

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

REGULAR MEETING MINUTES

December 16, 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, Patricia Johnson (via Zoom) and director Shon Luoma were also present.

Others Present: District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe, District attorney Caitlin Kling (via Zoom) and District engineer Kyle Meschko (via Zoom).

Guests Present: Gordon Dobler with Dobler Engineering and Connie Johnson, the planner, with Lakestone Development. Members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for November 3, 22, 30, 2021 minutes, all financial reports for November 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 November 23, 2021 to December 16, 2021 (attached).

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

Engineering Report – Update/Discussion: Mr. Meschko presented his engineering report and update (attached). Still awaiting DEQ comments on the Preliminary Engineering Report (PER).

New Business:

- 1.) Lakestone Development's Request to work with District Engineer and Operator: The Board met with Gordon Dobler, the engineer, and Connie Johnson, the planner, with Lakestone Development. Earlier in the day Bayview's District operators, District attorney and District engineer met to discuss the feasibility of connecting a proposed development on a parcel to the west of the District office into the District system that could serve 25 new residential units. It was discovered that, according to the original project drawings, the sewer line closest to the proposed development is a 4-inch PVC gravity-fed mainline and would need to be upsized to at least an 8-inch to meet Department of Environmental Quality (DEQ) and IDAPA requirements; approximately 2,500 feet of line down to the triplex station. As for water service, the changes already designed in the scope of work for the water improvement project would accommodate the development needs as well for service. Mr. Meschko will follow up with IDEQ regarding the sewer issue.
- 2.) New Legal Counsel: Ms. Kling will be taking a different job outside of Lake City Law. The District currently has a contract through Lake City Law and plans to transfer the

District to another member in the law firm, Fonda Jovik. The District requested a meeting to introduce Ms. Jovik and discuss her credentials and get acquainted over the following month(s).

- 3.) Whether to Charge for the Public Bathroom at Boat Launch: Mr. Bare motioned to set a policy that non-profit, public service entities to the community not be charged for monthly user fees. The motion was seconded by Mr. Luoma. All were in favor, motion carried.
- 4.) Cape Horn O&M Fees to be Transferred to General O&M Account FY20-21: Ms. Roe presented a list of expenses incurred throughout fiscal year 2020-2021 strictly related to Cape Horn expenses. This amount totaled \$36,140 to be transferred from the Cape Horn Operations and Maintenance (O&M) bank account and into the general O&M bank account, following a motion from Mr. Luma and seconded by Mr. Bare. Ms. Johnson chose to abstain and Chair Dahlseid voted to approve the transfer. With the majority in favor, the motion was passed.
- 5.) Vista Bay Irrigation Meter: The Board asked staff to prepare and present the history of the Local Improvement District (LID) account(s) and water usage to be able to make a more informed decision at the January 2022 meeting.
- 6.) Authorize Payment of Funds Approved for Retirement Account Purposes to the District Administrator/Treasurer: Ms. Dahlseid presented Resolution 2021-013 designating for a payment to be made to the District Administrator/Treasurer for funds due her from performance review of 06/30/2020. The resolution was approved following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.
- 7.) Idaho Rural Water Association - Sewer Rate Study: Ms. Roe informed the Board that the CEO of Idaho Rural Water Association (IRWA) confirmed that they would be able to incorporate a sewer rate study in conjunction with the water rate study at no additional cost to the District.

Old/Ongoing Business:

- 1.) Review of Sewer Capacity Determination Requirements (Bob Hansen): Nothing new to report at this time.
- 2.) Two Customers/Parcel Connected to One Septic Tank: Chair Dahlseid reported that she has spoken, in length, with the District attorney on responsibility. The District has no record of allowing the joint septic system and records do not indicate that the District ever permitted the joint use connection. Accordingly, it has always been billed as a separate connection to each property. It is understood, that the customer may have recourse for the encroachment on their property, however, the District does not see that they have any right of enforcement on their behalf for something they did not permit or have knowledge of. Ms. Dahlseid will prepare and send a letter to the effect; to which the Board agreed.
- 3.) Review Board Action Item List: The Board reviewed and updated the Board action item list.
- 4.) Update: Status CDA Books - Financial Statements, Audit Prep and Other: Chair Dahlseid and Ms. Roe have been working closely with this company to have all the needs aligned and implemented.
- 5.) Update: Silver Water Association – Backup Water Service & Septic Tank Testing: Mr. Kuchenski said he does not see any lines coming from the tank that would interfere with any of the District mainlines.

