

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

**REGULAR MEETING MINUTES**

April 21, 2022

**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. At 4:30 PM director Patricia Johnson (via Zoom) joined the meeting.

**Others Present:** District operators Bob Hansen and Bob Kuchenski, District treasurer Jessie Roe, District clerk Clint Kuhman and District engineer Kyle Meschko (via Zoom).

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

**Consent Agenda:** Mr. Bare motioned to approve the consent agenda: approval of the minutes for March 1, 9, 24, 2022 minutes, financial reports for March 2022, and the approval to pay monthly bills as listed. The motion was seconded by Mr. Luoma. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from March 25, 2022 to April 21, 2022 (attached).

**Treasurer's Report:** Ms. Roe presented the financial reports for the month of March 2022 (attached).

**Engineering Report – Update/Discussion:** Mr. Meschko presented his engineering report and update (attached).

**New Business:**

- 1.) **Prospective New Board Member:** The District office has received one formal letter of interest in the office. Unfortunately, the individual was not able to attend the meeting but can make himself for available for an interview at a later point.
- 2.) **Multi-Family Water Monthly Billing Per Resolution 2020-006:** The Board would like to enact the charges set forth in the previously adopted Resolution 2020-006 (found on the website). Although a public hearing was set to adopt the most recent Rate Structure with these charges described, the Board would like to make sure that the public is well informed and has the ability to speak to this charge specifically. Ms. Roe will send a doodle poll out to the Board to determine the best time for a public hearing. Mr. Bare motioned to hold a public hearing with intent to enact the charges outlines in Resolution 2020-006 followed by a second from Mr. Luoma. All were in favor, motion carried.
- 3.) **Idaho Rural Water Rate Studies:** Chair Dahlseid reminded the Board that half the cost of the water rate study has already been paid by the District. She would like to continue preparation for completing the rate study with the main focus on the water rates to start off. In order to do this, the District would like to put their spreadsheet in front of the District's CPA firm to validate the numbers for all accounts scheduled for rate adjustments and the potential changes it could create. Mr. Bare motioned to turn the

spreadsheet over for a third-party review, followed by a second from Mr. Luoma. All were in favor, motion carried.

- 4.) Expenditures Reimbursable from IDEQ SRF Loan Require Davis Bacon and AIS Compliance: The District engineers are in the process of reviewing previously paid contractors who have performed work under the State Revolving Fund loan program for Davis-Bacon wage compliance. Once the review and corrections are made and brought into compliance, the District can then submit the costs to Idaho Department of Environmental Quality for reimbursement.
- 5.) DEQ Letter Received RE: Loan Requirements and Eligible Costs: The Board received a letter from Department of Environmental Quality regarding SRF loan costs and compliance. The invoices previously paid from the District for Water Improvement Projects was not in compliance with Davis-Bacon wage tracking requirements and, therefore, the loan has been put in violation status for the time being. Chair Dahlseid will write a letter to DEQ explaining that there are currently no requests submitted to the department for reimbursement and the District is working closely with their engineering firm to bring all contracts into compliance. At this time, the District is not able to submit any reimbursements until the violation is lifted.
- 6.) Status of the Farragut State Park Meter Replacement: This project is on hold until compliance requirements are met and the violation with DEQ is lifted.
- 7.) Proposed Hansen Subdivision: Mr. Hansen is working with his engineer to establish a preliminary plat and will keep the District updated when they have achieved progress. The subdivision is proposed around the Bayview Watch Estates area. Ms. Roe is working on an official ER (sewer connections) count. Mr. Meschko informed the Board that the higher up the hill the development plans to go would have lower water pressure.
- 8.) Approve Edits to Standards for Public Works Construction: The revised Standards were approved with the knowledge that the operators will be including more language in regards to extending the language and clarifying residential sewer requirements following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

**Old/Ongoing Business:**

- 1.) Review of Sewer Capacity Determination Requirements (Bob Hansen): No updates to report at this time.
- 2.) Update: New Easement for Water Mainline Limekiln to Cape Horn Road: None at this time.
- 3.) (Action Item): Lakestone Subdivision/ DEQ Will Serve Letter: The letter was approved following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.
- 4.) Update: Abandoned Septic Tank: The letter was sent to McGoldrick on April 6, 2022. Accordingly to the terms of the letter, the District needs to follow-up on compliance on May 23, 2022.
- 5.) Update: Status CDA Books – Re-Design of Financial Statements: Ms. Roe is working closely with their firm on these reports as she works through the fiscal year 2020-2021 audit.
- 6.) Review Board Action Item List: The Board reviewed and edited the list.
- 7.) Delinquent List: The Board reviewed the list.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 5:14 PM following a motion from Mr. Bare and seconded by Mr. Luoma. 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

## 4/21/22 Bayview Systems Report

### A. Water Production update.

9,004,000 gallons produced by the wells during March. This works out to 290,000 gallons per day produced by the wells. This is the equivalent customer consumption of 591 gallons per day, per service connection. (501 service connections).

