

# Bayview Water & Sewer District

Broadcasted over ZOOM

## REGULAR MEETING MINUTES

December 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 and Bob Hansen, District treasurer Jessie Roe, District attorney Caitlin Kling with Lake City Law and District engineer Kyle Meschko with Keller Associates.

**Guests Present:** Harvey Richman, Scott Hoover, as well as, members of the public.

**Consent Agenda:** Ms. Dahlseid motioned to approve the consent agenda: approval of the minutes for November 3, 5, 17, 19, 2020 minutes, all financial reports for November 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 November 20, 2020 to December 17, 2020 (attached).

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

**Engineering Report – Update/Discussion:** Mr. Meschko said there were no new updates from the meeting held on December 16, 2020 and he feels like he has all the direction he needs at this time to keep moving forward.

### New Business:

- 1.) (Action Item): Approve Fiscal Year 2018-2019 Audit – Scott Hoover Will Present and Explain: Scott Hoover went over his final and presented audit and made himself available for any questions from the Board. There were no questions so Mr. Leake motioned to approve the fiscal year 2018-2019 audit with a second from Ms. Dahlseid. All were in favor, motion carried.
- 2.) (Action Item): Annexing 19643 E. Perimeter Rd.: Mr. Meschko presented preliminary costs that may be associated to Mr. Richman annexing into the District estimating anywhere from \$124,100 to \$197,823 with 15-20% contingency increases. Ms. Kling informed the Board of the step-by-step process to annex in a property into the District. Mr. Richman will need to submit a formal request to the District before any next steps can be taken and then a public hearing would need to be held. Ms. Spahn motioned to approve the original will-serve letter given to Mr. Richman from the Board in April 2007 with the agreement that all costs associated with the tie-in and annexation would be at the property owner's expense and the District would bear no costs. The motion was seconded by Mr. Leake, all were in favor, motion carried.

- 3.) (Action Item): Approve ICS Contract for Mountain West Bank Accounts: Ms. Dahlseid said the contract has been reviewed by the District attorney and approved. The purpose of the contract is to make sure all District funds are insured by FDIC. Ms. Dahlseid motioned to enter into the ICS contract with Mountain West Bank. The accounts that will be subject to the ICS contract are the regular checking account, LID guarantee account, LID fund account, and the new checking account for the SRF loan. Ms. Spahn seconded the motion. All were in favor, motion carried.
- 4.) (Action Item): Approve Transferring the LGIP Account to Checking at Mountain West Bank: Ms. Dahlseid will make a formal resolution to outline the water capital facilities fund procedures to reflect the new Mountain West Bank Accounts instead of the old resolutions that outlined the use of LGIP accounts. Ms. Dahlseid motioned to close the LGIP water account and \$8,320, which are identified as the water cap fees, be transferred into the water savings account that will now have a designation of a 'water capital fund'. The balance \$56,824.25 in the LGIP account will be used to open the new checking account at Mountain West Bank that will be identified as IDEQ Loan Fund. Furthermore, the LGIP sewer capital fund with a balance of \$4.54 will be transferred into the Mountain West sewer account, newly designated as a 'sewer capital fund'. The motion was seconded by Mr. Leake. All were in favor, motion carried.
- 5.) (Action Item): Final Adoption of Multifamily Rate – Resolution Approval: The resolution was adopted at the September meeting subject to legal review and approval. Ms. Kling has reviewed the resolution and approved the language. Ms. Spahn motion to approve the resolution followed by a second from Ms. Dahlseid. All were in favor, motion carried. The rate change will occur when the water and sewer resolution and ordinance are final and a public hearing can be held. Ms. Kling will respond to a customer letter received from an owner at the Duwamish Condo Association regarding multi-family rate structure changes.
- 6.) (Action Item): Establish the Selection of Board Positions – Resolution Approval: Ms. Spahn presented a resolution to establish rules for rotating the Board Chairmanship and Vice-Chairmanship every regular Board meeting in January. It also outlines that the treasurer and secretary are held by a paid employee and are not subject to vote or change among Board positions. The resolution was passed following a motion from Ms. Spahn and seconded by Mr. Bare. All were in favor, motion carried.
- 7.) (Action Item): Review and Approve Using PayPort for Online Payments: Ms. Spahn presented her analysis to-date and it will be at no-cost to the District to install an on-line payment processing port on the District website. For every credit/debit card transaction the user will be charged a non-refundable administration fee of 3% + \$1.00 of the amount of the user's payment to the District. The Portal Administration Fee will be retained by Portal Manager, AccessIdaho, as compensation for its services under the agreement. Example: For a \$100 payment to District, User will be charged a Portal Administration Fee of \$4.00, for a total of \$104.00., and will not be collected by the District. For every E-check transaction—should the District choose to offer this online payment option for its Users—in which the Payment System is used, User shall pay, in addition to User's payment to the District, a non-refundable Portal Administration Fee of \$1.00, due at the time the transaction is performed. The contract has been reviewed and approved by the District attorney. Ms. Dahlseid motioned to approve the service and contract followed by a second from Mr. Bare. All were in favor, motion carried. Ms. Spahn will look into the ability to perform recurring payments.

