

# Bayview Water & Sewer District

ZOOM TELECONFERENCE  
<https://us04web.zoom.us/j/7977383830>  
Meeting ID: 797 738 3830

## SPECIAL MEETING MINUTES

October 14, 2020

**Call to Order and Roll Call:** Chairman Calvin Nolan opened the meeting at 1:06 PM and a roll call confirmed Vice-Chair Larry Leake and directors Colleen Dahlseid and Ali Spahn were also present.

**Others Present:** District system operator Bob Kuchenski and District treasurer Jessie Roe were present.

**Guests Present:** Amanda Knight and Frank Roberts with Innovate.

### Agenda Items

- 1.) Plan of Action with Innovate regarding ER Reconciliation and Mapping: Mr. Roberts started by updating the Board with current tasks his company is working on with GIS mapping since the contract was signed. His main area of interest was what tasks the District would like to work on next while being conscious of the current fiscal year budget. The Board decided to proceed with tasks 1-5 with a not-to-exceed of \$5,000 in billable time until after the end of the District's fiscal year budget period of November 30, 2020 following a motion from Mr. Leake and seconded by Ms. Spahn. All were in favor, motion carried.

Given the below rates, the following table provides an estimate of the staff time and cost associated with each task of the project:

Task Title	High Hours	High Cost	Low Hours	Low Cost
Task 1. Create GIS Data Conversion Workflow	70	\$4,928	36	\$2,652
Task 2. Configure ArcGIS Online	11	\$658	4	\$236
Task 3. GIS Conversion of Historic Maps	52	\$3,336	20	\$1,181
Task 4. Conversion of tabular data from ER Record Book	25	\$1,238	15	\$743
Task 5. Linkage to Historic Parcels	80	\$6,981	40	\$3,490
Task 6. Linkage to Current Parcels	40	\$1,981	20	\$991
Task 7. Linkage to El Dorado	30	\$3,548	10	\$1,183
Task 8. Create Help Documentation	16	\$792	10	\$495
Task 9. Provide Ad Hoc Support	80	\$6,711	20	\$1,678
<b>Range of Total Cost</b>	<b>404</b>	<b>\$30,174</b>	<b>175</b>	<b>\$12,648</b>

With no further business to discuss the special meeting was adjourned at 1:46 PM following a motion from Ms. Spahn, seconded by Ms. Dahlseid. All were in favor, motion carried.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Calvin Nolan  
Chairman on the Board