

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

REGULAR MEETING MINUTES

June 16, 2022

Call to Order and Roll Call: Chairman Ted Bare opened the meeting at 3:30 PM and a roll call confirmed directors Shon Luoma, and Ky Chapple were also present.

Others Present: District treasurer Jessie Roe, District clerk Clint Kuhman, District operators Bob Kuchenski and Bob Hansen, and District engineer Ben Davis.

Guests Present: Members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for May 19, 24, 26, 2022 and the approval to pay monthly bills as listed. The motion was seconded by Mr. Chapple. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from May 20, 2022 to June 16, 2022 (attached).

Treasurer's Report: Ms. Roe presented the Profit and Loss compared to budget for the month of May 2022 (attached).

Engineering Report – Update/Discussion: Mr. Davis presented his engineering report and update to the District (attached).

New Business:

- 1.) **Customer Leak – Next Steps:** A customer presented to the Board his current struggles as well as a very large leak that was discovered over the wintertime. He has located the source of the leak and has isolated the problem so it will no longer continue to leak. Unfortunately, he does not currently have the means to repair the leak but is requesting the 50% wintertime leak forgiveness program. Furthermore, he would like to know if a payment plan can be granted for the, over \$2,000, bill received. After much discussion the Board authorized a one-time recognition of a “repaired leak” as well a payment plan after a motion from Mr. Luoma and seconded by Mr. Chapple. All were in favor, motion carried.
- 2.) **Keller Amendment #2 - Additional Services to Complete Fredricks Easement & Re-Design Work:** Amendment #2 was approved following a motion from Mr. Luoma and seconded by Mr. Chapple. All were in favor, motion carried.
- 3.) **Approve Edits to Standards for Public Works Construction:** Mr. Kuchenski is still gathering information to incorporate residential standards into the document. The Board will add the item to the Board Action Item List and remove it from the agenda.
- 4.) **New SCADA System:** The Board directed staff to send the proposal from Bigfoot to Keller Associates to have them incorporate it into their bidding process.
- 5.) **Resolution - No Individual PRV's Placed on the District Side of the Water Meter:** The Board would like this as part of the final water ordinance. Keller needs to ensure that no individual Pressure Reducing

Valves (PRVs) are placed on the District side of the meter in any of the Water Improvement Project plans.

- 6.) Approve 2021 Annual Water Quality Report: The annual report was approved following a motion from Mr. Luoma and seconded by Mr. Chapple. All were in favor, motion carried. The approved report will be posted on the website.
- 7.) Un-Billed User Accounts – Changes Made in Prior Years: Ms. Roe sent a letter for information request to one account and will add the remaining account to Group Two inspection list.
- 8.) Customer Site-Inspection Letter – Request to Void: The customer conveyed to the Board that she feels singled out by the District and requested that her letter be voided and she be removed from the inspection list. Ms. Roe informed her that the inspection has already taken place following a confirmation email from her granting the District operator permission to inspect the property. The Board and staff apologized for unintentionally giving the customer any impression that she was singled out and agreed to an informational posting on the next customer bills that an upcoming site inspection will occur. Mr. Luoma motioned that the District apologize for inappropriate placement of people on lists and recognize that Ms. Puckett has no commercial properties. The motion was seconded by Mr. Chapple. All were in favor, motion carried.
- 9.) Elect Vice-Chair: Chairman Bare nominated and voted to have Shon Luoma fill the vice-chair position, followed by a second from Mr. Chapple. All were in favor, motion carried.
- 10.) Designated Supervising Elected Official (SEO): Chairman Bare nominated Ky Chapple to fill the position of SEO, followed by a second from Mr. Luoma. All were in favor, motion carried.
- 11.) Department of Environmental Quality (DEQ) Authorized Signer: Mr. Luoma motioned to make Walter (Ted) Bare and Shon Luoma authorized signers followed by a second from Mr. Chapple. All were in favor, motion carried.
- 12.) Remove Colleen from Bank Accounts and Nominate Third Signer: Chairman Bare motioned to remove former director Colleen Dahlseid as an authorized signer and be replaced with Ky Chapple. The motioned was seconded by Mr. Luoma. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Update: Proposed Hansen Subdivision: Nothing new to report currently.
- 2.) Update: Rate Study: The Board and staff are waiting until the inequities are resolved before they open the rate study again.
- 3.) Review Board Action Item List: The Board reviewed and updated the Action Item List.
- 4.) Delinquent List: The Board reviewed the delinquent list.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:52 PM following a motion from Mr. Luoma and seconded by Mr. Chapple. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ted Bare
Chair of the Board

