

Bayview Water & Sewer District

Broadcasted over ZOOM

REGULAR MEETING MINUTES

November 19, 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 Caitlin Kling and District engineer Kyle Meschko with Keller Associates.

Guests Present: Members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for October 9, 14, 15, 23 & 30, all financial reports for October 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 October 16, 2020 to November 19, 2020 (attached).

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

New Business:

- 1.) (Action Item): Two or Three SCADA Radio Systems Outdated & Need to be Replaced: The board requested that Ms. Roe submit the quote for State Revolving Fund (SRF) loan eligibility to DEQ. The quote was approved following a motion from Ms. Spahn and seconded by Mr. Bare. All were in favor, motion carried.
- 2.) (Action Item): Review Bank Services with Joy Rogers to Determine Needs and Upgrades: The Board heard about FDIC and all services provided under the insurance policy provided by Mountain West Bank.
- 3.) (Action Item): Justification for Online Payments: Ms. Spahn presented all costs associates to the District for making deposits to the bank.
- 4.) (Action Item): Heartland Services - Online Payments: Ms. Spahn presented services from Heartland and would like to look into getting on-line payments available to Bayview Water and Sewer District customers. Ms. Kling recommended looking into AccessIdaho; their services are free.
- 5.) (Action Item): Approval of Emergency Response and Source Water Protection Plan & Certification: Ms. Spahn informed the Board that she has received a certificate of completion from IDEQ on these plans and would like to know which person to name on the awards for Bayview Water and Sewer District. The board agreed that the Chairman, Calvin Nolan, should be

named. The plans were approved following a motion from Mr. Bare and seconded by Ms. Dahlseid. All were in favor, motion approved.

- 6.) (Action Item): Approval of the Risk Management Plan: The Risk Management Plan was approved following a motion from Ms. Dahlseid and seconded by Ms. Spahn. All were in favor, motion approved.
- 7.) (Action Item): Granting Permanent Ingress and Egress to Property from Land Application Site:
Parcel No. RP54N02W263150A – 60 acres
Parcel No. RP54N02W277201A – 40 acres:
The Board heard from Ellen Sanford with Molpus Woodlands Group making a request to grant an easement across the edge of the property, on the north end, where the treatment site is located for the District. The District attorney advised against traffic next to the treatment site due to safety issues. The Board voted to table to item until further investigation and research was made.
- 8.) (Action Item): Hiring a Part-Time Employee: All Board members were in favor of hiring a part-time employee for the clerical position in the District office.
- 9.) (Action Item): Discuss Procedure to Follow if There is No One in the Office During Business Hours: The Board agreed to post a notice at the office with emergency contact information the next time the office is closed due to illness.
- 10.) (Action Item): How to Handle Reimbursements Not Paid: The District is currently in the process of revising the resolutions and ordinances governing the water and sewer district and would like to include how to handle reimbursements incurred by the District on the customer's behalf.
- 11.) (Action Item): Bank Accounts: State Pool and Mountain West Bank Accounts for Water and Sewer – Rate of Return and Monthly Charges; Comparison: Ms. Dahlseid motioned to rescind the previous motion made at the regular meeting on October 15, 2020 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 Fund, seconded by Ms. Spahn. All were in favor, motion carried.
- 12.) (Action Item): IdWARN - State Wide Water and Wastewater Agency Response Network (WARN): Ms. Spahn suggested John Jose with IDEQ to join the meeting as part of the Source Water Protection Plan and Emergency Response program but has not heard back from him. Table until a response is received.

Old/Ongoing Business:

- 1.) (Action Item): Easement Amendment to the United States Navy or the State of Idaho to Include Water Tank and Wells for 99 Years: Ms. Dahlseid has received a permanent easement for the District from Idaho Department of Idaho Parks and Recreation for the purpose of installing, accessing, replacing, repairing and maintaining underground utility lines to reconstruct, renovate, operate and maintain Pumphouse #8 and the deepwater well in Pumhouse #8, the water line from Pumphouse #8 to intersect the existing water from Pumphouse #7 to the District water tank, the automatic valve connection to the Department's water line and the waterline connection well #8 to the District water tank, together with all rights reasonable necessary or incident thereto, including the right of ingress and egress to and from the said property for testing, enlarging, expanding and maintaining said utility lines and Pumphouse#8 unto said district, its successors and assigns. The Board authorized Chairman Calvin Nolan to sign and execute the agreement following a motion from Ms. Dahlsied and seconded by Mr. Bare. All were in favor, motion carried.

- 2.) (Action Item): Legal Review of Resolutions and Ordinances: Ms. Dahlseid and Ms. Roe have sent all resolutions and ordinance to Ms. Kling and it is a work in progress. Caitlin will have comments by the December meeting.
- 3.) (Action Item): Update: Customer Multi-house on One Meter: Ms. Kling will prepare the covenant(s) notice tied to the effected properties. The Board directed Ms. Roe to send a letter to the customer informing him of the District's progress in the matter.
- 4.) (Action Item): Approve Draft Contract with Idaho Rural Water Assoc. for Rate Study: The Board voted to approve the agreement and to enter into contract with IRWA for a rate study following a motion from Ms. Spahn and seconded by Ms Dahlseid. All were in favor, motion carried.
- 5.) (Action Item): Review Innovate Budget: Ms. Dahlseid motioned to grant an additional \$5,000 in the budget to Innovate for sewer system GIS mapping and ER reconciliation for the fiscal year 2019/2020; until November 30, 2020 followed by a second from Mr. Bare. All were in favor, motion carried.
- 6.) Board Action Item List: The list was review and update by the Board.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 6:23 PM following a motion from Ms. Spahn 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

11/19/2020 Bayview Systems Report

A. Water Production update.

6,805,000 gallons produced by the wells during October. This works out to 220,000 gallons per day produced by the wells. This is the equivalent customer consumption of 467 gallons per day, per service connection. (471 service connections). This reflects a water line break on Navigator Court.

