

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

REGULAR MEETING MINUTES

August 19, 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 (via Zoom) were also present.

Others Present: District treasurer Jessie Roe, District operators Bob Kuchenski and Bob Hansen, and District engineer Ben Davis (via zoom).

Guests Present: Paul Franz and members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for July 7, 21, 2022, approval to pay the August monthly bills as listed and the July 2022 financial reports. The motion was seconded by Ms. Johnson. All were in favor, motion carried.

Reports:

Engineering Report – Update/Discussion: Mr. Davis said they will be advertising for the open bidding for phase one starting next week after Board approval. Another advertisement will run the following week. Bid submissions will be due September 21, 2022 at 2:00 PM and then a meeting to read the submitted bids aloud will follow the same day at 2:00 PM.

Operator Report: Mr. Kuchenski reported on the District operations from July 22, 2022 to August 19, 2022 (attached).

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

Meet and Interview Prospective New Board Member - Paul Franz: Paul Franz took the Oath of Office and was sworn in as the District’s newest Board member following a motion from Mr. Luoma and seconded by Ms. Johnson. All were in favor, motion carried.

New Business:

- 1.) DEQ’s Approval of the Water System Improvements Phase 1 Plans and Specifications: The Board reviewed the approved plans and specifications from Department of Environmental Quality and approved phase one to go out for bidding following a motion from Mr. Luoma and seconded by Mr. Franz. All were in favor, motioned carried.
- 2.) Approve Amended Resolution 2020-006: After much discussion the Amended Resolution 2020-006 was approved with the agreed edits from the Board following a motion from Mr. Luoma and seconded by Ms. Johnson. All were in favor, motion carried.
- 3.) Make Patricia Johnson a Signer on the Bank Accounts: The item was tabled for more consideration.
- 4.) Cape Horn Meter Replacement – Signed Owner Agreements for Cost to Replace: The Board directed staff to pass the agreements on to the District attorney for review and comments on whether the

agreements are sufficient to be tied to the property and not the former owner(s) who signed the original agreements.

- 5.) Two Customers Using One Septic Tank – Account 1255 & 1265: Mr. Kuchenski updated the Board on two more properties discovered that are connected into the same septic tank. At this time, the property without a tank on their own property plans to come into the office to fill out and file their own septic permit and install a septic tank on their property. The cost will be assumed by the connecting customer and they will continue to pay for their septic connection as they have been since the system was installed.

Old/Ongoing Business:

- 1.) Review Board Action Item List: The Board reviewed and updated the list.
- 2.) Delinquent List: The Board reviewed the list.
- 3.) Site Inspections Progress Report: Ms. Roe updated the Board on the inspection progress. She then asked the system operators and the Board whether there are options available to customers who were discovered to be using over their allotted ER's or whether the only option available was incur the cost of infrastructure removal on their property. Ultimately, the Board and the operators agreed that each customer needs to be treated equally and fairly and the removal of infrastructure at the easement is the only way to ensure that future use is eliminated.
- 4.) (Action Item): Lake City Law – Water Ordinance: Ms. Roe informed the Board that Lake City Law is in the process of finalizing a contract to permit Ms. Kling to complete the water ordinance for the District.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 6:04 PM following a motion from Mr. Luoma and seconded by Mr. Franz. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ted Bare
Chair of the Board

8/19/22 Bayview Systems Report

A. Water Production update.

13,870,000 gallons produced by the wells during July. 7,576,000 gallons of consumption registered through customers meters. This works out to 462,000 gallons per day produced by the wells of which 253,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (508 service connections). Unaccounted for water lost is 6,294,000 gallons or 45% of production totals by the wells.

17,524,000 gallons produced by the wells during July last year. 12,618,000 gallons of consumption registered through customers meters. This works out to 565,000 gallons per day produced by the wells of which 407,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 816 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 4,906,000 gallons or 38% of production totals by the wells.