**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 said this activity is on-going and the attorney and her are making great progress.
- 2.) (Action Item) Legal Review of Resolutions and Ordinances: Ms. Dahlseid said she is working on these with the attorney and a complete repeal and replace are in the works for both water and sewer resolution and ordinance.
- 3.) (Action Item): Review Application for IDwarn: Ms. Spahn said this is an emergency aid service that is at no-cost to the District. The District will essentially sign up for the service and add their name to the list with any other participating District or cities and then be able to receive any of their emergency response supplies currently on-hand. The services and application were approved following a motion from Ms. Spahn and seconded by Ms. Dahlseid. All were in favor, motion carried.
- 4.) (Action Item): Multiple Houses on One Meter – Update: Ms. Kling prepared covenant for the properties to be effected but Ms. Roe said that she has since spoke with the property owner and he has informed her that he is not interested in signing the covenant. He would like individual meters installed at the District’s expense to all effected properties. The District will continue to communicate to an agreement with the property owner.
- 5.) (Action Item): Job Description and Wage for Part-Time Office Clerk: Ms. Spahn presented the job description she prepared for the proposed new position and had the District attorney review it. Ms. Kling approved the description. Ms. Spahn requested it be posted it to the District website after the holidays and would like to get someone in the office by the end of February. The job description and suggested starting pay were approved following a motion from Ms. Spahn and seconded by Ms. Dahlseid. All were in favor, motion carried.
- 6.) (Action Item): Review Board Action Item List: Tabled until the special meeting on December 22, 2020.

**Public Matters/Guests:** One member of the public asked to have the IDwarn application and information added to the website and the Board agreed.

With no further business to discuss the regular meeting was adjourned at 5:48 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

## 12/17/2020 Bayview Systems Report

### A. Water Production update.

5,906,000 gallons produced by the wells during November. This works out to 199,000 gallons per day produced by the wells. This is the equivalent customer consumption of 426 gallons per day, per service connection. (471 service connections).

4,671,000 gallons produced by the wells during November last year. This works out to 156,000 gallons per day produced by the wells. This is the equivalent customer consumption of 333 gallons per day, per service connection. (469 service connections).

5,364,000 gallons produced by the wells during November 2 years ago. This works out to 179,000 gallons per day produced by the wells. This is the equivalent of 385 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,521,000 gallons or 47% of production totals by the wells.

### B. Water system items:

- 1- Two of three radio systems as a part of the water system SCADA are antiquated & outdated. Waiting for parts to arrive to install new radios
- 2- Automatic transfer switch for Well #7 scheduled to be installed by Christmas.

