

THREE MILE WATER DISTRICT

Agenda

Monthly board meetings begin at 5:30 p.m. at the Office of Youngwirth Davis & Associates
7193 Main Street Bonners Ferry, Idaho

April 11th, 2024

Roll Call:

Doug Higgins
Darlene Schneider

Pete Wilson
Cecil Wedel

Greg Mead

Others in Attendance:

Crista Davis

Dustin Ridgley

Minutes of Previous Meeting:

Treasurer's Report:

Balance Sheet
Income Statement
Accounts Payable

User Concerns:

- a. None

Old Business:

- a. Canyon Wells Mainline Ext. Railroad Right of Way Crossing Project Progress (Action Item)

Extension Line Projects:

- a. None

Projects Pending DEQ Approval:

- a. None

Maintenance Report:

- a. Dustin Ridgley
 - a. Maas Loop BPS Second Pump (Action Item)
 - b. M1 Sommer Kahanek – Gate Access (Action Item)
 - c. BC Road & Bridge Right of Way Permits (Action Item)

New Business:

- a. Budget Hearing Date (Action Item)
- b. Wayne Dyck (Action Item)
- c. Easement/Flag Lot Enforcement (Action Item)
- d. North Wells Road Maintenance (Action Item)
- e. NB79 & M478 Mainline Upgrade (Action Item)

Correspondence:

- a. BC Planning & Zoning Notice of Public Hearing – File #24-0047
- b. BC Planning & Zoning Notice of Public Hearing – File #24-0047

Hookup Transfers:

- a. M961 Charlotte Means from Delwyn & Twyla Freed – 135 Holly Place (Action Item)
- b. M406 Hangar Lima LLC from Joseph G Lapham & Joseph G Lapham Jr – 203 Industrial Way (Action Item)

New Hookup Applications:

- a. Bryce Jubb – Oxford Road (Action Item)
- b. Northwest Logging Co – 13 Gypo Ct (Action Item)

New Dual Residential Water Service Applications:

- a. None

Executive Session per Idaho Code 74-206f

- a. To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

**Three Mile Water District
Board of Directors
March 14th, 2024**

Chairman Doug Higgins called the regular meeting of the Three Mile Water District Board of Directors to order at 5:30 pm.

1) Roll Call:

Doug Higgins	Darlene Schneider
Cecil Wedel	Greg Mead
Pete Wilson	

Crista Davis	Dustin Ridgley
Bud Litterell	David Chapman
Louis Chapman	

Darlene Schneider motioned to approve the minutes of the previous monthly meeting as presented. Pete Wilson seconded; motion carried.

2) Treasurer's Report

Cecil Wedel motioned to approve the Treasurer's Report, Greg Mead seconded, motion carried.

3) User Concerns:

a) None

4) Old Business:

- a) Canyon Wells Mainline Ext. Railroad Right of Way Crossing Project Progress (Action Item) Tabled until next month.
- b) South Water Treatment Plant HMI Upgrade – Progress (Action Item) Dustin is having a little trouble getting all the pieces, so still working on the project.
- c) Treatment Plant Building Heater Improvement Quotes (Action Item) Dustin said the panel is over 40 years old and having trouble getting a breaker for it. The Board told Dustin to speak with Will at Boundary Electric to determine if there are any breakers available or which route the District should go with the old panel.

5) Extension Line Projects:

a) None

6) Projects Pending DEQ Approval:

a) None

7) Maintenance Report:

a) Dustin Ridgley

- a) 2023 Operation & Maintenance Report (Action Item) Dustin provided the Board with a comparison on water usage between 2022 and 2023. Dustin has identified that the Maas Loop area must have some type of

leak. The Board has directed Dustin to find the issue and get it resolved.

8) New Business

- a) Louis Chapman (Action Item) Louis is working with a customer that will have an approved hookup later in 2023, Louis would like to finish the work for the customer when it is time for hookup however the customer was told he had to use Mastre. Louis would like to finish the job and wanted approval from the Board to install the meter and finish the work when the hookup is approved.
- b) Litterell – Parcel Split (Action Item) Bud Litterell and his son Jediah have their homes and their hookups on one piece of property. Jediah wants to split the property, however both pieces of property need to touch the main line. Doug Higgins showed Bud that Jediah can split the property with a flag lot and that will meet the requirements of the District. The Board also explained they cannot agree to a variance on this issue, as the policy states the property must touch the main line, and there is a solution to the split of this property.
- c) Albert Solt – Building Placement for New Hookup Variance. The house has been on a well for several years, the well is going dry and would like to apply for a hookup but cannot get a placement permit for an existing home. The board agreed to allow the variance of no placement permit with the application.

