

**Bayview Water & Sewer District**  
Broadcasted over ZOOM

**REGULAR MEETING MINUTES**  
July 16, 2020

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

**Others Present:** District operators Bob Kuchenski and District treasurer Jessie Roe.

**Guests Present:** Kyle Meschko with Keller Associates and members of the public.

**Consent Agenda:** Mr. Nolan asked to amend the agenda to include an introduction of Keller Associates engineering firm who is interested in submitting a proposal in response to the open Request For Qualification (RFQ). Ms. Dahlseid motioned to amend the agenda to include the introduction followed by a second from Ms. Spahn. All were in favor motion carried. Ms. Spahn motioned to approve the consent agenda: approval of the minutes for June 4, 5, 12, 18 (special), 18 (regular), 29, 2020 minutes, all financial reports for June 2020, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Dahlseid. All were in favor, motion carried.

Next, Kyle Meschko with Keller Associates introduced himself and detailed the history of his firm and expressed their interest in working with the District.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from June 18, 2020 to July 16, 2020 (attached).

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

**Old/Ongoing Business:**

- 1.) Lease Amendment to the United States Navy or the State of Idaho to Include Water Tank and Wells for 99 Years: Ms. Dahlseid reported that she hadn't heard from the Naval Base yet but has been working with Idaho Department of Park and Rec (IDPR) as well as the District's attorney to finalize a legal description in the permanent easement the District is trying to obtain on Well #8 and its main pipelines. The District plans on offering \$1 for the purchase and will await the decision of IDPR.
- 2.) Unauthorized or Excessive ER Connections: Nothing new to report at this time.
- 3.) Review Board Action Item List: The Board reviewed the list and requested Ms. Roe to remove item eleven.
- 4.) Review and Approve Final Water Facility Plan: Ms. Dahlseid motioned to approve the final Water Facility Plan followed by a second from Ms. Spahn. All were in favor, motion carried. The Board then directed staff to update the website with the final plan.

**New Business:**

- 1.) Discuss Finding Of No Significant Impact (FONSI) Process for Water Facility Plan: The Board discussed the 30-day environmental comment period and the process. This is the last step in closing the final version of the Water Facility Plan. Once the 30-day period is closed Department of Environmental (DEQ) will issue a final WFP.
- 2.) Operation and Maintenance Manual: The Board directed Ms. Roe to send the current files the previous Board worked on with John Jose with DEQ. Ms. Spahn and Mr. Bare will sit down with John Jose on July 30, 2020 at 1:00 PM.
- 3.) Approve Delinquent Account Lists to Certify to Bonner and Kootenai County: The list was approved for certification following a motion from Ms. Dahlseid and seconded by Ms. Spahn. All were in favor, motioned carried.
- 4.) Replace Limekiln Booster Station Display Panel: Mr. Kuchenski presented a quote from Bigfoot Technologies to replace the display panel for \$2,300.00. The Board voted to approve it following a motion from Mr. Bare and seconded by Ms. Spahn. All were in favor, motion carried.
- 5.) Replace Electrical Panel at the Water Tower: Mr. Kuchenski presented a quote from Bigfoot Technologies to replace the electrical panel for \$800. The Board voted to approve it following a motion from Ms. Dahlseid and seconded by Mr. Bare. All were in favor, motion carried.

**Public Matters/Guests:** One member of the public asked if the Board was made aware of which portion of the certified fees were from unpaid LID's, water and sewer. The Board informed her that they were provided with a detailed list which is confidential to the public.

With no further business to discuss the regular meeting was adjourned at 4:47 PM following a motion from Ms. Dahlseid 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

# 7/16/2020 Bayview Systems Report

## A. Water Production update.

8,076,000 gallons produced by the wells during June. 4,857,000 gallons of consumption registered through customers meters. This works out to 261,000 gallons per day produced by the wells of which 157,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 333 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,219,000 gallons or 40% of production totals by the wells.

8,891,000 gallons produced by the wells during June last year. 4,751,000 gallons of consumption registered through customers meters. This works out to 296,000 gallons per day produced by the wells of which 158,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 339 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 4,140,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- Water main break at the Cape Horn reservoir.
- 2- Dromore booster SCADA upgrade completed.
- 3- Touch screen at Limekiln booster station showing reservoir levels failed.
- 4- Electrical panel at Farragut water tower is failing.
- 5- Monitoring Waiver Application.

