

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

**REGULAR MEETING MINUTES**

June 17, 2021

**Call to Order and Roll Call:** Chairperson Ali Spahn participated for the opening of the meeting via Zoom. Vice-Chair Colleen Dahlseid conducted the meeting in person in the Chair's absence and opened the meeting at 3:30 pm. A roll call confirmed directors Ted Bare, and Shon Luoma were also present.

**Others Present:** District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe, and District engineer Kyle Meschko (via Zoom).

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

**Consent Agenda:** Ms. Dahlseid requested to amend the agenda to move new business item six as item one and new business item seven as item two. Mr. Bare motioned to approve the amendment followed by a second from Mr. Luoma. All were in favor, motion carried. Mr. Luoma motioned to approve the consent agenda: approval of the minutes for May 6, 20, 2021 minutes, all financial reports for May 2021, and the approval to pay monthly bills as listed. The motion was seconded by Mr. Bare. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from May 21, 2021 to June 17, 2021 (attached).

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

**Engineering Report – Update/Discussion:** Mr. Meschko said they are reviewing the District's topographic maps and plans and will send a survey to Mr. Kuchenski to ensure they are accurate. Keller is almost ready to schedule a kickoff meeting for the water improvements outlined in the recent bond and hope to set this for late July; this will assist Keller in preparing the Preliminary Engineering Report (PER) and then they can submit that to Department of Environmental Quality (DEQ) in August. Finally, Keller is almost done with the twenty-page Defense Community Infrastructure Program grant which will need to be submitted by July 12, 2021.

**New Business:**

- 1.) **Software Purchase for Office Remote Work – LogMeIn:** Ms. Roe informed the Board that LogMeIn allows a user to log into a computer remotely from anywhere and share files between computers. This is essential for having two people in the office who need access to the same files at the same time and will eliminate the need for a costly network installation in the office. This also allows after-hours access to the files should the Board, contractors or staff need information from the main files to keep the District functioning. Mr. Bare approved the annual subscription followed by a second from Mr. Luoma. All were in favor, motion carried.
- 2.) **District Treasurer and District Clerk - Attend Annual Idaho City Clerks, Treasurers, and Financial Officers Association (ICCTFOA) Training in Boise at the End of September 2021:** The Board

asked to table this item until ICCTFOA has created an agenda and the Board knows what type of classes and training the conference will offer for 2021.

- 3.) Approve Vice-Chair Colleen Dahlseid as a Bank Signer & Remove Larry Leake from Bank Accounts: Mr. Bare motioned to approve authorization for Ms. Dahlseid to become a signer on the District bank accounts and to remove Mr. Leake as a signer; seconded by Mr. Luoma. All were in favor, motion carried.
- 4.) Defense Community Infrastructure Grant – Task Order; Keller to Prepare Application for Grant: Mr. Bare approved the cost estimate of 3-4K to be spent out of the general engineering budget to apply for the grant, followed by a second from Mr. Luoma. All were in favor, motion carried.
- 5.) Water Quality Report 2020: The water quality report was approved, as submitted, following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried. The report can be found on the District website or by contacting the office and requesting a copy.
- 6.) Meter Vault and Pressure Reducing Valve – New Roof: Mr. Kuchenski informed the Board that he discovered a meter vault box on the transmission line from the main water tower leading into town. The lid is in need of repair and is approximately 8 foot by 8 foot. The request to incur cost on the repair of the lid was approved by Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.
- 7.) Landscaping Maintenance for Handicap Ramp – One Time Job: Ms. Roe informed the Board that she has been struggling with the maintenance of the office handicap ramp. There are cottonwood trees and numerous weeds growing under it and she is unable to keep it maintained and the problem is growing. She requested that a company be hired to spray and kill all plants and place heavy-duty fabric to eliminate the need for further time and maintenance in the future. Mr. Luoma approved the cost followed by a second from Mr. Bare. All were in favor, motion carried.
- 8.) Planning/Staffing for Booth at Bayview Daze: The Chamber of Commerce recently informed the District that they will not be sponsoring any booths during Bayview Daze. A member of the public residing on Main Street offered their property space for the District to setup an information booth.