9) Correspondence:

- a) BC Planning & Zoning Notice of Public Hearing – File #24-0046
- b) BC Planning & Zoning Notice of Public Hearing – File #24-0039
- c) BC Planning & Zoning Notice of Public Hearing – File #24-0029
- d) BC Planning & Zoning Notice of Public Hearing – File #23-0180
- e) BC Planning & Zoning Notice of Public Hearing – File #24-0051
- f) City of Bonners Ferry Notice of Public Hearing – File #S04-23
- g) Consolidated Supply – Letter
- h) BC Road & Bridge Amendment for Water Line Repair on Roosevelt Permit Request (Action Items)

10) Hookup Transfers: (Action Items)

- a) M160 David & Bethany Cowell from Stephen & Deanna Galbraith – 478 Day Break Road (Action Items) Approved

11) New Hookups:

- a) Toby & Jamie Schnuerle – Conrad Place (Action Item) Approved
- b) Jan & Janet Reinking – 851 Chokecherry Drive (Action Item) Approved

12) New Dual Residential Water Service Applications:

- a) M52 Mark & Lorelee Carey – 111 Wistful Way (Action Item) Approved
- b) M769 Ashley Goodenough – 1004 Sunrise Road (Action Item) Approved

13) Executive Session:

a) None

Darlene Schneider motioned to adjourn the meeting, Pete Wilson seconded, motioned carried.

Next Regular Meeting April 11th, 2024, at 5:30 p.m. at 7193 Main St., Bonners Ferry, ID.

DRAFT

Three Mile Water District
Balance Sheet
March 31, 2024

ASSETS

Current Assets		
Cash on Hand	\$	(1,149.02)
Mtn. West Bank -Operating 0154		1,281,799.33
Mtn. West Bank Expansion -0103		1,063,253.34
Mtn Wt Bnk-Flex - 0851		216,838.02
Water Accounts Receivables		24,616.40
		2,585,358.07
Total Current Assets		
Property and Equipment		
System Improvements		214,093.86
Computer & Equipment		11,154.60
Pumps / Frequency Drives		78,320.83
Communication Equipment		16,569.29
Equipment		27,559.49
Water System at Cost		2,718,409.48
Accumulated Depr		(2,638,802.36)
DB86 Aerater		86,100.00
2018 2500HD Silverado		39,956.60
Land		26,996.42
		580,358.21
Total Property and Equipment		
Other Assets		
Receivables/BC Treasurer		16,392.58
Prepaid Insurance		4,091.31
PrePaid Office Expenses		1,394.42
Prepaid DEQ		3,106.00
Facility Plan		57,962.70
Accumulated Amortization		(2,519.47)
		80,427.54
Total Other Assets		
Total Assets	\$	3,246,143.82

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	17,312.88
Employment Tax Payable		3,253.22
Bulk Water Setup Deposit		500.00
		21,066.10
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		21,066.10
Capital		
US Government Grant		901,235.00
Net Fund Balance		2,246,193.11
Net Income		77,649.61
		3,225,077.72
Total Capital		
Total Liabilities & Capital	\$	3,246,143.82

Three Mile Water District
Income Statement
Compared with Budget
For the Four Months Ending March 31, 2024

