

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

REGULAR MEETING MINUTES

July 21, 2022

Call to Order and Roll Call: Chairman Ted Bare opened the meeting at 3:38 PM and a roll call confirmed directors Shon Luoma, and Patricia Johnson were also present.

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

Guests Present: None.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for June 16, 28 (1), 28 (2), 2022 and the approval to pay the July monthly bills as listed. The motion was seconded by Ms. Johnson. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from June 17, 2022 to July 21, 2022 (attached).

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

Engineering Report – Update/Discussion: Mr. Meschko said they are preparing to go out to bidding in the next coming weeks for rehabbing the tank this coming Spring 2023. He then presented his updates to the District regarding the DCIP grant submission as well as the ARPA funding award. The DCIP grant was submitted the week prior. Ms. Roe and Mr. Davis with Keller Associates will attend the ARPA application process training and how-to class on Monday, July 25, 2022.

New Business:

- 1.) Engineering Budget: Mr. Luoma motioned to approve an additional \$5,000 for Amendment #2, task order two; on-call engineering. The motion was seconded by Ms. Johnson. All were in favor, motion carried.
- 2.) Designated Supervising Elected Official (SEO): Chairman Bare motioned to designate Mr. Luoma as the Elected Supervising Official, followed by a second from Ms. Johnson. All were in favor, motion carried.
- 3.) Lake City Law – Water Ordinance: After discussion, the Board directed Ms. Roe to write an email to the District's contracted law firm, Lake City Law (LCL), and emphasize the District's desire for LCL to contract with Caitlin Kling to get the water ordinance done. The Board expressed their desire to keep LCL as the day-to-day attorney but would prefer to work exclusively with Caitlin Kling to finalize the District's water ordinance.
- 4.) Amend Resolution 2020-006: After discussion, the Board directed Ms. Roe to email the Board some examples of "Dwelling" definitions so they could have more time to contemplate and analyze the exact wording. Once the Board feels confident on their individual preferences then a special meeting will be held to finalize the definition and formalize an amendment.

- 5.) Management Representation Letter to Complete Audit for Fiscal Year 20/21: The Board authorized the Chairman to sign the Management Representation Letter following a motion Mr. Luoma to approve the Fiscal Year 2020-2021 final audit and seconded by Ms. Johnson. All were in favor, motion carried.
- 6.) New Lawn Care Service: The Board approved the proposal from Dean Knowles for contracted monthly lawn care services in the amount of \$200 a month following a motion from Mr. Luoma and seconded by Ms. Johnson. All were in favor, motion carried.
- 7.) Certification List Approval: Mr. Luoma motioned to approve the certification list presented with the exclusion of accounts who will pay their accounts in full until July 29, 2022, followed by a second from Ms. Johnson. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Review Board Action Item List: The Board review and updated the Board Action Item List.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:33 PM following a motion from Mr. Luoma and seconded by Ms. Johnson. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ted Bare
Chair of the Board

7/21/22 Bayview Systems Report

A. Water Production update.

9,718,000 gallons produced by the wells during June. 3,438,000 gallons of consumption registered through customers meters. This works out to 294,000 gallons per day produced by the wells of which 104,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 208 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 6,280,000 gallons or 65% of production totals by the wells.

13,328,000 gallons produced by the wells during June last year. 7,935,000 gallons of consumption registered through customers meters. This works out to 430,000 gallons per day produced by the wells of which 256,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 513 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 5,393,000 gallons or 40% of production totals by the wells.

8,076,000 gallons produced by the wells during June 2 years ago. 4,857,000 gallons of consumption registered through customers meters. This works out to 261,000 gallons per day produced by the wells of which 157,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 333 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,219,000 gallons or 40% of production totals by the wells.

8,891,000 gallons produced by the wells during June 3 years ago. 4,751,000 gallons of consumption registered through customers meters. This works out to 296,000 gallons per day produced by the wells of which 158,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 339 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 4,140,000 gallons or 47% 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- Lightning strikes in Cape Horn Estates area.
- 5- Water main break in Cape Horn Estates.
- 6- Well 7 generator radiator being rebuilt.

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. With the slow down in rainy weather, we should be able to startup the treatment site next week.
- 2- 15 septic tanks have been pumped in the past month including 6 commercial tanks in preparation for Bayview Days.
- 3- ER inspections.

