

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

**REGULAR MEETING MINUTES**  
May 20, 2021

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

**Others Present:** District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe, District clerk Clint Kuhman, District attorney Caitlin Kling (via Zoom) and District engineer Kyle Meschko (via Zoom).

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

**Consent Agenda:** Mr. Bare motioned to approve the consent agenda: approval of the minutes for April 2, 15, 2021 minutes, all financial reports for April 2021, and the approval to pay monthly bills as listed. The motion was seconded by Mr. Luoma. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from April 16, 2021 to May 20, 2021 (attached).

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

**Engineering Report – Update/Discussion:** Mr. Meschko said their next step in the water bond project will be to locate all water and sewer lines and have a kickoff meeting sometime in June to discuss construction standards. Also, the sewer treatment site will need to be evaluated for its chlorine contact time to see if any adjustments need to be made. Mr. Kuchenski believes that chlorine prices are on the rise and the only way to keep the costs reasonable will be to do that evaluation of the chlorine contact time.

**New Business:**

- 1.) Ingress/Egress Sewer Treatment Site: The company inquiring about the ingress and egress did not show up for the Board meeting, so the agenda item was cancelled. Item will be revived if/when the company contacts the District again. Mr. Hansen, the District's Sewer Operator, informed the Board that any such agreement for Ingress/Egress would have to go before IDEQ for approval and would also result in the District losing a portion of the usable land at the treatment site, as any public access requires a setback from treatment activity. He strongly urged against considering any such access. Chairman Spahn instructed Mr. Nolan to advise the persons seeking the easement that they can make a future request, but given the new information, it will not be favorably considered by the Board.
- 2.) Discuss Booth for Bayview Daze: Mr. Bare was able to determine a price for the booth at \$15 because the District has been, and currently still is, paying membership dues to the

Bayview Chamber of Commerce. Chairperson Spahn directed Mr. Kuhman to finalize this arrangement and secure a booth.

- 3.) Audited Financial Statement: Ms. Dahlseid directed Ms. Roe to setup a special meeting with the District's pre-auditor and auditor to discuss the final audited financial statement as well as making the final payment to Department of Environmental Quality (DEQ) for Local Improvement District (LID) number two to clear the funds from restricted and give the District the ability to start a guarantee fund for the new water project revenue bond account.

**Old/Ongoing Business:**

- 1.) Two Parcels Connected into One Sewer Tank: Ms. Kling will review the customer's email that was sent to the District and get back to the Board with any thoughts and legal advice pertaining to the District's responsibility in this matter. Ms. Dahlseid stated that the position of the District will be to enforce the sewer ordinance rules and regulations which require a separate connection for each parcel. The Board tabled the discussion to the June regularly scheduled board meeting until review from legal counsel.
- 2.) Update on Winter Leaks - Response to Letters: Chairperson Spahn asked staff if there were any complaints or responses to the spring 2021 leak letters sent out, to which Ms. Roe said there has not been any resistance from the customers on this topic. Chairperson Spahn requested that this item stay on the agenda for another month.
- 3.) Draft Reimbursement Agreement and Construction Improvement Agreement: Ms. Kling clarified that the construction agreement is intended for subdivisions and not for the individual parcel connections. Ms. Dahlseid mentioned that the documents received from Mr. Meschko and Ms. Kling regarding these agreements were not complimentary of each other and she would like to see a more finalized approach between the attorney and engineer before the Board approves these documents. Ms. Kling agreed and said that her and the District engineer still need to meet to finalize their documents; this will be done by the June regularly scheduled board meeting. The Board asked to table the discussion to next month's board meeting.
- 4.) New Subdivision and Will-Serve Letter Requirements: The Board reviewed the finalized will-serve letter and approved it following a motion from Ms. Dahlseid and seconded by Mr. Bare. All were in favor, motion carried. Ms. Roe will send it out to the customer once the Chairperson signs.
- 5.) Reserved or "Un-serviced" Equivalent Residential (ER) Units: Ms. Dahlseid said 37.6 of the outstanding ER's are reserved. If you look at the cash flow basis on the draft of the financial statement for sewer income this is a huge issue. The new sewer ordinance has the ability to enact a fee for vacant or reserved ER's and it is stated that it must be done by Board action, the engineer will calculate it and then be approved by legal counsel just in case the District needs to enact the change. This change is not expected in the near future, merely the process is outlined in the new ordinance. Mr. Hansen said that most Districts charge a standby fee (not a full connected fee) to maintain their ability to hold the unused ER. The Board agreed that other customers are subsidizing those unused ER connections.
- 6.) Legal Review of Resolutions and Ordinances: A workshop needs to be scheduled among Board members for review.

- 7.) Easement Amendment to the United States Navy to Include Water Tank and Wells: Ms. Kling said she is still awaiting final signature but all the terms have been agreed to.
- 8.) Review Board Action Item List: The Board reviewed and updated the action item list.
- 9.) 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 5:14 PM following a motion from Mr. Bare and seconded by Mr. Luoma. 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

## 5/20/2021 Bayview Systems Report

### A. Water Production update.

6,665,000 gallons produced by the wells during April. This works out to 222,000 gallons per day produced by the wells. This is the equivalent of 473 gallons per day, per service connection. (470 service connections).

Winter time production and consumption for 2021:

45,824,000 gallons produced by the wells from September 30<sup>th</sup> to April 30<sup>th</sup>. 19,894,000 gallons of consumption registered through customers meters. This works out to 216,000 gallons per day produced by the wells of which 94,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 200 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 25,930,000 gallons or 57% of production totals by the wells.