	Current Month Actual	Year to Date Actual	Year to Date Budget
Revenues			
Regular Water Sales	\$ 40,240.00	\$ 160,514.63	\$ 451,200.00
Water Overages	3,229.04	(2,323.57)	20,000.00
Commerical / Bulk Water Sales	0.00	0.00	1,500.00
Finance Charge	65.07	217.28	250.00
Late Fee	150.00	533.47	0.00
Labor - Administration Fee	0.00	115.00	125.00
Capitalization Fees	10,000.00	40,000.00	120,000.00
Interest Income	2,292.40	7,346.30	12,000.00
Total Revenues	<u>55,976.51</u>	<u>206,403.11</u>	<u>605,075.00</u>
Cost of Sales			
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>55,976.51</u>	<u>206,403.11</u>	<u>605,075.00</u>
Expenses			
Salaries-Maint.	10,845.00	28,665.00	80,000.00
Mileage-Maintenance	0.00	0.00	150.00
Payroll Taxes&Workers Comp.	852.41	2,240.58	9,635.00
Fringe Benefits	0.00	0.00	6,000.00
Accounting / Audit	5,277.25	19,766.75	60,000.00
Repair/Supplies General	14,520.61	48,811.30	95,000.00
Office Supplies & Postage	603.13	2,985.36	7,000.00
Engineering Fees	0.00	7,196.05	0.00
Telephone	291.51	1,266.46	2,500.00
Utilities/Canyon Wells	372.51	1,422.04	20,000.00
Utilities/Hop Wells	1,524.55	5,029.09	20,000.00
Website	0.00	0.00	500.00
Chemicals	0.00	0.00	400.00
Lab Fees	135.60	495.60	2,500.00
DEQ Fee Assessments	0.00	0.00	3,650.00
Utility Truck Expense	104.01	3,257.66	5,000.00
Taxes & Licenses	0.00	782.36	70.00
Location Expense	130.00	315.90	1,600.00
Insurance	817.68	3,270.72	5,450.00
Professional Fees	778.71	2,161.13	75,000.00
Seminars / Classes / Training	0.00	0.00	1,500.00
Membership Dues	0.00	927.50	500.00
License	0.00	0.00	1,000.00
Bank Charges	40.00	160.00	600.00
Fixed Asset Additions	0.00	0.00	205,520.00
Small Tools	0.00	0.00	500.00
SCADA Upgrade Expense	0.00	0.00	1,000.00
Total Expenses	<u>36,292.97</u>	<u>128,753.50</u>	<u>605,075.00</u>
Net Income	<u>\$ 19,683.54</u>	<u>\$ 77,649.61</u>	<u>\$ 0.00</u>

Three Mile Water District**Check Register**

For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
13022	4/10/24	Accurate Testing Labs LLC	60.00
13023	4/10/24	Boundary County Solid Wast	75.60
13024	4/10/24	City of Bonners Ferry	372.51
13025	4/10/24	Consolidated Supply Co.	1,565.28
13026	4/10/24	Core&Main	3,305.34
13027	4/10/24	First Bankcard	2,253.11
13028	4/10/24	Munibilling	1,434.44
13029	4/10/24	Northern Lights I nc	1,524.55
13030	4/10/24	PelicanCorp One Call, I nc	130.00
13031	4/10/24	Pollardwater	209.80
13032	4/10/24	Verizon Wireless	100.70
13033	4/10/24	Water Systems Mgt., I nc.	175.00
13034	4/10/24	Youngwirth, Davis & Associa	5,840.93
13035	4/11/24	Dustin L. Ridgley	6,283.18
Total			<u>23,330.44</u>

