

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

**REGULAR MEETING MINUTES**

October 21, 2021

**Call to Order and Roll Call:** Chair Colleen Dahlseid opened the meeting at 3:30 pm and a roll call confirmed Vice-Chair Ted Bare and director 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.

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

**Consent Agenda:** Mr. Luoma motioned to approve the consent agenda: approval of the minutes for September 3, 16, 17, 20, 23, 2021 minutes, all financial reports for September 2021, the approval to pay monthly bills as listed and the delinquent list. The motion was seconded by Mr. Bare. All were in favor, motion carried.

**Reports:**

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

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

**Engineering Report – Update/Discussion:** Mr. Meschko presented his engineering report and update (attached). The Board then reviewed his proposed Project Schedule to be submitted to Department of Environmental Quality (DEQ) and approved it for submittal following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.

**New Business:**

- 1.) **Appoint New Director:** The applicant is currently out of town on a vacation which was planned over a year ago. Item tabled to the next available meeting.
- 2.) **Resolution 2021-007 – Set Number of Extensions for Item 13:** The Board agreed they wanted to be sympathetic to their community if they were in need and agreed to set the annual number of extensions to twelve following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.
- 3.) **Employee Retirement Plan – IRA Options:** Tabled until next month.
- 4.) **Starting a Bayview Water & Sewer District Facebook Page:** After much discussion the Board decided that a Facebook page would be a duplicative form of reporting with the website since the District insurance company advised against opening a Facebook page up with public comments. The Board directed staff to send out a statement on the monthly bills encouraging community members to check the website for monthly updates and any system related issues and events. The Board decided not to start a Facebook page

following motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

- 5.) Statement Regarding Sewer System Capacity: Chair Dahlseid presented a written statement regarding the sewer system capacity in an attempt to clear confusion among the community after a recent post from the Bayview Shorelines published October 2, 2021 and directed staff to post in on the website. The website post was approved following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.
- 6.) Resolution(s) to Transfer LID Funds: Now that the final Local Improvement District (LID) payment was made to Department of Environmental Quality (DEQ) and the LID loan is paid in full, the District can clear the restricted LID funds for general Operation and Maintenance (O&M) use. Resolution 2021-011 was approved following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.
- 7.) Set Public Hearing to Amend 2020-21 Budget: Ms. Roe explained the total expenses for the fiscal year are going to exceed the annual budget due to up-front costs paid towards the water bond projects. These funds are ultimately reimbursed from DEQ, but in the meantime, it has caused an expense overage. It is important for the public to understand that the District did not exceed their routine O&M costs but the initial costs to start the projects related to the Water Bond Project have put the District over their overall expenses for the year. Therefore, a public hearing will need to be held to formally amend the current year's budget. The date of the public hearing is to-be-determined and advertised but will be done in the month of November.
- 8.) Update on Public Hearing for 2021-22 Budget, and Rate Adjustment for New Water Connection & Debris Removal: The Board announced the upcoming public hearing on Monday October 25, 2021 to discuss the proposed budget for fiscal year 2021-2022 and the discussion for an increase in connection fees for water.
- 9.) Naval Base Fixed Monthly Rate Adjustment: The Board directed staff to write a letter to the Naval Base requesting updated figures to the original letter sent in 2007 and the contracted water and sewer rates for the number of employees at the local base. This was motioned by Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.

**Old/Ongoing Business:**

- 1.) Review of Sewer Capacity Determination Requirements (Bob Hansen): Nothing new to report at-this-time.
- 2.) Review Board Action Item List: The Board reviewed and update the Board Action Item List.
- 3.) Update: Status of Requested Changes to Financial Statements: Ms. Roe will setup a meeting with Mr. Moglia to start the process for updating the financial statements.
- 4.) Update: CPA Assistance from Sean Moglia: Ms. Roe will setup a meeting with Mr. Moglia to start the process for updating the financial statements.
- 5.) Update: New Pre-Auditor Search: Chair Dahlseid and Ms. Roe will establish interview questions and processes before contacting companies to interview.
- 6.) Update: Rate Study and ER Reconciliation/Rate Equity: Chair Dahlseid and Ms. Roe have a meeting setup with Idaho Rural Water Association (IRWA) to start working on the water rate study on November 1, 2021.

- 7.) Update: Status of Idaho Department of Environmental Quality Reimbursement Funds: Ms. Roe said she received an email from Katy with DEQ on October 20, 2021 stating "Reimbursements 1 & 2 should be finished processing at the state office tomorrow". These two reimbursements total \$92,499.52. Funds will be expected any day now.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 5:45 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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Colleen Dahlseid  
Chair of the Board

# 10/21/2021 Bayview Systems Report

## A. Water Production update.

8,934,000 gallons produced by the wells during September. 4,763,000 gallons of consumption registered through customers meters. This works out to 298,000 gallons per day produced by the wells of which 159,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 317 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,171,000 gallons or 47% of production totals by the wells.

10,999,000 gallons produced by the wells during September last year. 6,991,000 gallons of consumption registered through customers meters. This works out to 324,000 gallons per day produced by the wells of which 206,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 437 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,008,000 gallons or 36% of production totals by the wells.

7,560,000 gallons produced by the wells during September 2 years ago. 3,881,000 gallons of consumption registered through customers meters. This works out to 236,000 gallons per day produced by the wells of which 121,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 260 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is 3,679,000 gallons or 49% of production totals by the wells.

