

# Bayview Water & Sewer District

Broadcasted over ZOOM

## REGULAR MEETING MINUTES

October 15, 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 operator Bob Kuchenski, District treasurer Jessie Roe, District attorney Field Herrington and District engineer Kyle Meschko with Keller Associates.

**Guests Present:** Members of the public.

**Consent Agenda:** Ms. Dahlseid motioned to amend the agenda to change the order for old business item one and two and to switch them, followed by a second from Mr. Leake. All were in favor, motion carried. Ms. Dahlseid motioned to approve the consent agenda with an amendment to the October 5, 2020 minutes to reflect Ms. Dahlseid's motion for approving task number two to state that it is also subject to approval from IDEQ for reimbursement. Consent agenda: approval of the minutes for September 17, 22 & October 5, 2020 minutes, all financial reports for September 2020, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Spahn. All were in favor, motion carried.

### Reports:

**Operator Report:** Mr. Kuchenski reported on the District operations from September 18, 2020 to October 15, 2020 (attached).

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

### Old/Ongoing Business:

- 1.) (Action Item): Update: Customer Multi-house on One Meter – Letter Received: The Board directed staff to send a letter to the customer informing them that a decision has not been made yet and more time is needed to research the issue. The District will reach out when they feel they have enough information at hand.
- 2.) (Action Item): Easement Amendment to the United States Navy or the State of Idaho to Include Water Tank and Wells for 99 Years: No updates at this time.
- 3.) (Action Item) Legal Review of Resolutions and Ordinances - Set Special Meeting to review/set policy ER/EDU: Mr. Herrington suggested a rate study recommendation from the engineers to start things off. Ms. Dahlseid would like to work on finalizing the multi-family dwelling definition in Resolution 2007-001.

### New Business:

- 1.) (Action Item): Remove Late Fees for a Customer Whose Check Did Not Clear Their Bank: After much discussion Mr. Leake motioned to waive the late fees based on the customer's good history of making payments on time. Chairman Nolan seconded the motion, all were in favor and the motion carried.

- 2.) (Action Item): Water Modeling and Phase Planning – Keller Associates: The Board decided to wait for approval from the District bond attorney, Laura McAloon, on whether the wording in the bond Resolution 2020-001 accommodates reimbursement under the State Revolving Fund loan with DEQ for water modeling.
- 3.) (Action Item): Review Draft Contract with Idaho Rural Water Assoc. for Rate Study: Table until the attorney can review and approve the updated definition of multi-family dwelling.
- 4.) (Action Item): Consolidating Bank Accounts: Ms. Dahlseid motioned to move the sewer savings fund with the Mountain West Bank account into the sewer capital reserve fund with the State Pool and the water savings account with Mountain West Bank into the water capital fund with the State Pool, followed by a second from Mr. Bare. All were in favor, motion carried.
- 5.) (Action Item): Review Emergency Response Plan and SWPP (Source Water Protection Plan): Ms. Spahn explained that the purpose of the plans are to outline a 5-year strategy on educating the public on clean water and to outline the course of actions for Board members should an emergency arise. The Board talked about setting up a booth at the 4th of July Bayview Daze with informational flyers as well as uploading the pamphlets to the District website. Ms. Spahn is still awaiting certification on these plans and will keep the board updated on the outcome.
- 6.) (Action Item): Grease Trap Pumping and Other Pumping at Captain Wheels: Ms. Roe told the Board that she has seen this issue over and over again in the minutes dating back more than a decade. Ms. Dahlseid said that should would address grease trap pumping rules and regulations in the revised water and sewer ordinance currently being drafted with the District attorney.
- 7.) (Action Item): Contacting Department of Environmental Quality for Changing Sewer Permit: Mr. Kuchenski informed the Board that the sewer permit the District holds through DEQ only holds the District responsible for pumping septic tanks but does not prohibit from passing the cost on to the customer. The Board discussed implementation of an “excessive pumping” reimbursement from the customer. Ms. Dahlseid said she would keep this in mind when working with the attorney on a revised sewer ordinance.
- 8.) (Action Item): Letter Regarding Leak Detection and Winter Care to go Out With Month-Wnd October Statements: Ms. Dahlseid asked Ms. Roe to send out an informational flyer with next month’s bills informing customers of how to best handle winter care and leak detection around their property. Ms. Roe said she would also put some information in the flyer on septic winter care as well.
- 9.) (Action Item): Approve Preliminary Budget: The preliminary budget was approved following a motion from Mr. Leake and 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 6:00 PM following a motion from Ms. Spahn and seconded by Ms. Dahlseid. 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

## 10/15/2020 Bayview Systems Report

### A. Water Production update.

10,999,000 gallons produced by the wells during September. 6,991,000 gallons of consumption registered through customers meters. This works out to 324,000 gallons per day produced by the wells of which 206,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 437 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,008,000 gallons or 36% of production totals by the wells.