Sat	3/9/2024	1	Daily checks.
Sun	3/10/2024	1	Daily checks.
Mon	3/11/2024	8	Daily checks. Finalized O&M report by looking over all the data sets and rehearsing talking points. Dust off the meter maintenance book and start planning for meter replacements.
Tue	3/12/2024	8	Daily checks. Meeting at YDACP to go over user concerns, bills, invoices, agenda for upcoming board meeting. Review new hookup apps and Transfers. Continue planning for meter replacements and other springtime maintenance projects. Call from Scott Brown with Sewell Engineering, they received a response from UP Railroad requesting additional information. He was also wondering if I could send him water usage history for hookup NB76 Three Mile Corner Store for planning to install a septic system. Call from Customer M756 Tricia Brackebusch, she is wondering where the water meter is for their hookup.
Wed	3/13/2024	8	Daily checks. Weekly checks. Despite not being able to get any County Road & Bridge ROW permits, I got a solid maintenance plan in place for this spring. Drove around to select project sites to prep for meter replacements starting on Panorama Dr. Called Mastre Backhoe to see when they could be ready to install new hookups and start working on spring projects. Lance said he'd most likely be able to start on Friday. Call from Doug with some questions about agenda items. Locates.
Thu	3/14/2024	6	Daily checks. Prep for Board meeting. Prep for meter reading. Call from Mryon Wenger wondering if the deadline for his plans was tonight or next board meeting. Call from Jediah Litterell, he won't be able to make it to Board meeting, but his dad plans on attending. He would like to be patched into a conference call if possible. Board meeting.
Fri	3/15/2024	8	Daily checks. Read meters. Call from Mastre Backhoe, they're backhoe is broke down, should have it fixed next week. Locates.
Sat	3/16/2024	1	Daily checks.
Sun	3/17/2024	1	Daily checks.
Mon	3/18/2024	8	Daily checks. Call from customer M470 Ryan Skrivseth, would like to meet with me to discuss location of water main crossing under his property. Met with Ryan, he's planning on planting spruce trees near fence line, just want's to make sure he's not planting them in the water easement. Located 4" mainline. Call from Berry Fisher, wondering why Mastre hasn't shown up yet, explained to him that they will be there to install his new hookup tomorrow morning. Exported meter reads to laptop. Imported meter reads into meter info spreadsheet. Meter rereads and checks. Locates.
Tue	3/19/2024	8	Daily checks. Met with Mastre Backhoe to assist contractor with installation of new hookup M984. Call from Contractor for customer M978, would like the water to be turned on for new hookup. Explained to contractor that I will need to inspect everything before the water can be turned on. Inspected hookup, customer has yard hydrant tied into service line, requiring a backflow preventer to be installed. Call from Jan Reinking M985, he'd like for me to hold off on installing his new hookup as he is planning a lot line adjustment. Assisted Mastre Backhoe with meter replacement NB88 and M210. Call from Debbie Ferguson with ICRMP, she'd like to meet with me and discuss all the benefits of ICRMP. Set meeting for Wednesday at 4pm. Call from Dean Johnson, he was wondering if TMWD treats the water or adds anything to it. Locates.
Wed	3/20/2024	9	Daily checks. Weekly checks. Call from Jan Reinking M985, he wanted to discuss his plan to do a lot line adjustment. I explained to him what he needs to do to meet the District rules and encouraged him to submit a plan to the District for approval before making the adjustment. Assisted Mastre Backhoe with hookup replacements M185A & M365. Met with Debbie with ICRMP at Mugsy's.
Thu	3/21/2024	8	Daily checks. Replaced aerator filters at N Treatment facility. Power outage at N Wells. Called consolidated supply to order brass bushings and other parts for meter replacements. Prep new worksites for meter replacement projects. Having difficulty getting 811 to put Ziplly fiber on their utility locate tickets. Created 3 project designs for County R&B ROW permits and submitted to R&B. Spoke with Renee at R&B, she spoke their attorney and have decided not to issue TMWD ROW permits until the amended permit R&B emailed me is signed and submitted. Locates.
Fri	3/22/2024	8	Daily checks. Having all sorts of trouble submitting 811 utility locate tickets. Ziplly Fiber keeps removing themselves from the dig tickets and the number to reach them goes to voicemail. Perfect day for planning out at Maas Lp BPS. Drove out to BPS with new pump to do some planning. However, the new pump looks like it's half the size of the old one. After doing some math, I was dismayed to believe that the pump was too small. Called Jamon with Ensz pump to discuss situation. Met with him at Booster station. Discussed my plans to add pump. Cleaned up concrete at meter replacement sites. Prepped new sites for more replacements. Locates.
Sat	3/23/2024	1	Daily checks.