Bayview Water & Sewer District Profit & Loss Budget vs. Actual December 2021 through June 2022

	TOTAL			
	Dec '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Certified Fees				
4001 · Certified User Fees	4,998.95	8,000.00	-3,001.05	62.49%
Total 4000 · Certified Fees	4,998.95	8,000.00	-3,001.05	62.49%
4100 · Sewer				
4102 · Sewer Late Fees	1,247.00	2,560.00	-1,313.00	48.71%
4100 · Sewer - Other	104,254.28	182,000.00	-77,745.72	57.28%
Total 4100 · Sewer	105,501.28	184,560.00	-79,058.72	57.16%
4103 · Sewer Inspection Fees	360.00	0.00	360.00	100.0%
4104 · Sewer Hook Up Fees	4,800.00	6,400.00	-1,600.00	75.0%
4200 · Water				
4202 · Water Late Fees	2,424.82	3,840.00	-1,415.18	63.15%
4200 · Water - Other	97,356.55	220,000.00	-122,643.45	44.25%
Total 4200 · Water	99,781.37	223,840.00	-124,058.63	44.58%
4203 · Water Hook Up Fees	30,000.00	60,000.00	-30,000.00	50.0%
4204 · Water Cap Fee	8,320.00	0.00	8,320.00	100.0%
Total Income	253,761.60	482,800.00	-229,038.40	52.56%
Expense				
6001 · Sewer Maintenance	16,522.22	103,800.00	-87,277.78	15.92%
7001 · Water Maintenance	52,758.29	80,172.00	-27,413.71	65.81%
8001 · Vehicle Expense	1,390.65	4,000.00	-2,609.35	34.77%
8002 · Contract Labor	1,875.00	11,000.00	-9,125.00	17.05%
8003 · Director's Fees	1,350.00	3,000.00	-1,650.00	45.0%
8004 · Dues & Subscriptions	2,907.91	3,000.00	-92.09	96.93%
8005 · Office Supplies	396.21	1,000.00	-603.79	39.62%
8006 · System Operator	42,000.00	84,000.00	-42,000.00	50.0%
8009 · Property Taxes	58.40	200.00	-141.60	29.2%
8010 · Training/Conferences	0.00	2,400.00	-2,400.00	0.0%
8011 · Postage & Delivery	2,779.40	4,620.00	-1,840.60	60.16%
8012 · Printing & Reproduction	145.03	1,500.00	-1,354.97	9.67%
8100 · Equipment & Tools				
8101 · Office Equipment	214.29	500.00	-285.71	42.86%
Total 8100 · Equipment & Tools	214.29	500.00	-285.71	42.86%
8200 · Insurance Expense				
8201 · Liability Insurance	4,147.00	8,300.00	-4,153.00	49.96%
Total 8200 · Insurance Expense	4,147.00	8,300.00	-4,153.00	49.96%
8300 · Fees & Charges				
8301 · Bank Fees	134.01	194.00	-59.99	69.08%
8302 · Assessment Fees	1,410.00	1,890.00	-480.00	74.6%
Total 8300 · Fees & Charges	1,544.01	2,084.00	-539.99	74.09%
8400 · Maintenance				
8401 · Janitorial	320.00	480.00	-160.00	66.67%
8402 · Office	201.24	1,020.00	-818.76	19.73%

Bayview Water & Sewer District Profit & Loss Budget vs. Actual December 2021 through June 2022

	TOTAL			
	Dec '21 - Jun 22	Budget	\$ Over Budget	% of Budget
8400 · Maintenance - Other	0.00	0.00	0.00	0.0%
Total 8400 · Maintenance	521.24	1,500.00	-978.76	34.75%
8500 · Professional Fees				
8501 · Accounting	5,035.00	12,000.00	-6,965.00	41.96%
8502 · Engineering	4,343.75	20,000.00	-15,656.25	21.72%
8503 · Legal Fees	6,894.50	14,000.00	-7,105.50	49.25%
Total 8500 · Professional Fees	16,273.25	46,000.00	-29,726.75	35.38%
8600 · Telephone				
8601 · Auto Dialers	1,284.85	0.00	1,284.85	100.0%
8602 · Office	1,469.72	0.00	1,469.72	100.0%
Total 8600 · Telephone	2,754.57	0.00	2,754.57	100.0%
8700 · Utilities				
8701 · Electric	31,208.97	0.00	31,208.97	100.0%
8703 · Garbage	45.00	0.00	45.00	100.0%
8700 · Utilities - Other	0.00	70,000.00	-70,000.00	0.0%
Total 8700 · Utilities	31,253.97	70,000.00	-38,746.03	44.65%
8800 · Payroll Expenses	34,478.58	56,874.00	-22,395.42	60.62%
Total Expense	213,370.02	483,950.00	-270,579.98	44.09%
Net Ordinary Income	40,391.58	-1,150.00	41,541.58	-3,512.31%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	119.67	250.00	-130.33	47.87%
4400 · Miscellaneous Income	9,826.21	900.00	8,926.21	1,091.8%
Total Other Income	9,945.88	1,150.00	8,795.88	864.86%
Net Other Income	9,945.88	1,150.00	8,795.88	864.86%
Net Income	50,337.46	0.00	50,337.46	100.0%