

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

REGULAR MEETING MINUTES
November 22, 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 clerk Clint Kuhman, Patricia Johnson; newest Board Member to be sworn in, and District engineer Kyle Meschko via Zoom.

Guests Present: Members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for October 5, 7, 21, 25, 2021 minutes, all financial reports for October 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 October 22, 2021 to November 22, 2021 (attached).

Treasurer's Report: Mr. Kuhman presented the financial report for the month of October 2021 (attached). Chair Dahlseid outlined the important parts; reimbursement funds received from Idaho Department of Environmental Quality (IDEQ), sewer and water maintenance costs, Water bond funds transfer from the \$8 increase to user fees and the overall net.

Engineering Report – Update/Discussion: Mr. Meschko presented his engineering report and update (attached). Still awaiting DEQ comments on the Preliminary Engineering Report (PER). Mr. Meschko indicated there was some clarification needed with regard to some of the IDPR easements. Chair Dahlseid suggested Mr. Meschko work with David White, director at the CDA office with Parks and Recreation; He has been very helpful in the past.

New Business:

- 1.) **Appoint New Director:** Patricia Johnson introduced herself to the Board and the attending public. She said she has her background as an attorney and looking forward to bringing her experience to the District. Chair Dahlseid had her recite the Oath of Office and then welcomed her aboard the team.
- 2.) **Meet with President of Silver Water Assoc. Regarding Emergency Backup and Variance Agreement and Testing:** Bernice Hanson from the Silver Water Association introduced herself to the Board and the attending public as President. She would like understanding and confirmation of the Bayview Water and Sewer District checking the septic tank closest to their well source as well as the District's understanding and knowledge of the backup water source should Silver Water ever have the need. There are believed to be two valves off of their main pump that may have been established in 1978. Bayview's operator said he does not have previous knowledge of where those valves are located, nor does Silver Water Association. Chair Dahlseid said that the two Districts will need to have a formal agreement moving forward outlining requirements should the need for water from Bayview Water arise. She indicated that should the valves be located, they would be 40-plus years old, with no maintenance and most likely not operative. Furthermore,

a connection cost should be established just as all other customers are required when utilizing the District's infrastructure. Historically the costs are borne by the connecting customer to obtain a connection and the District would require Silver Water to take on the costs of locating the connecting valves and the necessary repair or replacement. Ms. Hanson said she would talk with the members of their association and stay in touch with the District when more information is available. Currently, there is no need for service from Bayview, as everything is running optimally but they are in the preliminary processes still of establishing their needs and trying to preemptively plan.

- 3.) CDA Books Estimated Costs for CPA Work and Treasurer Backup and Support: Sean Moglia introduced himself to the Board and presented his proposal for CPA work. His company is prepared to help the District in redesigning the financial statements as well as providing annual ongoing work for pre-auditing labor. The initial Proposal of Work will include financial statement design and audit prep for Fiscal Year 2021, the updating of processes to create simple and clean financial statements, mentoring of Jessie on accounting practices, and consulting with the Chair Dahlseid on board needs and financial interpretation. Chair Dahlseid will follow up with the reference provided and update the Board. Mr. Bare moved to approve the proposal subject to receiving a favorable report back from their reference provided, seconded by Mr. Luoma. All were in favor, motion carried.
- 4.) Customer Reimbursement Request for Septic Pump Issues: The Board met with Deborah Hotard and heard her story of problems with her wiring of the septic pump upon installation. Mr. Kuchenski said he was never made aware of a problem and therefore had no knowledge of who might have worked on her septic pump. If the problem occurred at the time of installation the company who installed the pump would be responsible for the incorrect installment. The District assured Ms. Hotard that the District would not go on to a customer's property to perform work without knowledge and consent of the property owner.
- 5.) Two Customers/Parcel Connected to One Septic Tank: Item tabled until further communication can be made with the District attorney.
- 6.) Aquadrone Marine Quotes – Cleaning Terrace Drive & Cape Horn Reservoir: Mr. Kuchenski said that the two tanks have not been cleaned to his knowledge. With Aquadrone, the tanks won't need to be drained to clean and a drone can go in and do the cleaning. The Board confirmed that these expenses were previously budget for the next fiscal year.
- 7.) Low-Income Home Water Assistance Program (LIHWAP) Agreement: The agreement was reviewed by the District attorney and she saw no problems and she noted that she has other District who have signed the agreement as well. The agreement was approved following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.
- 8.) Fiscal Year 20-21 Audit Engagement Letter: The letter of engagement was approved following a motion from 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): He has determined how many gallons are produced through each of the drain fields and how much the average capacity is through the land application site through the usual irrigation season. The average industry standard is 250 gallons per day for an Equivalent Residential Unit (ER) for calculating system capacities. Bayview's is probably lower but the running average has not been calculated over the last few years. Bayview's seasonal use can change these factors.
- 2.) Review Board Action Item List: Tabled for this month.
- 3.) Update: Status of Requested Changes to Financial Statements: This project will commence now that the proposal has been accepted with Sean Moglia; subject to reference checks.

