

Bayview Water & Sewer District

16401 E. Emerson Dr., Bayview, ID 83803
Broadcasted over ZOOM

SPECIAL MEETING MINUTES

September 3, 2021

Call to Order and Roll Call: Chairperson Ali Spahn opened the meeting at 9:00 AM and a roll call confirmed Vice-Chair Colleen Dahlseid and directors Shon Luoma, and Ted Bare were also present.

Others Present: District operator Bob Kuchenski and District treasurer Jessie Roe.

Guests Present: None.

Agenda Items

- 1.) Budget Information Update: The Board is keeping a close watch on the budget and expenditures to determine if the District will need to open the budget and do an amendment. If this is needed, the District will hold a public hearing before November 30, 2021.
- 2.) Bookkeeping Upgrade to QuickBooks Desktop Accountant: The Board approved the cost of upgrade to QuickBooks Accountant following a motion from Ms. Dahlseid and seconded by Mr. Bare. All were in favor, motion carried.
- 3.) Recommendation from Auditor for New Pre-Auditor to Replace M.Richter: Ms. Richter is not going to leave the District without help but would like the Board to start looking for a new person in the near future to replace the services she has been providing to the District. Ms. Roe will compile a list to put in front of the Board on CPA's.
- 4.) Rate Adjustment Issues: Ms. Dahlseid updated the Board on the anticipated tasks to get the issues settled and move forward with resolving rate inequity in the District.
- 5.) Dromore Booster Station Quote – New Pump: Mr. Kuchenski said the Dromore pump has been making loud sounds for a number of years and it has finally gone bad. The pump itself is around \$3,000 plus the cost of labor. Mr. Bare motioned to approve the purchase of a new pump following a second from Mr. Luoma. All were in favor, motioned carried.
- 6.) Keller Associates Proposal – Surveying to Correct Legal Description on Easement: The easement covers line from Limekiln Road to Cape Horn Road. This cost is reimbursable under the State Revolving Fund (SRF) Loan for system improvements. Ms. Dahlseid motioned to approve the correction to the legal description followed by a second from Mr. Luoma. All were in favor, motion carried.
- 7.) Approve Amendment No.1 to General Engineering Task Order #1 from \$10,000 to \$18,500: The amendment was approve following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.
- 8.) Board Communications: Ms. Dahlseid spoke to the Board regarding previous misconceptions on employee related tasks.

With no further business to discuss the special meeting was adjourned at 9:51 AM following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Chairperson of the Board