## B. Water system items:

- 1- Water main break at 5<sup>th</sup> & Pend Oreille Drive.
- 2- SCADA system hit by lightning repaired.

## 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. Treatment site shutdown for the year.
  - b. Replacing motor control valves at sewer treatment site.
- 2- One septic tank has been pumped in the past month.

**BAYVIEW WATER & SEWER DISTRICT**  
 YR TO DATE 12/1/2020 THRU 9/30/2021  
 RESOURCES/EXPENSES  
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	September 2021	YTD 9/30/2021	BUDGET 20-21
<b>RESOURCES:</b>				
Certification Fees	\$ 11,098.23	\$ -	\$ 11,098.23	\$ 5,000
Sewer Hookups	\$ 6,400.00	\$ -	\$ 6,400.00	\$ 6,400
Water Hookups	\$ 48,699.99	\$ 800.00	\$ 49,499.99	\$ 13,500
Misc. Income	\$ 1,851.79	\$ 59.00	\$ 1,910.79	\$ 900
Interest Income	\$ 299.63	\$ 31.05	\$ 330.68	\$ 1,000
Water - User Fees	\$ 159,175.95	\$ 26,410.34	\$ 185,586.29	\$ 198,840
Sewer - User fees	\$ 133,387.21	\$ 16,945.84	\$ 150,333.05	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
SRF Loan Funds	\$ 34,200.00	\$ 3,912.00	\$ 38,112.00	\$ 56,000
<b>TOTAL RESOURCES</b>	<b>\$ 395,112.80</b>	<b>\$ 48,158.23</b>	<b>\$ 443,271.03</b>	<b>\$ 500,200</b>
<b>EXPENSES:</b>				
Sewer Maintenance	\$ 48,813.29	\$ 7,177.43	\$ 55,990.72	\$ 85,420
Water Maintenance	\$ 89,660.57	\$ 8,011.09	\$ 97,671.66	\$ 65,500
Vehicle Expense	\$ 1,336.96	\$ 385.12	\$ 1,722.08	\$ 2,240
Contract Labor	\$ 14,920.06	\$ -	\$ 14,920.06	\$ 7,310
Director Fees	\$ 2,150.00	\$ 200.00	\$ 2,350.00	\$ 3,000
Dues & Subscriptions	\$ 4,938.85	\$ (1,350.09)	\$ 3,588.76	\$ 1,872
Office Supplies	\$ 2,472.14	\$ 7.40	\$ 2,479.54	\$ 3,250
System Operator	\$ 63,000.00	\$ 7,651.84	\$ 70,651.84	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ 194.86	\$ 354.62	\$ 549.48	\$ 1,000
Postage & Delivery	\$ 3,529.72	\$ 314.40	\$ 3,844.12	\$ 4,474
Printing & Production	\$ 762.01	\$ 244.24	\$ 1,006.25	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,949.50	\$ 4,147.00	\$ 8,096.50	\$ 8,482
Bank Fees	\$ 171.03	\$ 34.00	\$ 205.03	\$ 194
Assessment Fees	\$ 1,395.00	\$ 470.00	\$ 1,865.00	\$ 1,860
Office Maintenance	\$ 739.11	\$ -	\$ 739.11	\$ 1,000
Accounting Fees	\$ 7,662.50	\$ 437.50	\$ 8,100.00	\$ 10,000
Engineering Fees	\$ 5,000.82	\$ 5,475.00	\$ 10,475.82	\$ 22,500
Legal Fees	\$ 10,565.25	\$ 496.33	\$ 11,061.58	\$ 20,000
Utilities	\$ 48,972.48	\$ 6,013.42	\$ 54,985.90	\$ 64,564
Payroll Expenses	\$ 34,946.00	\$ 5,029.32	\$ 39,975.32	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 42,652.88	\$ 58,150.82	\$ 100,803.70	\$ 30,000
<b>Operational Expenditures</b>	<b>\$ 388,020.63</b>	<b>\$ 103,249.44</b>	<b>\$ 491,270.07</b>	<b>\$ 469,334</b>
SRF Loan Funds	\$ 34,200.00	\$ 3,912.00	\$ 38,112.00	\$ 56,000
<b>TOTAL EXPENSES</b>	<b>\$ 388,020.63</b>		<b>\$ 491,270.07</b>	<b>\$ 525,334</b>
<b>NET</b>	<b>\$ 7,092.17</b>	<b>\$ (55,091.21)</b>	<b>\$ (47,999.04)</b>	
<b>PLUS BEG BAL</b>	<b>\$ 252,087.41</b>	<b>\$ -</b>	<b>\$ 645,778.84</b>	
<b>AVAIL RESOURCES</b>	<b>\$ 259,179.58</b>	<b>\$ (55,091.21)</b>	<b>\$ 597,779.80</b>	
<b>TOTAL AVAILABLE CASH</b>	<b>\$ 259,179.58</b>		<b>\$ 450,300.08</b>	
<b>DEPOSITED IN:</b>				
DEQ-SRF Loan	#0117	\$ 83,610.50		
General O&M	#7564	\$ 102,494.15		
Sewer Cap Facility	#8307	\$ 13,113.55		
Water Cap Facility	#8299	\$ 17,591.34		
LID Guarantee	#1227	\$ 111,770.64		
LID Bond Fund	#9680	\$ 114,333.56		
<b>TOTAL</b>			<b>\$ 442,913.74</b>	