

Bayview Water & Sewer District

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REGULAR MEETING MINUTES

February 18, 2021

Call to Order and Roll Call: Chairperson Ali Spahn opened the meeting at 3:30 pm and a roll call confirmed directors Ted Bare, Colleen Dahlseid and Larry Leake were also present.

Others Present: District operator Bob Kuchenski, District treasurer Jessie Roe, District Clerk Jaimie Star, and District engineer Kyle Meschko with Keller Associates.

Guests Present: Members of the public.

Consent Agenda: Chairperson Spahn motioned to amend the agenda to include the Board action item list under old business number four, followed by a second from Mr. Bare. All were in favor, motion carried. Ms. Dahlseid motioned to approve the consent agenda: approval of the minutes for January 5(x2), 19, 21, 29, 2021 minutes, all financial reports for January 2021, 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 January 22, 2021 to February 18, 2021 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of January 2021 (attached).

Engineering Report – Update/Discussion: Mr. Meschko has been working with his team to implement a Scope of Work and hopes to present this to the Board in the coming weeks.

New Business:

- 1.) Standardizing the Design/Details of What the District Would Require for a New Connection: Mr. Meschko suggested the District review and update their sewer connection packets and the information required when obtaining a new connection. Mr. Meschko will work with the District operator and administrative treasurer to ensure these updates are made and supply the District with more reliability and control.
- 2.) Upgrading the Chlorine Contact Chambers at the Sewer Treatment Site: Mr. Meschko and Mr. Kuchenski informed the Board on how much chlorine is currently being used to treat the sewer effluent at the sewer treatment site which should be a 1:1 ratio; the District is currently using straight chlorine instead. This is costing the District approximately \$3,500 a month during the regular treatment seasons (summer months) and this is a concern for existing system performance. Mr. Meschko suggested that he work with the District operator to possibly redesign the configuration after doing a preliminary review and inspection of the contact chambers. This evaluation could cost less than \$1,000 and a backhoe would be needed. This project is weather permitting and could be done later in spring. Ms. Dahlseid motioned to authorize the preliminary

2/18/2021 Bayview Systems Report

A. Water Production update.

6,025,000 gallons produced by the wells during January. This works out to 194,000 gallons per day produced by the wells. This is the equivalent customer consumption of 200 gallons per day, per service connection. (471 service connections).

5,026,000 gallons produced by the wells during January last year. This works out to 162,000 gallons per day produced by the wells. This is the equivalent customer consumption of 345 gallons per day, per service connection. (470 service connections).

5,086,000 gallons produced by the wells during January 2 years ago. This works out to 164,000 gallons per day produced by the wells. This is the equivalent of 353 gallons per day, per service connection. (465 service connections).

5,822,000 gallons produced by the wells during January 3 years ago. This works out to 189,000 gallons per day or 396 gallons per day, per service connection. (465 service connections).

B. Water system items:

- 1- Leaks may be on the increase.
- 2- Two frozen water meters in the past week.
- 3- Installation of new radios & well 8 pump house heater.

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- Four septic tanks have been pumped in the past month.
- 2- Upgrading chlorine contact time at sewer treatment site.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2020 THRU 1/31/2021
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	January 2021	YTD 1/31/2021	BUDGET 20-21
RESOURCES:				
Certification Fees	\$ 594.99	\$ -	\$ 594.99	\$ 5,000
Sewer Hookups	\$ -	\$ -	\$ -	\$ 6,400
Water Hookups	\$ 2,700.00	\$ 2,700.00	\$ 5,400.00	\$ 13,500
Misc. Income	\$ -	\$ -	\$ -	\$ 900
Interest Income	\$ 60.07	\$ 57.42	\$ 117.49	\$ 1,000
Water - User Fees	\$ 16,275.45	\$ 15,376.86	\$ 31,652.31	\$ 198,840
Sewer - User fees	\$ 14,652.58	\$ 13,281.85	\$ 27,934.43	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 3,800.00	\$ 3,800.00	\$ 7,600.00	\$ 56,000
TOTAL RESOURCES	\$ 38,083.09	\$ 35,216.13	\$ 73,299.22	\$ 500,200
EXPENSES:				
Sewer Maintenance	\$ 7,813.07	\$ 3,083.19	\$ 10,896.26	\$ 85,420
Water Maintenance	\$ 1,723.54	\$ 3,155.98	\$ 4,879.52	\$ 65,500
Vehicle Expense	\$ 156.80	\$ 94.08	\$ 250.88	\$ 2,240
Contract Labor	\$ -	\$ 8,859.57	\$ 8,859.57	\$ 7,310
Director Fees	\$ 250.00	\$ 250.00	\$ 500.00	\$ 3,000
Dues & Subscriptions	\$ 16.99	\$ 76.99	\$ 93.98	\$ 1,872
Office Supplies	\$ 95.35	\$ 143.30	\$ 238.65	\$ 3,250
System Operator	\$ 7,000.00	\$ 7,000.00	\$ 14,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 769.45	\$ 55.00	\$ 824.45	\$ 4,474
Printing & Production	\$ -	\$ -	\$ -	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 8,482
Bank Fees	\$ 12.01	\$ 12.02	\$ 24.03	\$ 194
Assessment Fees	\$ 465.00	\$ -	\$ 465.00	\$ 1,860
Office Maintenance	\$ 40.00	\$ 80.00	\$ 120.00	\$ 1,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ 2,445.82	\$ -	\$ 2,445.82	\$ 22,500
Legal Fees	\$ 981.25	\$ 2,125.00	\$ 3,106.25	\$ 20,000
Utilities	\$ 4,128.07	\$ 5,881.18	\$ 10,009.25	\$ 64,564
Payroll Expenses	\$ 3,348.73	\$ 3,240.05	\$ 6,588.78	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ -	\$ 21,422.50	\$ 21,422.50	\$ 30,000
Operational Expenditures	\$ 29,433.68	\$ 55,478.86	\$ 84,912.54	\$ 469,334
Water - Capital Facilities Funds	\$ 3,800.00	\$ 3,800.00	\$ 7,600.00	\$ 56,000
TOTAL EXPENSES	\$ 29,433.68		\$ 84,912.54	\$ 525,334
NET	\$ 8,649.41	\$ (20,262.73)	\$ (11,613.32)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 260,736.82	\$ (20,262.73)	\$ 634,165.52	
TOTAL AVAILABLE CASH	\$ 260,736.82		\$ 641,857.20	
DEPOSITED IN:				
DEQ-SRF Loan #0117	\$ 60,676.17			
General O&M #7564	\$ 112,984.65			
Sewer Saving #8307	\$ 38,105.17			
Water Saving #8299	\$ 42,581.94			
LID Guarantee #1227	\$ 111,742.07			
LID Fund #9680	\$ 269,427.82			
TOTAL			\$ 635,517.82	