

**Bayview Water & Sewer District**  
16401 E. Emerson Dr., Bayview, ID 83803  
Broadcasted over ZOOM

**REGULAR MEETING MINUTES**  
April 15, 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 Shon Luoma were also present.

**Others Present:** District operator Bob Kuchenski, District treasurer Jessie Roe.

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

**Consent Agenda:** Mr. Nolan motioned to approve the consent agenda: approval of the minutes for March 11, 18, 26, 2021 minutes, all financial reports for March 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 March 19, 2021 to April 15, 2021 (attached).

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

**Engineering Report – Update/Discussion:** Nothing new to report at this time.

**New Business:**

- 1.) Certificate of Election – Oath of Office; Seat 1, 2, 4 & 5: Ms. Roe read the Oath of Office and swore in Ms. Dahlseid, Ms. Spahn, Mr. Bare and Mr. Luoma and presented all members with their certificate of election.
- 2.) Nominate and Vote; Replace Vice-Chair: Chairperson Spahn nominated Ms. Dahlseid to hold the position of vice-chair and Ms. Dahlseid accepted the nomination. All were in favor and Ms. Dahlseid will become the vice-chair of the Board.
- 3.) Reflection Ridge Development; Conrad Konen – Sewer Connections: The Board heard from Mr. Konen who would like to request twelve (12) additional sewer connections and twelve (12) additional water connections for parcel number B-4800-002-005-0. The Board informed him that there is currently a moratorium on providing new sewer connections, but they are in the process of instituting an ER buy-back program between the District and its customers. If this program is developed, then the District will notify all customer's and develop a process for new and/or existing customers to purchase additional ER's (sewer connections). The program would not be investigated until a new sewer ordinance is adopted and all other areas of concern are addressed.
- 4.) Two Parcels Connected into One Sewer Tank: Mr. Kuchenski informed the Board of a recent issue with two separate parcels sharing a septic tank. The District was not made aware of the customer agreement until the customer with the power to the pump in the septic tank dis-

continued their power supply to the septic tank and the adjoining homeowner experienced their septic system slowing and eventually backing up into their house. At this time, the customer called the District and the issue was recognized. The District was able to determine that both customers have their own sewer bill and are being charged appropriately for their own connection into the system. Ms. Dahlseid stated that the position of the District was to enforce the Sewer Ordinance rules and regulations which require a separate connection for each parcel. The Board decided to table the conversation to the May regular meeting.

- 5.) New Subdivision and Will-Serve Letter Requirements: The Board needs to schedule a review meeting with the District attorney and District engineer to and would like to develop and implement a cost reimbursement agreement. Item tabled until the May regular meeting.
- 6.) Review Draft Reimbursement Agreement and Construction Improvement Agreement: The Board reviewed the draft reimbursement agreement and construction improvement agreement submitted by the District attorney. The Board would like to wait until the District engineer finalizes their construction documents to ensure the agreement aligns with the engineer's documents.

**Old/Ongoing Business:**

- 1.) Reserved or "Un-serviced" Equivalent Residential (ER) Units: Ms. Dahlseid would like to outline a fee process in the new sewer ordinance for unused ER's being held but not used even if not immediately enforced. This would outline the process for the future of the District to be able to do so should they implement it.
- 2.) Legal Review of Resolutions and Ordinances: Sewer ordinance workshops will be underway towards the end of May. The water ordinance will need to be amended with the necessary changes to create fair equity among customers.
- 3.) Easement Amendment to the United States Navy to Include Water Tank and Wells: Ms. Dahlseid is in communication with a representative from the Navy on the West coast to ensure they are in full understanding on the backstory of the District, their needs, and their goals for the future. The setback requirements for well #7 were sent to Idaho Fish and Game for signature and then will be recorded.
- 4.) Labor Contract Monitoring for Water Project: Keller projects a \$3,000 increase in contract to accommodate labor monitoring.
- 5.) Review Board Action Item List: The Board reviewed and updated the action item list.
- 6.) Review Customer Delinquent List: The Board reviewed the delinquent list.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 5:42 PM following a motion from Ms. Dahlseid and seconded by Mr. Nolan. 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

# 4/15/2021 Bayview Systems Report

## A. Water Production update.

6,583,000 gallons produced by the wells during march. This works out to 212,000 gallons per day produced by the wells. This is the equivalent customer consumption of 450 gallons per day, per service connection. (471 service connections).

6,503,000 gallons produced by the wells during March last year. This works out to 210,000 gallons per day produced by the wells. This is the equivalent customer consumption of 447 gallons per day, per service connection. (470 service connections).

6,680,000 gallons produced by the wells during March 2 years ago. This works out to 215,000 gallons per day produced by the wells. This is the equivalent of 462 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 3,140,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- Installation of new radios completed.
- 2- 12 projects scheduled since load limits have come off.
- 3- All equipment, including generators & alarms functioned properly during the power outage on March 21<sup>st</sup>.