#### **Old/Ongoing Business:**

- 1.) Two Parcels Connected into One Sewer Tank: The District has not heard from their legal counsel on her opinion after submitting all documentation. Mr. Kuchenski suggested to the homeowners that they should seek legal counsel amongst themselves.
- 2.) Update on Winter Leaks; Response to Letters: All accounts have been brought current.
- 3.) Draft Reimbursement Agreement and Construction Improvement Agreement: Awaiting final documents from the District attorney and engineer.
- 4.) Reserved or "Un-serviced" Equivalent Residential (ER) Units: Ms. Dahlseid said the new sewer ordinance would provide for an outline on how to handle unused ER's currently being held by various customer's in the District. If any changes were to be enacted it would require engineer review and approval of legal counsel, then followed up by a public hearing to inform the public. Currently, only 63% of all ER's for the District are currently being used and billed.
- 5.) Legal Review of Resolutions and Ordinances: The new sewer ordinance will be sent to the District attorney for final review after the Board conducts a workshop to finalize the proposed sewer ordinance and rate structure. Then the District will need to advertise for a public hearing and send notification to the public. Before the hearing can be held the District will need to

advertise two weeks before the hearing and, again, one week before the hearing. The Board set a workshop meeting for July 24, 2021.

- 6.) Easement Amendment to the United States Navy to Include Water Tank and Wells: Waiting on notarization from the Navy and then will have the easement officially recorded.
- 7.) Review Board Action Item List: The Board reviewed and updated the action item list.
- 8.) 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 5:32 PM following a motion from Mr. Luoma and seconded by Mr. Bare. 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

# 6/17/2021 Bayview Systems Report

## A. Water Production update.

11,270,000 gallons produced by the wells during May. 7,406,000 gallons of consumption registered through customers meters. This works out to 419,000 gallons per day produced by the wells of which 265,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 538 gallons per day, per service connection. (493 service connections). Unaccounted for water lost is 3,864,000 gallons or 34% of production totals by the wells.

6,330,000 gallons produced by the wells during May last year. 2,961,000 gallons of consumption registered through customers meters. This works out to 204,000 gallons per day produced by the wells of which 96,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 204 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 3,369,000 gallons or 53% of production totals by the wells.

7,222,000 gallons produced by the wells during May 2 years ago. 3,324,000 gallons of consumption registered through customers meters. This works out to 258,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 255 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 3,398,000 gallons or 54% of production totals by the wells.

## B. Water system items:

- 1- One commercial customer used 3 million gallons last month through a 3 inch turbo meter.
- 2- Fifteen new meter installations occurring at this time.
- 3- Vault discovered in 80 year old easement while locating District facilities for planned upgrades.
- 4- Dromore reservoir power outage/power poll torn down.
- 5- Pressure analysis at Limekiln Booster Station.
- 6- 2020 Annual Water Quality Report.

## 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- Sewer treatment site set to open depending on the weather and saturated ground.
- 2- One septic tank has been pumped in the past month.
- 3- All of the main commercial lift stations have been checked and will be pumped as necessary prior to the 4<sup>th</sup> of July weekend.
- 4- Three months of chlorine ordered and received in advance of possible chlorine shortage.