### 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- Six septic tank has been pumped & one pump replaced in the past month.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2019 THRU 11/31/2020  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 11/1/2020	November 2020	YTD 11/30/2020	BUDGET 19-20
<b>RESOURCES:</b>				
Certification Fees	\$ 10,690.10	\$ -	\$ 10,690.10	\$ 5,000
Sewer Hookups	\$ 5,200.00	\$ 1,280.00	\$ 6,480.00	\$ 6,400
Water Hookups	\$ 24,215.00	\$ -	\$ 24,215.00	\$ 13,500
Misc. Income	\$ 1,790.14	\$ 162.40	\$ 1,952.54	\$ 900
Interest Income	\$ 1,518.45	\$ 115.06	\$ 1,633.51	\$ 1,000
W&S - User Fees	\$ 388,833.83	\$ 42,491.21	\$ 431,325.04	\$ 405,560
<b>TOTAL RESOURCES</b>	<b>\$ 432,247.52</b>	<b>\$ 44,048.67</b>	<b>\$ 476,296.19</b>	<b>\$ 432,360</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 62,994.58	\$ 6,037.49	\$ 69,032.07	\$ 86,040
Water Maintenance	\$ 61,594.66	\$ 19,890.14	\$ 81,484.80	\$ 71,000
Vehicle Expense	\$ 1,867.46	\$ 190.99	\$ 2,058.45	\$ 1,700
Contract Labor	\$ 1,006.50	\$ -	\$ 1,006.50	\$ 1,200
Director Fees	\$ 2,450.00	\$ 250.00	\$ 2,700.00	\$ 3,000
Dues & Subscriptions	\$ 1,841.88	\$ 17.99	\$ 1,859.87	\$ 1,700
Office Supplies	\$ 897.75	\$ 87.46	\$ 985.21	\$ 3,500
System Operator	\$ 76,900.00	\$ 7,000.00	\$ 83,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 2,224.00	\$ 336.38	\$ 2,560.38	\$ 2,500
Printing & Production	\$ 473.43	\$ 539.17	\$ 1,012.60	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 6,321.00	\$ -	\$ 6,321.00	\$ 7,600
Bank Fees	\$ 193.22	\$ 12.02	\$ 205.24	\$ 300
Assessment Fees	\$ 1,860.00	\$ -	\$ 1,860.00	\$ 1,860
Office Maintenance	\$ 841.81	\$ 40.00	\$ 881.81	\$ 2,000
Accounting Fees	\$ 1,021.25	\$ 9,681.25	\$ 10,702.50	\$ 10,000
Engineering Fees	\$ 6,553.18	\$ -	\$ 6,553.18	\$ 40,000
Legal Fees	\$ 13,903.56	\$ 1,663.50	\$ 15,567.06	\$ 17,195
Utilities	\$ 53,182.78	\$ 4,072.31	\$ 57,255.09	\$ 55,000
Payroll Expenses	\$ 35,723.50	\$ 3,077.03	\$ 38,800.53	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 331,979.76</b>	<b>\$ 52,895.73</b>	<b>\$ 384,875.49</b>	<b>\$ 432,360</b>
<b>NET</b>	<b>\$ 100,267.76</b>	<b>\$ (8,847.06)</b>	<b>\$ 91,420.70</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 597,981.53</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 352,355.17</b>	<b>\$ (8,847.06)</b>	<b>\$ 689,402.23</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 352,355.17</b>		<b>\$ 643,756.68</b>	
<b>DEPOSITED IN:</b>				
General O&M #7564	\$ 137,387.02			
Sewer Saving #8307	\$ 38,100.63			
Water Saving #8299	\$ 34,259.31			
LID Guarantee #1227	\$ 111,722.98			
LID Fund #9680	\$ 259,160.11			
Water Capital Fund #3587	\$ 65,144.25			
Sewer Capital Fund #3588	\$ 4.54			
<b>TOTAL</b>			<b>\$ 645,778.84</b>	