4,484,000 gallons produced by the wells during October last year. This works out to 145,000 gallons per day produced by the wells. This is the equivalent customer consumption of 309 gallons per day, per service connection. (469 service connections).

5,945,000 gallons produced by the wells during October 2 years ago. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 413 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is estimated at 2,794,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- Bayview Water Tower cleaned and disinfected.
- 2- Two of three radio systems as a part of the water system SCADA are antiquated & outdated. Should one of these outdated radios fail, no water can be pumped to the booster stations and reservoirs.
- 3- Manual transfer switch at well #7 has failed. Due to hurricanes & fires, the automatic transfer switch has been ordered & is about 4 weeks out.
- 4- Update: Backup power for Cape Horn Estates reservoir and the office.

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 winterized.
- 2- Five septic tank has been pumped & one pump replaced in the past month.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2019 THRU 10/31/2020
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

| | YTD 10/1/2020 | October 2020 | YTD 10/31/2020 | BUDGET 19-20 |
|-----------------------------|----------------------|----------------------|----------------------|-------------------|
| RESOURCES: | | | | |
| 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 | \$ (2,385.00) | \$ 24,215.00 | \$ 13,500 |
| Misc. Income | \$ 1,627.64 | \$ 162.50 | \$ 1,790.14 | \$ 900 |
| Interest Income | \$ 1,495.56 | \$ 22.89 | \$ 1,518.45 | \$ 1,000 |
| W&S - User Fees | \$ 342,972.08 | \$ 45,861.75 | \$ 388,833.83 | \$ 405,560 |
| TOTAL RESOURCES | \$ 388,585.38 | \$ 43,662.14 | \$ 432,247.52 | \$ 432,360 |
| EXPENSES: | | | | |
| Sewer Maintenance | \$ 58,683.08 | \$ 4,311.50 | \$ 62,994.58 | \$ 86,040 |
| Water Maintenance | \$ 43,237.29 | \$ 18,357.37 | \$ 61,594.66 | \$ 71,000 |
| Vehicle Expense | \$ 1,646.52 | \$ 220.94 | \$ 1,867.46 | \$ 1,700 |
| Contract Labor | \$ 666.50 | \$ 340.00 | \$ 1,006.50 | \$ 1,200 |
| Director Fees | \$ 2,200.00 | \$ 250.00 | \$ 2,450.00 | \$ 3,000 |
| Dues & Subscriptions | \$ 1,824.89 | \$ 16.99 | \$ 1,841.88 | \$ 1,700 |
| Office Supplies | \$ 897.75 | \$ - | \$ 897.75 | \$ 3,500 |
| System Operator | \$ 69,900.00 | \$ 7,000.00 | \$ 76,900.00 | \$ 89,000 |
| Property Taxes | \$ 129.20 | \$ - | \$ 129.20 | \$ 65 |
| Training/Conferences | \$ - | \$ - | \$ - | \$ 1,000 |
| Postage & Delivery | \$ 1,833.41 | \$ 390.59 | \$ 2,224.00 | \$ 2,500 |
| Printing & Production | \$ 473.43 | \$ - | \$ 473.43 | \$ 700 |
| Misc. Expense | \$ - | \$ - | \$ - | \$ - |
| Liability Insurance | \$ 6,321.00 | \$ - | \$ 6,321.00 | \$ 7,600 |
| Bank Fees | \$ 161.20 | \$ 32.02 | \$ 193.22 | \$ 300 |
| Assessment Fees | \$ 1,860.00 | \$ - | \$ 1,860.00 | \$ 1,860 |
| Office Maintenance | \$ 801.81 | \$ 40.00 | \$ 841.81 | \$ 2,000 |
| Accounting Fees | \$ 1,021.25 | \$ - | \$ 1,021.25 | \$ 10,000 |
| Engineering Fees | \$ 1,891.13 | \$ 4,662.05 | \$ 6,553.18 | \$ 40,000 |
| Legal Fees | \$ 13,352.56 | \$ 551.00 | \$ 13,903.56 | \$ 17,195 |
| Utilities | \$ 47,774.61 | \$ 5,408.17 | \$ 53,182.78 | \$ 55,000 |
| Payroll Expenses | \$ 32,480.85 | \$ 3,242.65 | \$ 35,723.50 | \$ 37,000 |
| Capital Additions | \$ - | \$ - | \$ - | \$ - |
| TOTAL EXPENSES | \$ 287,156.48 | \$ 44,823.28 | \$ 331,979.76 | \$ 432,360 |
| NET | \$ 101,428.90 | \$ (1,161.14) | \$ 100,267.76 | |
| PLUS BEG BAL | \$ 252,087.41 | \$ - | \$ 597,981.53 | |
| AVAIL RESOURCES | \$ 353,516.31 | \$ (1,161.14) | \$ 698,249.29 | |
| TOTAL AVAILABLE CASH | \$ 353,516.31 | | \$ 639,565.99 | |
| DEPOSITED IN: | | | | |
| General O&M #7564 | \$ 148,633.99 | | | |
| Sewer Saving #8307 | \$ 38,100.63 | | | |
| Water Saving #8299 | \$ 34,259.31 | | | |
| LID Guarantee #1227 | \$ 111,695.07 | | | |
| LID Fund #9680 | \$ 245,038.13 | | | |
| Water Capital Fund #3587 | \$ 52,999.42 | | | |
| Sewer Capital Fund #3588 | \$ 4.54 | | | |
| TOTAL | | | \$ 630,731.09 | |