5,770,000 gallons produced by the wells during April last year. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 409 gallons per day, per service connection. (470 service connections).

Winter time production and consumption for 2020:

38,019,000 gallons produced by the wells from September 30<sup>th</sup> to April 28<sup>th</sup>. 14,294,000 gallons of consumption registered through customers meters. This works out to 180,000 gallons per day produced by the wells of which 68,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 145 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 23,725,000 gallons or 62% of production totals by the wells.

5,884,000 gallons produced by the wells during April 2 years ago. This works out to 196,000 gallons per day produced by the wells. This is the equivalent of 422 gallons per day, per service connection. (465 service connections).

Winter time production and consumption in 2019:

37,468,000 gallons produced by the wells from September 28<sup>th</sup> to May 1st. 13,118,000 gallons of consumption registered through customers meters. This works out to 175,000 gallons per day produced by the wells of which 61,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 131 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 24,350,000 gallons or 65% of production totals by the wells.

B. Water system items:

- 1- One commercial customer used 4.2 million gallons over the Winter.
- 2- Ten new meter installations occurring at this time.
- 3- Cape Horn Estates PRV's 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- One septic tank has been pumped in the past month.
- 2- Sewer treatment site set to open in this month depending on the weather and saturated ground.
- 3- Soaring chlorine costs ahead.
- 4- Manhole lid crushed by tree.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2020 THRU 4/30/2021  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	April 2021	YTD 4/30/2021	BUDGET 20-21
<b>RESOURCES:</b>				
Certification Fees	\$ 4,238.42	\$ 1,711.46	\$ 5,949.88	\$ 5,000
Sewer Hookups	\$ 1,280.00	\$ -	\$ 1,280.00	\$ 6,400
Water Hookups	\$ 13,499.99	\$ 5,400.00	\$ 18,899.99	\$ 13,500
Misc. Income	\$ 851.79	\$ -	\$ 851.79	\$ 900
Interest Income	\$ 140.82	\$ 38.98	\$ 179.80	\$ 1,000
Water - User Fees	\$ 49,303.68	\$ 13,734.96	\$ 63,038.64	\$ 198,840
Sewer - User fees	\$ 59,952.89	\$ 14,413.87	\$ 74,366.76	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 15,200.00	\$ 3,800.00	\$ 19,000.00	\$ 56,000
<b>TOTAL RESOURCES</b>	<b>\$ 144,467.59</b>	<b>\$ 39,099.27</b>	<b>\$ 183,566.86</b>	<b>\$ 500,200</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 15,582.08	\$ 2,814.54	\$ 18,396.62	\$ 85,420
Water Maintenance	\$ 12,596.86	\$ (204.09)	\$ 12,392.77	\$ 65,500
Vehicle Expense	\$ 463.53	\$ 83.12	\$ 546.65	\$ 2,240
Contract Labor	\$ 13,936.44	\$ -	\$ 13,936.44	\$ 7,310
Director Fees	\$ 1,000.00	\$ 250.00	\$ 1,250.00	\$ 3,000
Dues & Subscriptions	\$ 2,113.91	\$ 16.99	\$ 2,130.90	\$ 1,872
Office Supplies	\$ 2,080.84	\$ 66.74	\$ 2,147.58	\$ 3,250
System Operator	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,508.84	\$ 323.90	\$ 1,832.74	\$ 4,474
Printing & Production	\$ 81.75	\$ -	\$ 81.75	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,949.50	\$ -	\$ 3,949.50	\$ 8,482
Bank Fees	\$ 88.03	\$ 20.00	\$ 108.03	\$ 194
Assessment Fees	\$ 930.00	\$ -	\$ 930.00	\$ 1,860
Office Maintenance	\$ 209.11	\$ -	\$ 209.11	\$ 1,000
Accounting Fees	\$ -	\$ -	\$ -	\$ 10,000
Engineering Fees	\$ 475.82	\$ -	\$ 475.82	\$ 22,500
Legal Fees	\$ 4,905.15	\$ 62.10	\$ 4,967.25	\$ 20,000
Utilities	\$ 20,446.03	\$ 4,896.39	\$ 25,342.42	\$ 64,564
Payroll Expenses	\$ 14,415.89	\$ 4,234.22	\$ 18,650.11	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 33,674.19	\$ 1,406.09	\$ 35,080.28	\$ 30,000
<b>Operational Expenditures</b>	<b>\$ 156,645.57</b>	<b>\$ 20,970.00</b>	<b>\$ 177,615.57</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>\$ 156,645.57</b>		<b>\$ 177,615.57</b>	<b>\$ 525,334</b>
<b>NET</b>	<b>\$ (12,177.98)</b>	<b>\$ 18,129.27</b>	<b>\$ 5,951.29</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 645,778.84</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 239,909.43</b>	<b>\$ 18,129.27</b>	<b>\$ 651,730.13</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 239,909.43</b>		<b>\$ 664,403.08</b>	
<b>DEPOSITED IN:</b>				
DEQ-SRF Loan	#0117	\$ 64,481.56		
General O&M	#7564	\$ 134,673.83		
Sewer Saving	#8307	\$ 38,107.98		
Water Saving	#8299	\$ 42,585.10		
LID Guarantee	#1227	\$ 111,749.08		
LID Fund	#9680	\$ 274,430.42		
<b>TOTAL</b>			<b>\$ 666,027.97</b>	