ 1,891.13	\$ 40,000
Legal Fees	\$ 12,214.56	\$ 520.00	\$ 12,734.56	\$ 17,195
Utilities	\$ 36,751.00	\$ 5,564.08	\$ 42,315.08	\$ 55,000
Payroll Expenses	\$ 25,994.84	\$ 3,090.45	\$ 29,085.29	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 232,716.10</b>	<b>\$ 35,692.19</b>	<b>\$ 268,408.29</b>	<b>\$ 432,360</b>
<b>NET</b>	<b>\$ 68,233.58</b>	<b>\$ 13,623.06</b>	<b>\$ 81,856.64</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 597,981.53</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 320,320.99</b>	<b>\$ 13,623.06</b>	<b>\$ 679,838.17</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 320,320.99</b>		<b>\$ 695,264.89</b>	
<b>DEPOSITED IN:</b>				
General O&M #7564	\$ 151,559.49			
Sewer Saving #8307	\$ 38,097.76			
Water Saving #8299	\$ 34,256.72			
LID Guarantee #1227	\$ 111,679.37			
LID Fund #9680	\$ 314,311.88			
Water Capital Fund #3587	\$ 45,351.65			
Sewer Capital Fund #3588	\$ 4.54			
<b>TOTAL</b>			<b>\$ 695,261.41</b>	