- 4.) Update: Rate Study and ER Reconciliation/Rate Equity: Chair Dahlseid has been working a lot on individual commercial accounts and is meeting with Mr. Kuchenski the following day. Progress is still being made.
- 5.) Update: IRA Plan - Requirements from Eric Soles for Roth IRA: After much discussion the Board decided not to open a retirement fund through the District but would increase the hourly pay by 1% to be designated for investment or other purposes at Ms. Roe's discretion. Mr. Luoma motioned to approve a 1% increase, for the two time periods previously approved by the Board, to be used for investment or other purposes, entirely at Ms. Roe's choosing, followed by a second from Mr. Bare. All were in favor, motion carried.
- 6.) Update: New Sewer Connections at Creekside RV Park: The District is awaiting a response on a meeting time that will work for all members of the customer's account who are to be involved. The District is unable to discontinue water service to resolve the sewer connection inequity because this customer has their own well.

Public Matters/Guests: A member of Silver Water Association had a comment on the District's ability to locate a previous agreement, if one existed. Being no mention of a cost associated with the connection into Bayview Water and Sewer District, if an agreement was found, she asked if they would be grand-fathered in with no cost. The Board will discuss all questions when Silver Water Association returns to the District after they have had discussion among themselves. Another customer asked the Board to turn off Creekside RV water service to resolve the excessive and unauthorized sewer connections (ER). The Board reminded them that Creekside has their own well and does not receive water service from Bayview Water and Sewer District. The customer then asked for all the prices of the quotes approved at the meeting.

With no further business to discuss the regular meeting was adjourned at 5:43 PM following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Colleen Dahlseid
Chair of the Board

11/22/2021 Bayview Systems Report

A. Water Production update.

7,422,000 gallons produced by the wells during October. This works out to 239,000 gallons per day produced by the wells. This is the equivalent customer consumption of 477 gallons per day, per service connection. (501 service connections).

6,805,000 gallons produced by the wells during October last year. This works out to 220,000 gallons per day produced by the wells. This is the equivalent customer consumption of 467 gallons per day, per service connection. (471 service connections). This reflects a water line break on Navigator Court.

4,484,000 gallons produced by the wells during October 2 years ago. This works out to 145,000 gallons per day produced by the wells. This is the equivalent customer consumption of 309 gallons per day, per service connection. (469 service connections).

5,945,000 gallons produced by the wells during October 3 years ago. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 413 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is estimated at 2,794,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- New SCADA system antenna installed at well #7.
- 2- New pump installed at the Dromore booster station.

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 2020 year, 7,580,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- Sewer treatment site update.
 - a. Treatment site shutdown for the year.
 - b. Replaced motor control valve at sewer treatment site.
- 2- Two septic tanks has been pumped in the past month.

