

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

**REGULAR MEETING MINUTES**

March 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, Calvin Nolan, Colleen Dahlseid and Larry Leake were also present.

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

**Guests Present:** Members of the public.

**Consent Agenda:** Mr. Bare motioned to approve the consent agenda: approval of the minutes for February 4, 11, 18, 2021 minutes, all financial reports for February 2021, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Dahlseid. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from February 19, 2021 to March 18, 2021 (attached).

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

**Engineering Report – Update/Discussion:** Mr. Meschko has put together a scope of work for the Board to review. Ms. Dahlseid asked Ms. Roe to setup a meeting with the District operator, Mr. Kuchenski, to review the draft.

**New Business:**

- 1.) Labor Contract Monitoring for Water Project; Approve Obtaining a Quote from Panhandle Area Council (PAC) and Keller Associates: Mr. Meschko advised against third party contracting and said that his firm would put together a quote for the District.
- 2.) Capitalization Fees; Review Legal Counsel's Calculation Formula & Approve CPA to Recalculate at Pre-Audit Prep: Mr. Meschko and Ms. Kling explained to the Board how capitalization fees are calculated and that it would need to be evaluated by the District engineer. The Board informed Mr. Meshcko that they are in the process of finalizing a rate study review with Idaho Rural Water Association (IRWA) and this will aide Keller Associates in the District's assets evaluation.
- 3.) Reserved or "Un-serviced" Equivalent Residential (ER) Units; Approve Task for Engineering Fees to Determine Cost of Holding: The Board would like to see a task order from Keller Associates to evaluate the cost of unused ER's. As it is now, the current customers are carrying the cost to support the sewer system while new connections are unable to be made. Mr. Meshcko said he would start evaluating this for the Board.

- 4.) Review Board Action Item List: The Board review and updated the Board action item list. The Board asked Ms. Roe to email Kyle regarding the Project Schedule to submit to IDEQ.
- 5.) Review Customer Delinquent List: The Board reviewed the District delinquent list.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 5:47 PM following a motion from Mr. Leake and seconded by Ms. Dahlseid. All were in favor, motion carried.

**Announcements:** None

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Ali Spahn  
Chairperson of the Board

# 3/18/2021 Bayview Systems Report

## A. Water Production update.

6,399,000 gallons produced by the wells during February. This works out to 229,000 gallons per day produced by the wells. This is the equivalent customer consumption of 486 gallons per day, per service connection. (471 service connections).

5,054,000 gallons produced by the wells during February last year. This works out to 174,000 gallons per day produced by the wells. This is the equivalent customer consumption of 370 gallons per day, per service connection. (470 service connections).

5,992,000 gallons produced by the wells during February 2 years ago. This works out to 214,000 gallons per day produced by the wells. This is the equivalent of 460 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,816,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- Leaks may be on the increase.
- 2- One house completely flooded do to broken pipes.
- 3- Installation of new radios update.

## 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- No septic tanks have been pumped in the past month.
- 2- Sewer treatment site set to open in April or later depending on the weather and saturated ground.
- 3- Pump controls repaired Sewer Triplex.



**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2020 THRU 2/28/2021  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	February 2021	YTD 2/28/2021	BUDGET 20-21
<b>RESOURCES:</b>				
Certification Fees	\$ 594.99	\$ 3,448.51	\$ 4,043.50	\$ 5,000
Sewer Hookups	\$ -	\$ 1,280.00	\$ 1,280.00	\$ 6,400
Water Hookups	\$ 5,400.00	\$ 5,400.00	\$ 10,800.00	\$ 13,500
Misc. Income	\$ -	\$ -	\$ -	\$ 900
Interest Income	\$ 117.49	\$ 4.88	\$ 122.37	\$ 1,000
Water - User Fees	\$ 31,652.31	\$ 7,752.90	\$ 39,405.21	\$ 198,840
Sewer - User fees	\$ 27,934.43	\$ 12,303.59	\$ 40,238.02	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 7,600.00	\$ 3,800.00	\$ 11,400.00	\$ 56,000
<b>TOTAL RESOURCES</b>	<b>\$ 73,299.22</b>	<b>\$ 33,989.88</b>	<b>\$ 107,289.10</b>	<b>\$ 500,200</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 10,896.26	\$ 2,250.46	\$ 13,146.72	\$ 85,420
Water Maintenance	\$ 4,879.52	\$ 6,446.30	\$ 11,325.82	\$ 65,500
Vehicle Expense	\$ 250.88	\$ 118.47	\$ 369.35	\$ 2,240
Contract Labor	\$ 8,859.57	\$ 4,307.50	\$ 13,167.07	\$ 7,310
Director Fees	\$ 500.00	\$ 250.00	\$ 750.00	\$ 3,000
Dues & Subscriptions	\$ 93.98	\$ 634.99	\$ 728.97	\$ 1,872
Office Supplies	\$ 238.65	\$ 92.25	\$ 330.90	\$ 3,250
System Operator	\$ 14,000.00	\$ 7,000.00	\$ 21,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 824.45	\$ 324.69	\$ 1,149.14	\$ 4,474
Printing & Production	\$ -	\$ 81.75	\$ 81.75	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 8,482
Bank Fees	\$ 24.03	\$ 48.00	\$ 72.03	\$ 194
Assessment Fees	\$ 465.00	\$ -	\$ 465.00	\$ 1,860
Office Maintenance	\$ 120.00	\$ 40.00	\$ 160.00	\$ 1,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ 2,445.82	\$ (1,970.00)	\$ 475.82	\$ 22,500
Legal Fees	\$ 3,106.25	\$ 1,622.90	\$ 4,729.15	\$ 20,000
Utilities	\$ 10,009.25	\$ 5,413.71	\$ 15,422.96	\$ 64,564
Payroll Expenses	\$ 6,588.78	\$ 3,255.58	\$ 9,844.36	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 21,422.50	\$ 5,087.80	\$ 26,510.30	\$ 30,000
<b>Operational Expenditures</b>	<b>\$ 84,912.54</b>	<b>\$ 35,004.40</b>	<b>\$ 119,916.94</b>	<b>\$ 469,334</b>
Water - Capital Facilities Funds	\$ 7,600.00	\$ 3,800.00	\$ 11,400.00	\$ 56,000
<b>TOTAL EXPENSES</b>	<b>\$ 84,912.54</b>		<b>\$ 119,916.94</b>	<b>\$ 525,334</b>
NET	\$ (11,613.32)	\$ (1,014.52)	\$ (12,627.84)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 240,474.09	\$ (1,014.52)	\$ 633,151.00	
TOTAL AVAILABLE CASH	\$ 240,474.09		\$ 640,917.68	
DEPOSITED IN:				
DEQ-SRF Loan #0117		\$ 60,676.17		
General O&M #7564		\$ 120,132.43		
Sewer Saving #8307		\$ 38,105.17		
Water Saving #8299		\$ 42,581.95		
LID Guarantee #1227		\$ 111,741.08		
LID Fund #9680		\$ 269,502.84		
<b>TOTAL</b>			<b>\$ 642,739.64</b>	