## 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.

## D. Sewer maintenance items.

- 1- Irrigation pond seepage testing update.
- 2- Land application startup depends upon the seepage test.
- 3- Silvicultural test update.
- 4-

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2019 THRU 6/30/2020  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 6/1/2020	June 2020	YTD 6/30/2020	BUDGET 19-20
<b>RESOURCES:</b>				
Certification Fees	\$ 4,869.94	\$ 1,651.16	\$ 6,521.10	\$ 5,000
Sewer Hookups	\$ 1,360.00	\$ 1,280.00	\$ 2,640.00	\$ 6,400
Water Hookups	\$ 4,780.00	\$ 7,480.00	\$ 12,260.00	\$ 13,500
Misc. Income	\$ 1,227.54	\$ -	\$ 1,227.54	\$ 900
Interest Income	\$ 1,060.22	\$ 127.43	\$ 1,187.65	\$ 1,000
W&S - User Fees	\$ 188,727.81	\$ 37,670.37	\$ 226,398.18	\$ 405,560
<b>TOTAL RESOURCES</b>	<b>\$ 202,025.51</b>	<b>\$ 48,208.96</b>	<b>\$ 250,234.47</b>	<b>\$ 432,360</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 37,249.41	\$ 6,570.99	\$ 43,820.40	\$ 86,040
Water Maintenance	\$ 27,127.62	\$ 2,129.97	\$ 29,257.59	\$ 71,000
Vehicle Expense	\$ 824.62	\$ 206.30	\$ 1,030.92	\$ 1,700
Contract Labor	\$ 517.50	\$ -	\$ 517.50	\$ 1,200
Director Fees	\$ 1,200.00	\$ 250.00	\$ 1,450.00	\$ 3,000
Dues & Subscriptions	\$ 1,336.93	\$ 16.99	\$ 1,353.92	\$ 1,700
Office Supplies	\$ 662.31	\$ -	\$ 662.31	\$ 3,500
System Operator	\$ 41,900.00	\$ 7,000.00	\$ 48,900.00	\$ 89,000
Property Taxes	\$ 129.20	\$ -	\$ 129.20	\$ 65
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,149.76	\$ 148.75	\$ 1,298.51	\$ 2,500
Printing & Production	\$ 320.80	\$ 49.47	\$ 370.27	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 2,071.50	\$ -	\$ 2,071.50	\$ 7,600
Bank Fees	\$ 109.12	\$ 14.02	\$ 123.14	\$ 300
Assessment Fees	\$ 930.00	\$ 465.00	\$ 1,395.00	\$ 1,860
Office Maintenance	\$ 200.00	\$ 105.00	\$ 305.00	\$ 2,000
Accounting Fees	\$ 1,021.25	\$ -	\$ 1,021.25	\$ 10,000
Engineering Fees	\$ 547.65	\$ 231.48	\$ 779.13	\$ 40,000
Legal Fees	\$ 11,828.56	\$ -	\$ 11,828.56	\$ 17,195
Utilities	\$ 27,464.92	\$ 4,700.76	\$ 32,165.68	\$ 55,000
Payroll Expenses	\$ 19,376.79	\$ 3,206.01	\$ 22,582.80	\$ 37,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 175,967.94</b>	<b>\$ 25,094.74</b>	<b>\$ 201,062.68</b>	<b>\$ 432,360</b>
<b>NET</b>	<b>\$ 26,057.57</b>	<b>\$ 23,114.22</b>	<b>\$ 49,171.79</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 597,981.53</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 278,144.98</b>	<b>\$ 23,114.22</b>	<b>\$ 647,153.32</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 278,144.98</b>		<b>\$ 655,497.35</b>	
<b>DEPOSITED IN:</b>				
General O&M #7564	\$ 130,848.27			
Sewer Saving #8307	\$ 38,097.76			
Water Saving #8299	\$ 34,256.72			
LID Guarantee #1227	\$ 111,637.30			
LID Fund #9680	\$ 306,634.63			
Water Capital Fund #3587	\$ 34,052.15			
Sewer Capital Fund #3588	\$ 4.54			
<b>TOTAL</b>			<b>\$ 655,531.37</b>	