

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

REGULAR MEETING MINUTES
August 19, 2021

Call to Order and Roll Call: Chairperson Ali Spahn opened the meeting at 3:33 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, District engineer Kyle Meschko (via Zoom) and District attorney Caitlin Kling (via Zoom).

Guests Present: Members of the public.

Consent Agenda: Ms. Dahlseid wanted to make a qualification that the financial reports for July do not include the statement of conditions while they are being re-worked with the auditor. Mr. Luoma motioned to approve the consent agenda but to exclude the statement of conditions: approval of the minutes for July 15, 19, 23, 2021 and approval to pay monthly bills as listed. The motion was seconded by Mr. Bare. All were in favor, motion carried. Chairperson Spahn motioned to amend the agenda to move the executive session and the decision following executive session from the bottom of the agenda to the top of the agenda in order to accommodate the District attorney's time constraints. The motion was seconded by Mr. Bare. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from July 16, 2021 to August 19, 2021 (attached).

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

Engineering Report – Update/Discussion: Mr. Meschko reported that the Preliminary Engineering Report (PER) was submitted to Department of Environmental Quality (DEQ) on August 9, 2021 and they are continuing to work through the design phase up to 30% of the water improvement plan.

New Business:

- 1.) Executive Session - 74-206(1)(d): The Board entered into executive session at 4:02 PM following a motion from Ms. Dahlseid and seconded by Mr. Luoma. Roll call was taken: Spahn; aye, Dahlseid; aye, Luoma; aye, Bare; aye. All were in favor, motion carried. The Board exited executive session and resumed the regular meeting at 4:17 PM.
- 2.) Decision from Executive Session 74-206(1)(d): No action taken.
- 3.) Discuss 2020-21 Fiscal Year Budget: Ms. Roe reported that the Board is currently at 75% of the fiscal year operating budget and total expenses for the year are at 71% which is slightly below but needs to be looked at closely in the coming month. The water maintenance section took a hard hit with a \$15,000 waterline repair.
- 4.) Delay Rate Study Until Next Fiscal Year: Ms. Dahlseid requested permission from the Board to speak with Gary Seivers with Idaho Rural Water Association (IRWA) and request the remaining work on the rate study be resumed in the next fiscal year. She would like time to tackle the user rate inequities and for Mr. Seivers to re-work the study to exclude the \$8 increase for capital reserves out of the general user

fees. Mr. Bare motioned to table the remaining work on the rate study until fiscal year 2021-2022 followed by a second from Mr. Luoma. All were in favor, motion carried.

- 5.) Customer Reimbursement for Water Meter: A customer requested a new connection from the District and had paid the usual \$2,700 connection fee. Upon investigation and connection it was discovered that the property already had a meter installed at the property and the customer would only need to pay \$500 for the discovery and uncovering of the meter. The homeowner did not feel he should have to pay the full portion of the bill because he felt the District should have known the meter was there and where it was already. Mr. Luoma motioned to pass the entire \$500 invoice to the customer because it is the customer's responsibility to keep the meter uncovered and District policy states the homeowner should have received a bill once a connection was made. The motion was seconded by Ms. Dahlseid. All were in favor, motion carried.
- 6.) Captain's Wheel Septic Tank Pumping Bill: The Captain's Wheel recently called the District operator, Mr. Kuchenski, for an emergency septic tank pumping at the request of a company called to the property by the property owners. Upon investigation it was discovered that the tank did not need to be pumped and the problem was in the line between the building and the septic tank, which is the property owner's responsibility. The Board voted to pass the bill on to the Captain's Wheel following a motion from Ms. Dahlseid and seconded by Mr. Bare. All were in favor, motion carried.
- 7.) Replacing and Moving Meters from Customer's Dwelling to the Street – Budget: Mr. Kuchenski previously sought approval from the Board on relocating and replacing two failed meters from customer dwelling's and moving them out to the edge of the property, and the Board approved this. Due to budget constraints the Board decided to wait on the relocation and replacement until the next fiscal year 2021-2022.
- 8.) Purchase Motorized Control Valves for the Land Application Site: Mr. Kuchenski reported to the Board that he would need to purchase a new valve for the land application site and said that orders are about three weeks out currently. Should the valve break, there would be no way to stop the flow. The Board decided to wait on the purchase until the next fiscal year 2021-2022.
- 9.) Finding a New District Certified Public Accountant (CPA): The Board asked Ms. Roe to prepare a list of certified public accountants for review and possible interviews.
- 10.) Review of Sewer Capacity Determination Requirements (Bob Hansen): Mr. Hansen said he would get together with the District engineers to discuss the conditions of capacity for the drain field.
- 11.) Discussion Regarding the Possibility of Adding Hours to Clerk's hours: The Board discussed the needs of the District and Mr. Bare motioned to increase Mr. Kuhman's hours by an additional eight hours a week. This was seconded by Mr. Luoma. All were in favor, motion carried.
- 12.) Discussion on Extending Office Hours for the Public: Chairperson Spahn presented the idea to the Board to increase the office hours on Monday and Wednesday from 1:00 PM to 3:00 PM. Mr. Bare motioned to approve this change followed by a second from Mr. Luoma. All were in favor, motion carried.
- 13.) Approve Construction Improvement Agreement: The agreement was approved by the Board following a motion from Ms. Dahlseid and seconded by Mr. Bare. All were in favor, motion carried.
- 14.) Resignation of Vice-Chairman: Ms. Dahlseid handed a letter to the Board stating her resignation from the vice-chair position.
- 15.) Review Personnel Policy Regarding Supervising Elected Official (SEO) Functions: Chairperson Spahn presented to the Board the written Personnel Policy Manual Resolution No. 2016-002 regarding the duties of the Supervising Elected Official (SEO). The resolution states:
To manage day-to-day affairs the Board of Directors will designate a Supervising Elected Official (SEO). This will be accomplished by passage of a resolution naming the Board Member (the Chairperson of the