10,250,000 gallons produced by the wells during July two years ago. 5,802,000 gallons of consumption registered through customers meters. This works out to 342,000 gallons per day produced by the wells of which 193,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 411 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,448,000 gallons or 43% of production totals by the wells.

11,477,000 gallons produced by the wells during July 3 years ago. 7,075,000 gallons of consumption registered through customers meters. This works out to 359,000 gallons per day produced by the wells of which 221,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (469 service connections). Unaccounted for water lost is 4,402,000 gallons or 38% of production totals by the wells.

B. Water system items:

- 1- SCADA system upgrade.
- 2- Replacing bad meters.
- 3- Two meters moved from basements to the street.
- 4- Five water line breaks in 3 weeks.
- 5- Well 7 generator radiator rebuilt & reinstalled.

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. 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. The land application treatment site is back online. Two of five spray zone valves have failed. One valve being replaced this week with a second valve on order.
- 2- One septic tank have been pumped in the past month.
- 3- ER inspections.

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	2,244.36	2,244.35	4,488.71
Total 4000 · Certified Fees	2,244.36	2,244.35	4,488.71
4100 · Sewer			
4102 · Sewer Late Fees	261.91	0.00	261.91
4100 · Sewer - Other	15,076.84	0.00	15,076.84
Total 4100 · Sewer	15,338.75	0.00	15,338.75
4200 · Water			
4202 · Water Late Fees	0.00	457.52	457.52
4206 · Water Charge - Water Bond	0.00	4,016.00	4,016.00
4200 · Water - Other	0.00	22,374.35	22,374.35
Total 4200 · Water	0.00	26,847.87	26,847.87
4203 · Water Hook Up Fees	0.00	10,000.00	10,000.00
Total Income	17,583.11	39,092.22	56,675.33
Expense			
6001 · Sewer Maintenance	16,088.61	0.00	16,088.61
7001 · Water Maintenance	0.00	29,116.89	29,116.89
8001 · Vehicle Expense	199.07	199.06	398.13
8002 · Contract Labor	100.00	100.00	200.00
8003 · Director's Fees	75.00	75.00	150.00
8004 · Dues & Subscriptions	9.49	9.50	18.99
8006 · System Operator	4,200.00	5,600.00	9,800.00
8011 · Postage & Delivery	187.86	187.87	375.73
8200 · Insurance Expense			
8202 · Workman's Compensation	204.00	204.00	408.00
Total 8200 · Insurance Expense	204.00	204.00	408.00
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
Total 8300 · Fees & Charges	6.00	7.00	13.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
8402 · Office	435.93	435.93	871.86
Total 8400 · Maintenance	455.93	455.93	911.86
8500 · Professional Fees			
8501 · Accounting	3,505.62	3,505.63	7,011.25
8503 · Legal Fees	953.00	953.00	1,906.00
Total 8500 · Professional Fees	4,458.62	4,458.63	8,917.25
8600 · Telephone			
8601 · Auto Dialers	98.01	98.01	196.02
8602 · Office	209.96	209.96	419.92
Total 8600 · Telephone	307.97	307.97	615.94
8700 · Utilities			
8701 · Electric	2,471.35	2,471.35	4,942.70
8703 · Garbage	45.02	45.03	90.05
Total 8700 · Utilities	2,516.37	2,516.38	5,032.75
8800 · Payroll Expenses	2,436.71	2,436.71	4,873.42
Total Expense	31,245.63	45,674.94	76,920.57

1:36 PM

08/16/22

Accrual Basis

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Net Ordinary Income	-13,662.52	-6,582.72	-20,245.24
Other Income/Expense			
Other Income			
4306 - Interest & Penalties Income	4.23	14.18	18.41
Total Other Income	4.23	14.18	18.41
Net Other Income	4.23	14.18	18.41
Net Income	<u><u>-13,658.29</u></u>	<u><u>-6,568.54</u></u>	<u><u>-20,226.83</u></u>