- 6.) Update: Rate Study and ER Reconciliation/Rate Equity: IRWA will be conducting a rate study for water and sewer and progress is still being made to reconcile accounts.
- 7.) Update: New Sewer Connections at Creekside RV Park: A meeting is set to discuss rectifying the ER connections. Will keep the Board updated as things progress.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:48 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

Colleen Dahlseid
Chair of the Board

12/16/2021 Bayview Systems Report

A. Water Production update.

7,236,000 gallons produced by the wells during November. This works out to 242,000 gallons per day produced by the wells. This is the equivalent customer consumption of 483 gallons per day, per service connection. (501 service connections).

5,906,000 gallons produced by the wells during November last year. This works out to 199,000 gallons per day produced by the wells. This is the equivalent customer consumption of 426 gallons per day, per service connection. (471 service connections).

4,671,000 gallons produced by the wells during November 2 years ago. This works out to 156,000 gallons per day produced by the wells. This is the equivalent customer consumption of 333 gallons per day, per service connection. (469 service connections).

5,364,000 gallons produced by the wells during November 3 years ago. This works out to 179,000 gallons per day produced by the wells. This is the equivalent of 385 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,521,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- Leak in Farragut State Park.
- 2- Additional facilities located in Farragut State Park.
- 3- New easy access entry system installed at Bayview water tower.
- 4- Ground penetrating radar for locating water & sewer lines.

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, 7,697,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round. In 2021, 6,784,000 gallons have been pumped into the drain fields. This averages out to 19,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- Soft start for Sewer Triplex pump #3 failed. A new soft start expected to be in by the end of the month.
- 2- Sewer treatment site update.
 - a. Treatment site shutdown for the year.
 - b. 2021 Annual report to be issued by January 31st.
- 3- One septic tank has been pumped in the past month.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2020 THRU 11/30/2021
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	November 2021	YTD 11/30/2021	Amended BUDGET 20-21
RESOURCES:				
Certification Fees	\$ 11,098.23	\$ -	\$ 11,098.23	\$ 11,098
Sewer Hookups	\$ 6,400.00	\$ 1,200.00	\$ 7,600.00	\$ 6,400
Water Hookups	\$ 49,749.99	\$ -	\$ 49,749.99	\$ 49,750
Misc. Income	\$ 851.79	\$ 59.00	\$ 910.79	\$ 910
Interest Income	\$ 353.84	\$ 15.15	\$ 368.99	\$ 388
Water - User Fees	\$ 206,528.29	\$ 14,754.89	\$ 221,283.18	\$ 214,560
Sewer - User fees	\$ 167,273.80	\$ 19,106.86	\$ 186,380.66	\$ 170,034
SRF Loan (Reimb)	\$ 92,500.00	\$ 39,392.00	\$ 131,892.00	\$ 132,432
SRF Loan Funds	\$ 42,026.00	\$ 3,912.00	\$ 45,938.00	\$ 45,936
TOTAL RESOURCES	\$ 576,781.94	\$ 78,439.90	\$ 655,221.84	\$ 631,508
EXPENSES:				
Sewer Maintenance	\$ 58,127.68	\$ 9,930.28	\$ 68,057.96	\$ 69,558
Water Maintenance	\$ 105,050.33	\$ 16,254.20	\$ 121,304.53	\$ 122,805
Vehicle Expense	\$ 1,876.08	\$ 130.48	\$ 2,006.56	\$ 2,092
Contract Labor	\$ 15,060.06	\$ -	\$ 15,060.06	\$ 15,060
Director Fees	\$ 2,500.00	\$ 150.00	\$ 2,650.00	\$ 2,800
Dues & Subscriptions	\$ 3,588.76	\$ 18.99	\$ 3,607.75	\$ 3,627
Office Supplies	\$ 2,577.36	\$ 16.90	\$ 2,594.26	\$ 2,577
System Operator	\$ 77,651.84	\$ 7,000.00	\$ 84,651.84	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 188
Training/Conferences	\$ 359.48	\$ -	\$ 359.48	\$ 360
Postage & Delivery	\$ 4,219.93	\$ 230.00	\$ 4,449.93	\$ 4,650
Printing & Production	\$ 1,006.25	\$ 498.48	\$ 1,504.73	\$ 2,206
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 8,096.50	\$ -	\$ 8,096.50	\$ 8,096
Bank Fees	\$ 220.03	\$ 13.00	\$ 233.03	\$ 220
Assessment Fees	\$ 1,865.00	\$ -	\$ 1,865.00	\$ 1,865
Office Maintenance	\$ 819.11	\$ 954.00	\$ 1,773.11	\$ 1,774
Accounting Fees	\$ 8,100.00	\$ -	\$ 8,100.00	\$ 8,100
Engineering Fees	\$ 12,065.82	\$ -	\$ 12,065.82	\$ 16,066
Legal Fees	\$ 11,826.58	\$ 606.12	\$ 12,432.70	\$ 12,422
Utilities	\$ 59,968.10	\$ 4,790.81	\$ 64,758.91	\$ 66,424
Payroll Expenses	\$ 44,707.67	\$ 4,407.12	\$ 49,114.79	\$ 50,000
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 159,424.12	\$ 39,932.12	\$ 199,356.24	\$ 158,533
Operational Expenditures	\$ 579,298.30	\$ 84,932.50	\$ 664,230.80	\$ 633,423
SRF Loan Funds	\$ 42,026.00	\$ 3,912.00	\$ 45,938.00	\$ 56,000
TOTAL EXPENSES	\$ 579,298.30		\$ 664,230.80	\$ 689,423
NET	\$ (2,516.36)	\$ (6,492.60)	\$ (9,008.96)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 249,571.05	\$ (6,492.60)	\$ 636,769.88	
TOTAL AVAILABLE CASH	\$ 249,571.05		\$ 525,764.44	
DEPOSITED IN:				
DEQ-SRF Loan	#0117	\$ 95,352.35		
General O&M	#7564	\$ 234,883.53		
Sewer Cap Facility	#8307	\$ 38,116.18		
Water Cap Facility	#8299	\$ 52,992.22		
LID Guarantee	#1227	CLOSED		
Cape Horn O&M	#4552	\$ 151,050.15		
TOTAL			\$ 572,394.43	