7,560,000 gallons produced by the wells during September last year. 3,881,000 gallons of consumption registered through customers meters. This works out to 236,000 gallons per day produced by the wells of which 121,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 260 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is 3,679,000 gallons or 49% of production totals by the wells.

### B. Water system items:

- 1- Manual transfer switch at well #7 has failed. Due to hurricanes & fires, the automatic transfer switch has been ordered & is 6 to 8 weeks out.
- 2- Update: Backup power for Cape Horn Estates reservoir and the office.
- 3- Annual maintenance performed on PRV's in the system.

### 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- Land application treatment site was not started up this year due to delays in getting the seepage test passed and subsequent rainfall.
- 2- 1 septic tank has been pumped & one pump replaced in the past month.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2019 THRU 9/30/2020  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 9/1/2020	September 2020	YTD 9/30/2020	BUDGET 19-20
<b>RESOURCES:</b>				
Certification Fees	\$ 10,690.10	\$ -	\$ 10,690.10	\$ 5,000
Sewer Hookups	\$ 5,200.00	\$ -	\$ 5,200.00	\$ 6,400
Water Hookups	\$ 26,600.00	\$ -	\$ 26,600.00	\$ 13,500
Misc. Income	\$ 1,527.64	\$ 100.00	\$ 1,627.64	\$ 900
Interest Income	\$ 1,405.26	\$ 90.30	\$ 1,495.56	\$ 1,000
W&S - User Fees	\$ 304,841.93	\$ 38,130.15	\$ 342,972.08	\$ 405,560
<b>TOTAL RESOURCES</b>	<b>\$ 350,264.93</b>	<b>\$ 38,320.45</b>	<b>\$ 388,585.38</b>	<b>\$ 432,360</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 57,557.10	\$ 1,125.98	\$ 58,683.08	\$ 86,040
Water Maintenance	\$ 47,662.32	\$ (4,425.03)	\$ 43,237.29	\$ 71,000
Vehicle Expense	\$ 1,470.12	\$ 176.40	\$ 1,646.52	\$ 1,700
Contract Labor	\$ 601.50	\$ 65.00	\$ 666.50	\$ 1,200
Director Fees	\$ 1,950.00	\$ 250.00	\$ 2,200.00	\$ 3,000
Dues & Subscriptions	\$ 1,807.90	\$ 16.99	\$ 1,824.89	\$ 1,700
Office Supplies	\$ 833.66	\$ 64.09	\$ 897.75	\$ 3,500
System Operator	\$ 62,900.00	\$ 7,000.00	\$ 69,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,447.26	\$ 386.15	\$ 1,833.41	\$ 2,500
Printing & Production	\$ 473.43	\$ -	\$ 473.43	\$ 700
Misc. Expense	\$ 5.00	\$ (5.00)	\$ -	\$ -
Liability Insurance	\$ 2,371.50	\$ 3,949.50	\$ 6,321.00	\$ 7,600
Bank Fees	\$ 149.18	\$ 12.02	\$ 161.20	\$ 300
Assessment Fees	\$ 1,395.00	\$ 465.00	\$ 1,860.00	\$ 1,860
Office Maintenance	\$ 607.81	\$ 194.00	\$ 801.81	\$ 2,000
Accounting Fees	\$ 1,021.25	\$ -	\$ 1,021.25	\$ 10,000
Engineering Fees	\$ 1,891.13	\$ -	\$ 1,891.13	\$ 40,000
Legal Fees	\$ 12,734.56	\$ 618.00	\$ 13,352.56	\$ 17,195
Utilities	\$ 42,315.08	\$ 5,459.53	\$ 47,774.61	\$ 55,000
Payroll Expenses	\$ 29,085.29	\$ 3,395.56	\$ 32,480.85	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 268,408.29</b>	<b>\$ 18,748.19</b>	<b>\$ 287,156.48</b>	<b>\$ 432,360</b>
NET	\$ 81,856.64	\$ 19,572.26	\$ 101,428.90	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 597,981.53	
AVAIL RESOURCES	\$ 333,944.05	\$ 19,572.26	\$ 699,410.43	
TOTAL AVAILABLE CASH	\$ 333,944.05		\$ 716,515.63	
DEPOSITED IN:				
General O&M #7564		\$ 162,143.41		
Sewer Saving #8307		\$ 38,100.63		
Water Saving #8299		\$ 34,259.31		
LID Guarantee #1227		\$ 111,695.08		
LID Fund #9680		\$ 316,034.59		
Water Capital Fund #3587		\$ 49,176.53		
Sewer Capital Fund #3588		\$ 4.54		
TOTAL			<b>\$ 711,414.09</b>	