6/16/22 Bayview Systems Report

A. Water Production update.

7,638,000 gallons produced by the wells during May. 3,448,000 gallons of consumption registered through customers meters. This works out to 263,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 238 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,190,000 gallons or 55% of production totals by the wells.

11,270,000 gallons produced by the wells during May last year. 7,406,000 gallons of consumption registered through customers meters. This works out to 419,000 gallons per day produced by the wells of which 265,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 538 gallons per day, per service connection. (493 service connections). Unaccounted for water lost is 3,864,000 gallons or 34% of production totals by the wells.

6,330,000 gallons produced by the wells during May 2 years ago. 2,961,000 gallons of consumption registered through customers meters. This works out to 204,000 gallons per day produced by the wells of which 96,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 204 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 3,369,000 gallons or 53% of production totals by the wells.

7,222,000 gallons produced by the wells during May 3 years ago. 3,324,000 gallons of consumption registered through customers meters. This works out to 258,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 255 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 3,398,000 gallons or 54% of production totals by the wells.

B. Water system items:

- 1- SCADA system upgrade.
- 2- Replacing bad meters.
- 3- Moving meters from basements to the street.
- 4- 2021 Annual Water Quality Report.

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- One septic tank has been pumped in the past month.
- 3- ER inspections.

Bayview Water & Sewer District
Profit & Loss by Class
May 2022

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	280.74	0.00	280.74
4100 · Sewer - Other	14,998.84	0.00	14,998.84
Total 4100 · Sewer	15,279.58	0.00	15,279.58
4200 · Water			
4202 · Water Late Fees	0.00	359.93	359.93
4206 · Water Charge - Water Bond	0.00	3,992.00	3,992.00
4200 · Water - Other	0.00	16,698.99	16,698.99
Total 4200 · Water	0.00	21,050.92	21,050.92
Total Income	15,279.58	21,050.92	36,330.50
Expense			
6001 · Sewer Maintenance	2,851.53	0.00	2,851.53
7001 · Water Maintenance	0.00	24,441.66	24,441.66
8001 · Vehicle Expense	317.39	286.82	604.21
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	234.49	234.50	468.99
8005 · Office Supplies	3.80	3.79	7.59
8006 · System Operator	4,200.00	2,800.00	7,000.00
8011 · Postage & Delivery	187.09	187.09	374.18
8300 · Fees & Charges			
8301 · Bank Fees	6.00	9.00	15.00
Total 8300 · Fees & Charges	6.00	9.00	15.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8501 · Accounting	617.50	617.50	1,235.00
8502 · Engineering	429.37	429.38	858.75
8503 · Legal Fees	93.50	953.00	1,046.50
Total 8500 · Professional Fees	1,140.37	1,999.88	3,140.25
8600 · Telephone			
8601 · Auto Dialers	91.06	91.06	182.12
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	196.04	196.04	392.08
8700 · Utilities			
8701 · Electric	2,348.96	2,348.97	4,697.93
8703 · Garbage	3.75	3.75	7.50
Total 8700 · Utilities	2,352.71	2,352.72	4,705.43
8800 · Payroll Expenses	2,451.30	2,451.31	4,902.61
Total Expense	14,060.72	35,082.81	49,143.53
Net Ordinary Income	1,218.86	-14,031.89	-12,813.03
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	4.26	12.00	16.26
Total Other Income	4.26	12.00	16.26
Net Other Income	4.26	12.00	16.26
Net Income	1,223.12	-14,019.89	-12,796.77