Board) who shall have the responsibility and the authority to manage the affairs and direct the employees of the BWSO consistent with all duly adopted policies. The primary and significant purpose of this action by resolution is to ensure that the employees know to whom they should report, address questions, get information and from whom they shall receive the direction of the Board of Directors. Chairperson Spahn requested the Board would support her in managing the office as stated in the Resolution. Any revision of the Resolution on how the SEO and the employees should function would be up for the Board to consider. Discussion ensued regarding Board member responsibilities versus employee responsibilities.

- 16.) Booth at Community Center Celebration: Chairperson Spahn suggested setting up a booth at the Community Center to get in front of the rumors regarding rate increases and to clarify the adoption of a new sewer ordinance and a revised rate schedule where fees for violations can be imposed. She would also like to introduce Clint to the public, announce the new office hours and be available to answer questions the public may have. The Board agreed it was a good idea.

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 accepted the recommendation of the SEO, Chairperson Spahn, to send only Mr. Kuhman to the Idaho City Clerks, Treasurers and Financial Officers training following a motion from Ms. Dahlseid and seconded by Mr. Bare. All were in favor, motion carried.
- 2.) Easement Amendment to the United States Navy to Include Water Tank and Wells: Ms. Dahlseid sent another email to the Navy office regarding getting the document notarized and she has not received a response from them yet.
- 3.) Status of Requested Changes to Financial Statements: Ms. Roe has been working with the auditors on the financial reports and they have discovered that the version of QuickBooks the District has is no longer sufficient to handle the classing the District needs to do to be able to get the State Revolving Fund loan and separate water and sewer funds. There is a significant number of changes and new entries that will need to be made. Ms. Roe will look in to upgrading QuickBooks, obtaining a new CPA and getting to these needed changes.
- 4.) Rate Study and ER Reconciliation Update: No new updates at this time. The District will hold a public hearing August 25, 2021 to present the new sewer ordinance and rate schedule.
- 5.) Review Board Action Item List: The Board reviewed and update the Board action item list.
- 6.) Review Customer Delinquent List: The Board review the month's delinquent list.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 6:40 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

Ted Bare
Vice-Chairperson of the Board

8/19/2021 Bayview Systems Report

A. Water Production update.

17,524,000 gallons produced by the wells during July. 12,618,000 gallons of consumption registered through customers meters. This works out to 565,000 gallons per day produced by the wells of which 407,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 816 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 4,906,000 gallons or 38% of production totals by the wells.

10,250,000 gallons produced by the wells during July last year. 5,802,000 gallons of consumption registered through customers meters. This works out to 342,000 gallons per day produced by the wells of which 193,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 411 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,448,000 gallons or 43% of production totals by the wells.

11,477,000 gallons produced by the wells during July 2 years ago. 7,075,000 gallons of consumption registered through customers meters. This works out to 359,000 gallons per day produced by the wells of which 221,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (469 service connections). Unaccounted for water lost is 4,402,000 gallons or 38% of production totals by the wells.

B. Water system items:

- 1- Continued record usage during hot summer.
- 2- Monitoring SCADA system irregularities.
- 3- One new service added this month.