6,583,000 gallons produced by the wells during March last year. This works out to 212,000 gallons per day produced by the wells. This is the equivalent customer consumption of 450 gallons per day, per service connection. (471 service connections).

6,503,000 gallons produced by the wells during March 2 years ago. This works out to 210,000 gallons per day produced by the wells. This is the equivalent customer consumption of 447 gallons per day, per service connection. (470 service connections).

6,680,000 gallons produced by the wells during March 3 years ago. This works out to 215,000 gallons per day produced by the wells. This is the equivalent of 462 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 3,140,000 gallons or 47% of production totals by the wells.

### B. Water system items:

1- New insertion meter in Farragut State Park update.

### 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- Sewer treatment site update.

a. Treatment site shutdown until weather allows.

2- Two septic tank have been pumped in the past month.

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
**March 2022**

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	103.35	103.35	206.70
Total 4000 · Certified Fees	103.35	103.35	206.70
4100 · Sewer			
4102 · Sewer Late Fees	111.77	0.00	111.77
4100 · Sewer - Other	14,972.84	0.00	14,972.84
Total 4100 · Sewer	15,084.61	0.00	15,084.61
4200 · Water			
4202 · Water Late Fees	0.00	427.67	427.67
4200 · Water - Other	0.00	12,839.72	12,839.72
Total 4200 · Water	0.00	13,267.39	13,267.39
Total Income	15,187.96	13,370.74	28,558.70
Expense			
6001 · Sewer Maintenance	1,355.72	0.00	1,355.72
7001 · Water Maintenance	0.00	12,855.09	12,855.09
8001 · Vehicle Expense	86.86	86.86	173.72
8002 · Contract Labor	120.00	120.00	240.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	259.49	259.50	518.99
8006 · System Operator	8,400.00	2,800.00	11,200.00
8011 · Postage & Delivery	475.22	475.23	950.45
8100 · Equipment & Tools			
8101 · Office Equipment	-179.10	-179.10	-358.20
Total 8100 · Equipment & Tools	-179.10	-179.10	-358.20
8200 · Insurance Expense			
8201 · Liability Insurance	2,073.50	2,073.50	4,147.00
Total 8200 · Insurance Expense	2,073.50	2,073.50	4,147.00
8300 · Fees & Charges			
8301 · Bank Fees	6.00	8.00	14.00
Total 8300 · Fees & Charges	6.00	8.00	14.00
8400 · Maintenance			
8401 · Janitorial	60.00	60.00	120.00
Total 8400 · Maintenance	60.00	60.00	120.00
8500 · Professional Fees			
8502 · Engineering	810.00	0.00	810.00
8503 · Legal Fees	1,220.50	2,411.50	3,632.00
Total 8500 · Professional Fees	2,030.50	2,411.50	4,442.00
8600 · Telephone			
8601 · Auto Dialers	91.36	91.35	182.71
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	196.34	196.33	392.67
8700 · Utilities			
8701 · Electric	2,201.39	2,201.39	4,402.78
8703 · Garbage	3.75	3.75	7.50
Total 8700 · Utilities	2,205.14	2,205.14	4,410.28
8800 · Payroll Expenses	2,441.11	2,441.11	4,882.22
Total Expense	19,630.78	25,913.16	45,543.94

1:16 PM

04/18/22

Accrual Basis

# Bayview Water & Sewer District Profit & Loss by Class March 2022

	01 - Sewer	02 - Water	TOTAL
Net Ordinary Income	-4,442.82	-12,542.42	-16,985.24
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	4.97	12.62	17.59
4400 · Miscellaneous Income	818.61	818.60	1,637.21
Total Other Income	823.58	831.22	1,654.80
Net Other Income	823.58	831.22	1,654.80
Net Income	<u>-3,619.24</u>	<u>-11,711.20</u>	<u>-15,330.44</u>