**BAYVIEW WATER & SEWER DISTRICT**  
YR TO DATE 12/1/2020 THRU 5/31/2021  
RESOURCES/EXPENSES  
CASH BASIS - PRELIMINARY

	YTD 12/1/2020	May 2021	YTD 5/31/2021	BUDGET 20-21
<b>RESOURCES:</b>				
Certification Fees	\$ 5,949.88	\$ 1,114.32	\$ 7,064.20	\$ 5,000
Sewer Hookups	\$ 1,280.00	\$ 1,280.00	\$ 2,560.00	\$ 6,400
Water Hookups	\$ 18,899.99	\$ 7,480.00	\$ 26,379.99	\$ 13,500
Misc. Income	\$ 851.79	\$ 1,000.00	\$ 1,851.79	\$ 900
Interest Income	\$ 179.80	\$ 32.49	\$ 212.29	\$ 1,000
Water - User Fees	\$ 63,038.64	\$ 12,161.84	\$ 75,200.48	\$ 198,840
Sewer - User fees	\$ 74,366.76	\$ 8,933.51	\$ 83,300.27	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 19,000.00	\$ 3,800.00	\$ 22,800.00	\$ 56,000
<b>TOTAL RESOURCES</b>	<b>\$ 183,566.86</b>	<b>\$ 35,802.16</b>	<b>\$ 219,369.02</b>	<b>\$ 500,200</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 18,396.62	\$ 2,928.15	\$ 21,324.77	\$ 85,420
Water Maintenance	\$ 12,392.77	\$ 44,716.38	\$ 57,109.15	\$ 65,500
Vehicle Expense	\$ 546.65	\$ 151.92	\$ 698.57	\$ 2,240
Contract Labor	\$ 13,936.44	\$ 408.62	\$ 14,345.06	\$ 7,310
Director Fees	\$ 1,250.00	\$ 250.00	\$ 1,500.00	\$ 3,000
Dues & Subscriptions	\$ 2,130.90	\$ 77.99	\$ 2,208.89	\$ 1,872
Office Supplies	\$ 2,147.58	\$ 155.81	\$ 2,303.39	\$ 3,250
System Operator	\$ 35,000.00	\$ 7,000.00	\$ 42,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ -	\$ -	\$ -	\$ 1,000
Postage & Delivery	\$ 1,832.74	\$ -	\$ 1,832.74	\$ 4,474
Printing & Production	\$ 81.75	\$ 629.96	\$ 711.71	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,949.50	\$ -	\$ 3,949.50	\$ 8,482
Bank Fees	\$ 108.03	\$ 16.00	\$ 124.03	\$ 194
Assessment Fees	\$ 930.00	\$ -	\$ 930.00	\$ 1,860
Office Maintenance	\$ 209.11	\$ 80.00	\$ 289.11	\$ 1,000
Accounting Fees	\$ -	\$ 1,662.50	\$ 1,662.50	\$ 10,000
Engineering Fees	\$ 475.82	\$ 1,365.00	\$ 1,840.82	\$ 22,500
Legal Fees	\$ 4,967.25	\$ 533.00	\$ 5,500.25	\$ 20,000
Utilities	\$ 25,342.42	\$ 5,265.63	\$ 30,608.05	\$ 64,564
Payroll Expenses	\$ 18,650.11	\$ 3,079.61	\$ 21,729.72	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 35,080.28	\$ -	\$ 35,080.28	\$ 30,000
<b>Operational Expenditures</b>	<b>\$ 177,615.57</b>	<b>\$ 68,320.57</b>	<b>\$ 245,936.14</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>\$ 177,615.57</b>		<b>\$ 245,936.14</b>	<b>\$ 525,334</b>
<b>NET</b>	<b>\$ 5,951.29</b>	<b>\$ (32,518.41)</b>	<b>\$ (26,567.12)</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 645,778.84</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 258,038.70</b>	<b>\$ (32,518.41)</b>	<b>\$ 619,211.72</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 258,038.70</b>		<b>\$ 631,884.67</b>	
<b>DEPOSITED IN:</b>				
DEQ-SRF Loan	#0117	\$ 68,285.20		
General O&M	#7564	\$ 97,927.21		
Sewer Saving	#8307	\$ 38,107.98		
Water Saving	#8299	\$ 42,585.10		
LID Guarantee	#1227	\$ 111,754.41		
LID Fund	#9680	\$ 274,444.97		

**TOTAL \$ 633,104.87**