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Water Hookups	\$ 49,749.99	\$ -	\$ 49,749.99	\$ 13,500
Misc. Income	\$ 851.79	\$ 59.00	\$ 910.79	\$ 900
Interest Income	\$ 353.84	\$ 15.15	\$ 368.99	\$ 1,000
Water - User Fees	\$ 206,528.29	\$ 14,754.89	\$ 221,283.18	\$ 198,840
Sewer - User fees	\$ 167,273.80	\$ 19,106.86	\$ 186,380.66	\$ 188,560
SRF Loan (Reimb)	\$ 92,500.00	\$ 39,392.00	\$ 131,892.00	\$ 30,000
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TOTAL RESOURCES	\$ 576,781.94	\$ 78,439.90	\$ 655,221.84	\$ 500,200
EXPENSES:				
Sewer Maintenance	\$ 58,127.68	\$ 9,930.28	\$ 68,057.96	\$ 85,420
Water Maintenance	\$ 105,050.33	\$ 16,254.20	\$ 121,304.53	\$ 65,500
Vehicle Expense	\$ 1,876.08	\$ 130.48	\$ 2,006.56	\$ 2,240
Contract Labor	\$ 15,060.06	\$ -	\$ 15,060.06	\$ 7,310
Director Fees	\$ 2,500.00	\$ 150.00	\$ 2,650.00	\$ 3,000
Dues & Subscriptions	\$ 3,588.76	\$ 18.99	\$ 3,607.75	\$ 1,872
Office Supplies	\$ 2,577.36	\$ 16.90	\$ 2,594.26	\$ 3,250
System Operator	\$ 77,651.84	\$ 7,000.00	\$ 84,651.84	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ 359.48	\$ -	\$ 359.48	\$ 1,000
Postage & Delivery	\$ 4,219.93	\$ 230.00	\$ 4,449.93	\$ 4,474
Printing & Production	\$ 1,006.25	\$ 498.48	\$ 1,504.73	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 8,096.50	\$ -	\$ 8,096.50	\$ 8,482
Bank Fees	\$ 220.03	\$ 13.00	\$ 233.03	\$ 194
Assessment Fees	\$ 1,865.00	\$ -	\$ 1,865.00	\$ 1,860
Office Maintenance	\$ 819.11	\$ 954.00	\$ 1,773.11	\$ 1,000
Accounting Fees	\$ 8,100.00	\$ -	\$ 8,100.00	\$ 10,000
Engineering Fees	\$ 12,065.82	\$ -	\$ 12,065.82	\$ 22,500
Legal Fees	\$ 11,826.58	\$ 606.12	\$ 12,432.70	\$ 20,000
Utilities	\$ 59,968.10	\$ 4,790.81	\$ 64,758.91	\$ 64,564
Payroll Expenses	\$ 44,707.67	\$ 4,407.12	\$ 49,114.79	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 159,424.12	\$ 39,932.12	\$ 199,356.24	\$ 30,000
Operational Expenditures	\$ 579,298.30	\$ 84,932.50	\$ 664,230.80	\$ 469,334
SRF Loan Funds	\$ 42,026.00	\$ 3,912.00	\$ 45,938.00	\$ 56,000
TOTAL EXPENSES	\$ 579,298.30		\$ 664,230.80	\$ 525,334
NET	\$ (2,516.36)	\$ (6,492.60)	\$ (9,008.96)	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 249,571.05	\$ (6,492.60)	\$ 636,769.88	
TOTAL AVAILABLE CASH	\$ 249,571.05		\$ 525,764.44	
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Cape Horn O&M	#4552	\$ 151,050.15		
TOTAL			\$ 572,394.43	

