

Bayview Water & Sewer District

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

SPECIAL MEETING MINUTES

May 6, 2021

Call to Order and Roll Call: Chairperson Ali Spahn opened the meeting at 11:00 AM and a roll call confirmed Vice-Chair Colleen Dahlseid and directors Shon Luoma, and Calvin Nolan were also present.

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

Guests Present: None.

Agenda Items

1. Approval of Engineering Scope of Work (SOW): Ms. Dahlseid motioned to approve the SOW from Keller submitted May 5, 2021 and was seconded by Mr. Luoma. All were in favor, motion carried.
2. Will Serve Letter – Subdivision Format: The well has the capacity to serve the proposed new subdivision with 25 connections however, the minimum of 40 PSI will not be able to be met with the existing infrastructure the District has. Furthermore, Mr. Meschko is not comfortable with signing off, as an engineering firm, on promising the 25 sewer connections without reviewing the specification and initial setup pertaining to capacity on the sewer system side. He would like the District to search their records to see if any documentation can be found pertaining to capacity in the initial design process which would be stamped by an engineer. After more documentation is retrieved and turned over to Keller then a meeting should be setup with the District operators and District engineer. Ms. Kling and Mr. Meshcko will get together and can provide a final will serve letter by the end of next week.
3. Water Leak: Mr. Kuchenski reported on the recent discovery of a customer's water leak over the winter of over 4 million gallons. Ms. Roe said, historically, the District has done a 50/50 forgiveness of the charge even though there is nothing written in the resolutions that the District is required to perform this practice. This is only done during the first initial spring reading of the year because the meters are not read during the winter months. When the customer is notified of the leak they have 30 days to show proof of the repair to be considered for the 50/50 forgiveness program. The customer has been notified and the District is awaiting their response.
4. Board Approval of New Hire – Office Clerk: Chairperson Spahn explained her recent interview and says this applicant appears to be a good fit for what the District needs. He has extensive experience in customer service, cash handling and computer skills and all of his references checked out and were very favorable. Mr. Nolan motioned to hire Clint Kuhman starting at \$15 and hour, seconded by Mr. Luoma. All were in favor, motion carried.

With no further business to discuss the special meeting was adjourned at 11:47 AM following a motion from Mr. Nolan and seconded by Ms. Dahlseid. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ali Spahn
Chairperson of the Board