BAYVIEW WATER & SEWER DISTRICT
YR TO DATE 12/1/2020 THRU 10/31/2021
RESOURCES/EXPENSES
CASH BASIS - PRELIMINARY

	YTD 12/1/2020	October 2021	YTD 10/31/2021	BUDGET 20-21
RESOURCES:				
Certification Fees	\$ 11,098.23	\$ -	\$ 11,098.23	\$ 5,000
Sewer Hookups	\$ 6,400.00	\$ -	\$ 6,400.00	\$ 6,400
Water Hookups	\$ 49,499.99	\$ 250.00	\$ 49,749.99	\$ 13,500
Misc. Income	\$ 851.79	\$ -	\$ 851.79	\$ 900
Interest Income	\$ 330.68	\$ 23.16	\$ 353.84	\$ 1,000
Water - User Fees	\$ 185,586.29	\$ 20,942.00	\$ 206,528.29	\$ 198,840
Sewer - User fees	\$ 150,333.05	\$ 16,940.75	\$ 167,273.80	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ 92,500.00	\$ 92,500.00	\$ 30,000
SRF Loan Funds	\$ 38,112.00	\$ 3,914.00	\$ 42,026.00	\$ 56,000
TOTAL RESOURCES	\$ 442,212.03	\$ 134,569.91	\$ 576,781.94	\$ 500,200
EXPENSES:				
Sewer Maintenance	\$ 55,990.72	\$ 2,136.96	\$ 58,127.68	\$ 85,420
Water Maintenance	\$ 97,671.66	\$ 7,378.67	\$ 105,050.33	\$ 65,500
Vehicle Expense	\$ 1,722.08	\$ 154.00	\$ 1,876.08	\$ 2,240
Contract Labor	\$ 14,920.06	\$ 140.00	\$ 15,060.06	\$ 7,310
Director Fees	\$ 2,350.00	\$ 150.00	\$ 2,500.00	\$ 3,000
Dues & Subscriptions	\$ 3,588.76	\$ -	\$ 3,588.76	\$ 1,872
Office Supplies	\$ 2,479.54	\$ 97.82	\$ 2,577.36	\$ 3,250
System Operator	\$ 70,651.84	\$ 7,000.00	\$ 77,651.84	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ 549.48	\$ (190.00)	\$ 359.48	\$ 1,000
Postage & Delivery	\$ 3,844.12	\$ 375.81	\$ 4,219.93	\$ 4,474
Printing & Production	\$ 1,006.25	\$ -	\$ 1,006.25	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 8,096.50	\$ -	\$ 8,096.50	\$ 8,482
Bank Fees	\$ 205.03	\$ 15.00	\$ 220.03	\$ 194
Assessment Fees	\$ 1,865.00	\$ -	\$ 1,865.00	\$ 1,860
Office Maintenance	\$ 739.11	\$ 80.00	\$ 819.11	\$ 1,000
Accounting Fees	\$ 8,100.00	\$ -	\$ 8,100.00	\$ 10,000
Engineering Fees	\$ 10,475.82	\$ 1,590.00	\$ 12,065.82	\$ 22,500
Legal Fees	\$ 11,061.58	\$ 765.00	\$ 11,826.58	\$ 20,000
Utilities	\$ 54,985.90	\$ 4,982.20	\$ 59,968.10	\$ 64,564
Payroll Expenses	\$ 39,975.32	\$ 4,732.35	\$ 44,707.67	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 100,803.70	\$ 58,620.42	\$ 159,424.12	\$ 30,000
Operational Expenditures	\$ 491,270.07	\$ 88,028.23	\$ 579,298.30	\$ 469,334
SRF Loan Funds	\$ 38,112.00	\$ 3,914.00	\$ 42,026.00	\$ 56,000
TOTAL EXPENSES	\$ 491,270.07		\$ 579,298.30	\$ 525,334
NET	\$ (49,058.04)	\$ 46,541.68	\$ (2,516.36)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 203,029.37	\$ 46,541.68	\$ 643,262.48	
TOTAL AVAILABLE CASH	\$ 203,029.37		\$ 524,077.83	
DEPOSITED IN:				
DEQ-SRF Loan	#0117	\$ 87,525.39		
General O&M	#7564	\$ 168,069.32		
Sewer Cap Facility	#8307	\$ 13,113.55		
Water Cap Facility	#8299	\$ 17,591.34		
LID Guarantee	#1227	CLOSED		
Cape Horn O&M	#9680	\$ 141,908.65		
TOTAL			\$ 428,208.25	