ENGINEERING UPDATE

1. Water Improvements Projects

- a. Final Design
 - i. Plans 60% Deliverable submitted to District 12/3
 - ii. 60% review meeting set for Monday, Dec. 20th at 2:30PM
 - iii. Location of waterline – in park by tank (potholing by Bob)
 - iv. SRF reimbursement occurring/process working?

2. On-Call Tasks

- a. DCIP Grant Recap
 - i. Keller followed up and support letter is in Alans Court
- b. Construction Standards
 - i. Revisions complete ready for adoption by District
- c. ARPA Funding – no word yet?

BWSD WATER IMPROVEMENTS PROJECT SCHEDULE

TASK	2021							2022									
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
TASK 1: PRELIMINARY ENGINEERING REPORT (90 DAYS) <i>Note: 90 days is to submit PER to IDEQ</i>	[Task 1 shaded area: JUN 2021 to SEP 2021]																
MODELING								TASK 1 DELIVERABLES:									
TOPOGRAPHIC SURVEY AND BASEMAPPING								REQUEST FOR INFORMATION									
WATER LINE ALIGNMENTS AND LAYOUT								TOPOGRAPHIC BASEMAP									
SITE PLANS - WELL #7/ #8, BOOSTER STATION, TANK								KICKOFF MEETING									
PREPARE 30% DESIGN DRAWINGS								AGENDA AND MEETING NOTES									
BOOSTER STATION ALTERNATIVES								DRAFT AND FINAL PRELIMINARY ENGINEERING REPORT									
PRELIMINARY ENGINEERING REPORT																	
BWSD REVIEW																	
IDEQ REVIEW (APPROX. 60 DAYS+)																	
ADDRESS IDEQ COMMENTS AND RESUBMIT																	
IDEQ REVIEW (APPROX. 60 DAYS+)																	
TASK 2: 60% DESIGN (60 DAYS) <i>Note: contractually 60 days begins once a DEQ-approved Preliminary Engineering Report is received.</i>																	
PLAN-IN-HAND FIELD VISIT								TASK 2 DELIVERABLES:									
TANK REHAB DESIGN								60% DESIGN DRAWINGS									
WATER LINE FITTINGS, TIE-INS, VALVES, ETC.								COST ESTIMATE									
WELL #7/ #8 MECHANICAL								SPECIFICATIONS TABLE OF CONTENTS									
BOOSTER STATION MECHANICAL								60% DESIGN WORKSHOP MEETING									
PREPARE 60% DESIGN DRAWINGS																	
COST ESTIMATE																	
BWSD REVIEW																	
TASK 3: 90% DESIGN (60 DAYS)																	
BOOSTER STATION STRUCTURAL								TASK 3 DELIVERABLES:									
WELL #7/ #8 ELECTRICAL								90% DESIGN DRAWINGS									
BOOSTER STATION ELECTRICAL, CONTROLS, & HVAC								SPECIFICATIONS									
PREPARE SPECIFICATIONS								90% DESIGN WORKSHOP MEETING									
PREPARE 90% DESIGN DRAWINGS																	
PERMITTING																	
BWSD REVIEW & LAKES HWY DISTRICT REVIEW																	
TASK 4: 100% DESIGN (30 DAYS) FOR PHASE 1/ 2																	
FINAL SPECIFICATIONS								TASK 4 DELIVERABLES:									
FINAL DESIGN DRAWINGS								STAMPED/ SIGNED DRAWINGS AND CONTRACT DOCS									
CONTRACT DOCUMENTS																	
FINAL PERMITS																	
IDEQ REVIEW (APPROX. 40 DAYS)																	
BIDDING AND CONSTRUCTION																	
BIDDING ASSISTANCE AND EVALUATION																	
PH. 1 CONTACT AWARD																	
PH. 1 CONSTRUCTION																	
PH. 2 CONTACT AWARD (TBD)																	