## 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- Five septic tanks have been pumped in the past month. One check valve repair at the Duwamish condos.
- 2- Sewer treatment site set to open in April or later depending on the weather and saturated ground.
- 3- Two homeowners sharing same septic tank and pump system (see main agenda).

**BAYVIEW WATER & SEWER DISTRICT**  
YR TO DATE 12/1/2020 THRU 3/31/2021  
**RESOURCES/EXPENSES**  
**CASH BASIS - PRELIMINARY**

	YTD 12/1/2020	March 2021	YTD 3/31/2021	BUDGET 20-21
<b>RESOURCES:</b>				
Certification Fees	\$ 4,043.50	\$ 194.92	\$ 4,238.42	\$ 5,000
Sewer Hookups	\$ 1,280.00	\$ -	\$ 1,280.00	\$ 6,400
Water Hookups	\$ 10,800.00	\$ 2,699.99	\$ 13,499.99	\$ 13,500
Misc. Income	\$ -	\$ 851.79	\$ 851.79	\$ 900
Interest Income	\$ 122.37	\$ 18.45	\$ 140.82	\$ 1,000
Water - User Fees	\$ 31,805.21	\$ 17,498.47	\$ 49,303.68	\$ 198,840
Sewer - User fees	\$ 40,238.02	\$ 19,714.87	\$ 59,952.89	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 11,400.00	\$ 3,800.00	\$ 15,200.00	\$ 56,000
<b>TOTAL RESOURCES</b>	<b>\$ 99,689.10</b>	<b>\$ 44,778.49</b>	<b>\$ 144,467.59</b>	<b>\$ 500,200</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 13,146.72	\$ 2,435.36	\$ 15,582.08	\$ 85,420
Water Maintenance	\$ 11,325.82	\$ 1,271.04	\$ 12,596.86	\$ 65,500
Vehicle Expense	\$ 369.35	\$ 94.18	\$ 463.53	\$ 2,240
Contract Labor	\$ 13,167.07	\$ 769.37	\$ 13,936.44	\$ 7,310
Director Fees	\$ 750.00	\$ 250.00	\$ 1,000.00	\$ 3,000
Dues & Subscriptions	\$ 728.97	\$ 1,384.94	\$ 2,113.91	\$ 1,872
Office Supplies	\$ 330.90	\$ 1,749.94	\$ 2,080.84	\$ 3,250
System Operator	\$ 21,000.00	\$ 7,000.00	\$ 28,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,149.14	\$ 359.70	\$ 1,508.84	\$ 4,474
Printing & Production	\$ 81.75	\$ -	\$ 81.75	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -	\$ 3,949.50	\$ 3,949.50	\$ 8,482
Bank Fees	\$ 72.03	\$ 16.00	\$ 88.03	\$ 194
Assessment Fees	\$ 465.00	\$ 465.00	\$ 930.00	\$ 1,860
Office Maintenance	\$ 160.00	\$ 49.11	\$ 209.11	\$ 1,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ 475.82	\$ -	\$ 475.82	\$ 22,500
Legal Fees	\$ 4,729.15	\$ 176.00	\$ 4,905.15	\$ 20,000
Utilities	\$ 15,422.96	\$ 5,023.07	\$ 20,446.03	\$ 64,564
Payroll Expenses	\$ 9,844.36	\$ 4,571.53	\$ 14,415.89	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 26,510.30	\$ 7,163.89	\$ 33,674.19	\$ 30,000
<b>Operational Expenditures</b>	<b>\$ 119,916.94</b>	<b>\$ 36,728.63</b>	<b>\$ 156,645.57</b>	<b>\$ 469,334</b>
Water - Capital Facilities Funds	\$ 11,400.00	\$ 3,800.00	\$ 15,200.00	\$ 56,000
<b>TOTAL EXPENSES</b>	<b>\$ 119,916.94</b>		<b>\$ 156,645.57</b>	<b>\$ 525,334</b>
<b>NET</b>	<b>\$ (20,227.84)</b>	<b>\$ 8,049.86</b>	<b>\$ (12,177.98)</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 645,778.84</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 231,859.57</b>	<b>\$ 8,049.86</b>	<b>\$ 633,600.86</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 231,859.57</b>		<b>\$ 644,619.37</b>	
<b>DEPOSITED IN:</b>				
DEQ-SRF Loan	#0117	\$ 60,677.47		
General O&M	#7564	\$ 120,277.94		
Sewer Saving	#8307	\$ 38,107.98		
Water Saving	#8299	\$ 42,585.10		
LID Guarantee	#1227	\$ 111,742.52		
LID Fund	#9680	\$ 272,758.52		
<b>TOTAL</b>			<b>\$ 646,149.53</b>	