Sun	3/24/2024	1	Daily checks. Call from John Nelson, City of Moyie Springs. The sole water mainline that delivers water from the Cities wells to their WTP broke and washed out the canyon hillside it was bedded into. He was wondering if I could help him activate the water intertie between TMWD and the City to provide the city with approx. 150 gpm until they can get it repaired within 2 weeks. Drove out to intertie vault and throttled valve on to approx. 150 gpm. Received another call from John, he just wanted to make sure I was able to get the water on at the intertie.
Mon	3/25/2024	9	Daily checks. Call from Mastre Backhoe, they can work today. Assisted contractor with meter replacements M80A & M71. While digging to replace M70, discovered an abandoned hookup for NB8. Another active hookup for NB8 exists in another location. Instructed Mastre to remove the abandoned hookup. Looked over hookup site to plan to disconnect water line at mainline and cap corp stop. Attempted to call Ensz pump a few times, got a call back. Discussed pump sizing questions. Jamon said he'd get back to me after he looked over the pump info for the existing pump I sent over to him.
Tue	3/26/2024	8	Daily checks. More planning for more hookup replacements. Met with Mastre backhoe and discussed projects. Would like to see them get blowoff hydrants installed on at least half of the dead end mainlines this year. Assisted contractor with hookup replacement M169. Contractor also had enough time to add a blowoff hydrant to the end of 4" mainline ending at Sunset Nursing Home. Locates.
Wed	3/27/2024	10	Daily checks. Weekly checks. Still having trouble with Ziplly fiber locating their utilities so much so that it's interfering with Mastre Backhoe wasting time to show up to dig for nothing. Met with customer Dave Winey to discuss adding a blowoff hydrant at the end of a water mainline that ends in his parking lot. Customer said he lived there a long time and doesn't remember there being a mainline installed. Met with Mastre Backhoe to at blowoff hydrant at the end of Amoth Rd. Met with Customer M1 Sommer Kahanek, she wanted to know if TMWD had an easement going through her property. She also wanted to know if the District could build a gate on her fence line so that if the District needed access to the mainline on her property, we could use the gate instead of taking down her fence. She also wanted to inform the District that after we installed a hookup for customer M26 at the end of the mainline, a large amount of silt and sand entered into her plumbing and damaged it and she would like the District to remedy her. I informed her that I was unsure about the easement, I would mention the gate idea to the Board, but she would have to directly address the District about the damaged plumbing. Call from Doug, questions about BC R&B ROW permit amendment. Locates.
Thu	3/28/2024	8	Daily checks. Met with Ziplly Fiber utility locate contractor NSIC to discuss issues with Ziplly removing themselves from locate requests. He heard that if I make the locate area large enough, Ziplly will not remove themselves. Called Jeremy Davy with Cabinet Mtn Water District to discuss issues with 811 since he is the chairman of the Utility locating commission. He said he was aware of the issue but he is having a difficult time getting Ziplly to work with him. Call from Doug, he met with BC Road & Bridge. Mastre Backhoe finished up installing Blowoff hydrant at end of Amoth Rd and replacing hookup M100. Met with Mastre to plan for additional projects. Took load of concrete trash to landfill. Locates.
Fri	3/29/2024	8	Daily checks. Plan for more Hookup replacements and blowoff hydrant projects. Update records for hookup accounts. Gather more concrete and trash from replacement sites. Update maps of water system on computer. Locates.
Sat	3/30/2024	1	Daily checks. Call from Clint Roney M200, he noticed an overage on his bill, concerned it's a leak. I offered to come out and look at it, but he wanted to schedule a meeting during business hours.
Sun	3/31/2024	1	Daily checks.
Mon	4/1/2024	8	Daily checks. Call from KML Lab, customer M770 speaking with Jeff Varelman, he was informed that they have an overage that he did not agree with. I informed customer that I noticed a significant amount of water discharging from a waste line in a ditch next to their lab and that was most likely the source of the overage. The customer did not agree and requested that I check the meter for leaks ASAP. Met with Mastre Backhoe to work on maintenance projects. Drove out to hookup M770 to check meter for leaks and verify. Verified usage was correct. Called customer to notify. He then explained to me that he took a look at the pipe I was talking about and investigated finding that some of his equipment was in fact malfunctioning. Met with Mastre Backhoe to look over excavation site at hookup NB79 where I planned to install a blow off hydrant. No mainline exists in that location. 2 hookups are tied to 1 inch pvc line. Locates.
Tue	4/2/2024	8	Daily checks. Collected monthly water samples. Met with Mastre Backhoe at the end of Champs Rd, they are ready to work on BO hydrant install. Call Ensz pump to ask for an update on quote. Installed vault for BO hydrant at Sunset Nursing home. Plan for more hookup replacements. Locates.

