

# Bayview Water & Sewer District

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

## SPECIAL MEETING MINUTES

March 11, 2021

**Call to Order and Roll Call:** Chairperson Ali Spahn opened the meeting at 12:09 PM and a roll call confirmed directors Colleen Dahlseid, and Ted Bare were also present.

**Others Present:** District attorney Caitlin Kling, District treasurer Jessie Roe and District clerk Jaimie Star.

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

### Agenda Items

1. Review Scope of Work submitted by Keller Associates: Ms. Dahlseid said she spoke with the District engineer and he recommended that the Board/District form a separate committee, not compromised of Board members, to implement plans and converse on the progress of the project(s) as the District moves through the phases of upgrades. The District attorney, Caitlin Kling added that unless a quorum was present at the meeting (three or more Board members) there is no need to create or post an agenda, therefore, no minutes are required. Ms. Kling then suggested the Board look into hiring an outside company to perform labor monitoring for the project phases. Panhandle Area Council (PAS) has done this for many Districts and cities in and around the Panhandle Area and they are quite skilled. Ms. Dahlseid asked Ms. Roe to reach out to PAC and inquire with Keller Associates on whether they have any other recommendations on companies who have experience in labor monitoring and reporting on Davis Bacon wages. Ms. Dahlseid then informed the Board that Keller Associates has included a disclaimer with their Scope of Work with a 15% overage and 30% contingency since the figures they are using were developed by the previous engineering company, JUB Engineers, and not actually done by Keller Associates. Keller does not have any concerns with the total project cost done by JUB Engineers.

The two phases and their area of concern are as follows:

- Phase 1 - Repairing/replacing transmission lines: Lakes Highway will be resurfacing the streets of Bayview in 2023. Following their completion will be a 5-year no cut rule; meaning no one will be allowed to cut into the newly replaced asphalt for 5 years after the new roads are complete. Any work the District needs to do on the transmission lines that will affect the streets needs to be done before Lakes Highway starts their work in 2023.
- Phase 2: Tank rehabilitation: The temperature for the coating to adhere properly to the tank needs to be above freezing temperatures. Also, Farragut's tank will need to be used for a backup water source for the community of Bayview while the tank is being worked on. The District will need to carefully coordinate the use of their tank after the peak season demand for Farragut State Park and before the cold weather hits the area.

Ms. Dahlseid asked Ms. Roe to search the office records for the Cape Horn Booster Station Easements and the Dromore Booster Station Easements by the Board meeting on March 18, 2021.

The Board then discussed the bid process and Ms. Kling explained that it is the same process for Request for Proposals (RFP). The Board will review all interested applicants/bids, respond to questions from the applicants and then interview their preferred companies.

With no further business to discuss the special meeting was adjourned at 1:09 PM following a motion from Mr. Bare and 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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Ali Spahn  
Chairperson of the Board