

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

REGULAR MEETING MINUTES
July 15, 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 and Shon Luoma were also present.

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

Guests Present: Members of the public.

Consent Agenda: Ms. Dahlseid motioned to approve the consent agenda but to exclude the minutes for June 2021: all financial reports for June 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 June 18, 2021 to July 15, 2021 (attached).

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

Engineering Report – Update/Discussion: Mr. Meschko and the Board discussed the recent grant application submission to Defense Community Infrastructure Program (DCIP) requesting \$900,000 towards the rehab of the existing District water tower. Mr. Meschko confirmed that it was submitted and he would follow up with an email to the Board and staff with the expected date of when they should have a decision. Next, everyone discussed the upcoming meeting on July 19, 2021 to address the kickoff meeting for water system improvements.

New Business:

- 1.) Review and Approve Bayview Subdivision Application Checklist: The Board directed staff to include this item on the July 19, 2021 meeting for review and discussion. Mr. Meschko is awaiting comments from the District attorney to make this document complete.
- 2.) Approve Subdivision Application Fee: Ms. Dahlseid motioned to approve the subdivision application fee of \$600.00 plus \$50.00 per lot if the subdivision is over five (5) lots and to include this information on the District Rate Schedule as well as the application checklist itself. The motion was seconded by Mr. Bare. All were in favor, motion carried.
- 3.) Set Public Hearing for Sewer Ordinance 21-2 and District Rate Schedule: The Board set the public hearing for Wednesday, August 25, 2021 at 6:00 PM at the Bayview Community Center. Ms. Roe will get a notice of publication to the newspaper outlining the detail of the meeting; the summary of Ordinance 21-2 and the proposed updated rate schedule.
- 4.) Letter of Appreciation to Ken White of Idaho State Parks and Alan Griffith of the Navy: Mr. Bare suggested a thank you letter showing the Board's appreciation. Chairperson Spahn said she would draft the letters and get them sent out.

- 5.) Approve Certification List to Certify to Kootenai and Bonner County: Ms. Dahlseid approved the certification list to be submitted to Kootenai and Bonner county with any updates of user payments received to be removed from the list should the customer make a full payment on their account between July 15 and the submission date of July 29, 2021, followed by a second from Mr. Bare. All were in favor, motion carried.
- 6.) Status of 2020-21 Fiscal Year Budget Review: The Board would like to set a meeting to review the budget and discuss opening and amending the budget for fiscal year 2020-2021 after receiving updated project figures from the District operators. Ms. Roe will get an email out to the operators requesting information and facilitate a follow-up meeting.
- 7.) Status of Requested Changes to Financial Statements: The Board inquired about the status of the updating the financial reports in Quickbooks with post-audit figures. Ms. Roe said she and the District pre-auditor, Ms. Richter, had set a meeting date on July 12, 2021 and Ms. Roe sent all the requested information to Ms. Richter and is awaiting journal entry submissions.
- 8.) Discuss Vacant Board Position: The Board discussed advertising the open Board position on the website, both community Facebook accounts and at the Post Office. Ms. Roe will complete this.

Old/Ongoing Business:

- 1.) 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 tabled this discussion until a response is received on the scholarship applications submitted.
- 2.) Draft Reimbursement Agreement and Construction Improvement Agreement: Review of agreement added to the July 19, 2021 special meeting agenda.
- 3.) Legal Review of Resolutions and Ordinances: The final draft has been received from the District attorney today. The public hearing has been set and will be published on the website, in the papers and a notification will be sent on the August user bills; then the Board can formally adopt the new Sewer Ordinance 21-2.
- 4.) Easement Amendment to the United States Navy to Include Water Tank and Wells: Still awaiting notarization from the Navy, to which they have said they hope to get done in the upcoming two weeks.
- 5.) Review Board Action Item List: The Board reviewed the Board Action Item List.
- 6.) Review Customer Delinquent List: There was no list to review this month because the annual certification list took the place of the delinquent list.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:25 PM following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ali Spahn
Chairperson of the Board

7/15/2021 Bayview Systems Report

A. Water Production update.

13,328,000 gallons produced by the wells during June. 7,935,000 gallons of consumption registered through customers meters. This works out to 430,000 gallons per day produced by the wells of which 256,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 513 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 5,393,000 gallons or 40% of production totals by the wells.

8,076,000 gallons produced by the wells during June last year. 4,857,000 gallons of consumption registered through customers meters. This works out to 261,000 gallons per day produced by the wells of which 157,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 333 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,219,000 gallons or 40% of production totals by the wells.

8,891,000 gallons produced by the wells during June 2 years ago. 4,751,000 gallons of consumption registered through customers meters. This works out to 296,000 gallons per day produced by the wells of which 158,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 339 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 4,140,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- Record usage during the heat wave.
- 2- 28 more service connections than last year at this time.