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.
 - a. Replacing motor control valves at sewer treatment site.
 - b. Using 20 gallons of chlorine per day or 600 gallons per month.
- 2- Eight septic tanks have been pumped in the past month.
- 3- One new sewer connection added this month.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2020 THRU 7/31/2021
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	July 2021	YTD 7/31/2021	BUDGET 20-21
RESOURCES:				
Certification Fees	\$ 7,385.86	\$ -	\$ 7,385.86	\$ 5,000
Sewer Hookups	\$ 3,840.00	\$ 1,280.00	\$ 5,120.00	\$ 6,400
Water Hookups	\$ 43,419.99	\$ 2,700.00	\$ 46,119.99	\$ 13,500
Misc. Income	\$ 1,851.79	\$ -	\$ 1,851.79	\$ 900
Interest Income	\$ 248.13	\$ 26.57	\$ 274.70	\$ 1,000
Water - User Fees	\$ 110,082.23	\$ 21,052.72	\$ 131,134.95	\$ 198,840
Sewer - User fees	\$ 105,998.20	\$ 13,801.05	\$ 119,799.25	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 26,600.00	\$ 3,800.00	\$ 30,400.00	\$ 56,000
TOTAL RESOURCES	\$ 299,426.20	\$ 42,660.34	\$ 342,086.54	\$ 500,200
EXPENSES:				
Sewer Maintenance	\$ 32,453.66	\$ 7,980.31	\$ 40,433.97	\$ 85,420
Water Maintenance	\$ 75,193.96	\$ 6,963.91	\$ 82,157.87	\$ 65,500
Vehicle Expense	\$ 801.01	\$ 183.20	\$ 984.21	\$ 2,240
Contract Labor	\$ 14,555.06	\$ -	\$ 14,555.06	\$ 7,310
Director Fees	\$ 1,750.00	\$ 200.00	\$ 1,950.00	\$ 3,000
Dues & Subscriptions	\$ 2,575.87	\$ 14.99	\$ 2,590.86	\$ 1,872
Office Supplies	\$ 2,355.32	\$ 68.50	\$ 2,423.82	\$ 3,250
System Operator	\$ 49,000.00	\$ 7,000.00	\$ 56,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ 528.04	\$ -	\$ 528.04	\$ 1,000
Postage & Delivery	\$ 2,538.18	\$ 351.74	\$ 2,889.92	\$ 4,474
Printing & Production	\$ 762.01	\$ -	\$ 762.01	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,949.50	\$ -	\$ 3,949.50	\$ 8,482
Bank Fees	\$ 141.03	\$ 15.00	\$ 156.03	\$ 194
Assessment Fees	\$ 1,395.00	\$ -	\$ 1,395.00	\$ 1,860
Office Maintenance	\$ 699.11	\$ 40.00	\$ 739.11	\$ 1,000
Accounting Fees	\$ 1,662.50	\$ 6,000.00	\$ 7,662.50	\$ 10,000
Engineering Fees	\$ 1,840.82	\$ 3,160.00	\$ 5,000.82	\$ 22,500
Legal Fees	\$ 6,604.25	\$ 2,346.00	\$ 8,950.25	\$ 20,000
Utilities	\$ 36,456.18	\$ 5,941.52	\$ 42,397.70	\$ 64,564
Payroll Expenses	\$ 26,126.66	\$ 4,514.62	\$ 30,641.28	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 35,144.28	\$ 7,508.60	\$ 42,652.88	\$ 30,000
Operational Expenditures	\$ 296,720.04	\$ 52,288.39	\$ 349,008.43	\$ 469,334
Water - Capital Facilities Funds	\$ 26,600.00	\$ 3,800.00	\$ 30,400.00	\$ 56,000
TOTAL EXPENSES	\$ 296,720.04		\$ 349,008.43	\$ 525,334
NET	\$ 2,706.16	\$ (9,628.05)	\$ (6,921.89)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 254,793.57	\$ (9,628.05)	\$ 638,856.95	
TOTAL AVAILABLE CASH	\$ 254,793.57		\$ 658,572.79	
DEPOSITED IN:				
DEQ-SRF Loan #0117		\$ 75,891.92		
General O&M #7564		\$ 109,991.88		
Sewer Saving #8307		\$ 38,110.83		
Water Saving #8299		\$ 42,588.29		
LID Guarantee #1227		\$ 111,763.17		
LID Fund #9680		\$ 281,691.65		
TOTAL			\$ 660,037.74	