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. During the past year, 8,036,000 gallons have been pumped into the drain fields. This averages out to 22,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- Sewer treatment site update.
- 2- Ten septic tanks have been pumped in the past month.
- 3- All main commercial lift stations were checked and pumped prior to Bayview Days.
- 4- Update on upgraded chlorine contact chambers for treatment site.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2020 THRU 6/30/2021
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	June 2021	YTD 6/30/2021	BUDGET 20-21
RESOURCES:				
Certification Fees	\$ 7,064.20	\$ 321.66	\$ 7,385.86	\$ 5,000
Sewer Hookups	\$ 2,560.00	\$ 1,280.00	\$ 3,840.00	\$ 6,400
Water Hookups	\$ 26,379.99	\$ 17,040.00	\$ 43,419.99	\$ 13,500
Misc. Income	\$ 1,851.79	\$ -	\$ 1,851.79	\$ 900
Interest Income	\$ 212.29	\$ 35.84	\$ 248.13	\$ 1,000
Water - User Fees	\$ 75,200.48	\$ 34,981.75	\$ 110,182.23	\$ 198,840
Sewer - User fees	\$ 83,300.27	\$ 22,697.93	\$ 105,998.20	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
SRF Loan Fund	\$ 22,800.00	\$ 3,800.00	\$ 26,600.00	\$ 56,000
TOTAL RESOURCES	\$ 219,369.02	\$ 80,157.18	\$ 299,526.20	\$ 500,200
EXPENSES:				
Sewer Maintenance	\$ 21,324.77	\$ 11,139.89	\$ 32,464.66	\$ 85,420
Water Maintenance	\$ 57,109.15	\$ 18,084.81	\$ 75,193.96	\$ 65,500
Vehicle Expense	\$ 698.57	\$ 102.44	\$ 801.01	\$ 2,240
Contract Labor	\$ 14,345.06	\$ 210.00	\$ 14,555.06	\$ 7,310
Director Fees	\$ 1,500.00	\$ 250.00	\$ 1,750.00	\$ 3,000
Dues & Subscriptions	\$ 2,208.89	\$ 366.98	\$ 2,575.87	\$ 1,872
Office Supplies	\$ 2,303.39	\$ 51.93	\$ 2,355.32	\$ 3,250
System Operator	\$ 42,000.00	\$ 7,000.00	\$ 49,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ -	\$ 528.04	\$ 528.04	\$ 1,000
Postage & Delivery	\$ 1,832.74	\$ 694.44	\$ 2,527.18	\$ 4,474
Printing & Production	\$ 711.71	\$ 50.30	\$ 762.01	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,949.50	\$ -	\$ 3,949.50	\$ 8,482
Bank Fees	\$ 124.03	\$ 17.00	\$ 141.03	\$ 194
Assessment Fees	\$ 930.00	\$ 465.00	\$ 1,395.00	\$ 1,860
Office Maintenance	\$ 289.11	\$ 410.00	\$ 699.11	\$ 1,000
Accounting Fees	\$ 1,662.50	\$ -	\$ 1,662.50	\$ 10,000
Engineering Fees	\$ 1,840.82	\$ -	\$ 1,840.82	\$ 22,500
Legal Fees	\$ 5,500.25	\$ 1,104.00	\$ 6,604.25	\$ 20,000
Utilities	\$ 30,608.05	\$ 5,848.13	\$ 36,456.18	\$ 64,564
Payroll Expenses	\$ 21,729.72	\$ 4,396.94	\$ 26,126.66	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 35,080.28	\$ 64.00	\$ 35,144.28	\$ 30,000
Operational Expenditures	\$ 245,936.14	\$ 50,783.90	\$ 296,720.04	\$ 469,334
Water - Capital Facilities Funds	\$ 22,800.00	\$ 3,800.00	\$ 26,600.00	\$ 56,000
TOTAL EXPENSES	\$ 245,936.14		\$ 296,720.04	\$ 525,334
NET	\$ (26,567.12)	\$ 29,373.28	\$ 2,806.16	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 225,520.29	\$ 29,373.28	\$ 648,585.00	
TOTAL AVAILABLE CASH	\$ 225,520.29		\$ 663,043.42	
DEPOSITED IN:				
DEQ-SRF Loan	#0117	\$ 68,288.65		
General O&M	#7564	\$ 123,600.65		
Sewer Saving	#8307	\$ 38,110.83		
Water Saving	#8299	\$ 42,588.29		
LID Guarantee	#1227	\$ 111,759.09		
LID Fund	#9680	\$ 280,222.73		
TOTAL			\$ 664,570.24	