

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

**REGULAR MEETING MINUTES**

November 17, 2022

**Call to Order and Roll Call:** Chairman Ted Bare opened the meeting at 3:30 PM and a roll call confirmed Vice-Chair Shon Luoma and directors Paul Franz, Jeff Frensdorf and Patricia Johnson (via Zoom) were also present.

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

**Guests Present:** Christopher Hansen, Bart North and members of the public.

**Consent Agenda:** Mr. Luoma motioned to approve the consent agenda: approval of the minutes for October 4, 5, 20, 24, 2022; approval to pay the November monthly bills as listed and the October 2022 financial reports. The motion was seconded by Chairman Bare. All were in favor, motion carried.

**Reports:**

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

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

**Engineering Report – Update/Discussion:** A phase 1 pre-construction meeting was set for December 8, 2022 at 10:00 am. Once construction commences there will be a weekly meeting to discuss the progression of the Water Improvement Project. The engineers alerted the Board that if Phase 2 of construction is postponed to reapply for the Defense Community Infrastructure Program (DCIP) in 2023 the costs for engineering support for the project is likely to increase because the phases for originally planned to coincide with each other and a contract amendment would likely be imminent.

**New Business:**

- 1.) Defense Community Infrastructure Program (DCIP) Grant Debriefing: Mr. Franz motioned to reapply for the DCIP grant for \$950,000 in spring of 2023, followed by a second from Mr. Frensdorf. All were in favor, motion carried.
- 2.) Phase 1 - Next Steps; Preconstruction Meeting, DEQ Concurrence, Board Involvement: Once construction commences there will be a weekly meeting to discuss the progression of the Water Improvement Project. The engineers will inform DEQ that Phase 2 is on hold until the District can reapply for the DCIP grant.
- 3.) Phase 2 - Approve Bid Posting – Water Improvement Project: Phase 2 is postponed until the District can reapply for the DCIP grant in Spring 2023. If awarded the funds, construction would commence in December 2023.

- 4.) Bitterend Marina – ER Calculation and Customer/Engineer Consideration: The Board heard from Mr. Hansen and his engineer, Mr. North, regarding his request to have his ER’s reevaluated based of the actual water flow recorded from the on-site meters to match his seasonal use more closely. Mr. Frensdorf motioned to have the discussion tabled until the December regularly scheduled meeting followed by a motion from Mr. Franz. All were in favor, motion carried. The Board directed staff to reach out to legal counsel regarding the possible definition of a “private” and “public” restroom.
- 5.) Customer Sump Pump Problems and Household Usage: Mr. Kuchenski reported to the Board that he received a call from a customer who has a sump pump in her basement serving a second dwelling that is rented out for income. The sump pump has a long history with malfunctioning and she claims the District is responsible for repair and has requested that we pay the bill. The Board determined that the second dwelling in her house is in violation of the number of ERs allocated to the property and directed staff to issue a notice to cease use of the second dwelling. District policy states that responsibility ends at the customer’s meter and any infrastructure to the residential dwelling and inside the dwelling are solely the customer’s responsibility.
- 6.) Water System Management – Contract Re-Evaluation: The Board approved a \$200 monthly increase in the existing contract followed by a motion from Mr. Franz and seconded by Mr. Luoma. All were in favor, motion carried.

**Old/Ongoing Business:**

- 1.) Update: Lake City Law – Water Ordinance: No new updates at this time.
- 2.) Site Inspections Progress Report: Ms. Roe reported her progress on the new and upcoming site inspections, as well as the updates with tracking previous inspections done.
- 3.) Review Board Action Item List: The Board reviewed and updated the BAIL.
- 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 6:11 PM following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Ted Bare  
Chair of the Board

# 11/17/22 Bayview Systems Report

## A. Water Production update.

7,480,000 gallons produced by the wells during October. This works out to 258,000 gallons per day produced by the wells. This is the equivalent customer consumption of 503 gallons per day, per service connection. (513 service connections).

7,422,000 gallons produced by the wells during October last year. This works out to 239,000 gallons per day produced by the wells. This is the equivalent customer consumption of 477 gallons per day, per service connection. (501 service connections).

6,805,000 gallons produced by the wells during October 2 years ago. This works out to 220,000 gallons per day produced by the wells. This is the equivalent customer consumption of 467 gallons per day, per service connection. (471 service connections). This reflects a water line break on Navigator Court.

4,484,000 gallons produced by the wells during October 3 years ago. This works out to 145,000 gallons per day produced by the wells. This is the equivalent customer consumption of 309 gallons per day, per service connection. (469 service connections).

5,945,000 gallons produced by the wells during October 4 years ago. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 413 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is estimated at 2,794,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- SCADA system update (on main agenda).
- 2- Service line break on Pier Road.

## 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 2022, 7,754,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round.

## D. Sewer maintenance items.

- 1- The land application treatment site is closed for the season due to lightning strike which knocked out the PLC. 2 month lead time for a new one due to supply chain issues.
- 2- Four septic tanks have been pumped in the past month.
- 3- Mysterious septic tank lids on Cape Horn Road update.
- 4- Planned thinning of 80 acre treatment site.
- 5- Chlorine monitoring system at treatment site.
- 6- All facilities winterized.

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

|                                  | <u>October 2022 Sewer</u> | <u>02 - Water</u> | <u>TOTAL</u>     |
|----------------------------------|---------------------------|-------------------|------------------|
| Ordinary Income/Expense          |                           |                   |                  |
| Income                           |                           |                   |                  |
| 4100 · Sewer                     |                           |                   |                  |
| 4102 · Sewer Late Fees           | 131.04                    | 0.00              | 131.04           |
| 4100 · Sewer - Other             | 16,074.98                 | 0.00              | 16,074.98        |
| Total 4100 · Sewer               | <u>16,206.02</u>          | <u>0.00</u>       | <u>16,206.02</u> |
| 4200 · Water                     |                           |                   |                  |
| 4202 · Water Late Fees           | 0.00                      | 293.60            | 293.60           |
| 4206 · Water Charge - Water Bond | 0.00                      | 5,312.00          | 5,312.00         |
| 4200 · Water - Other             | 0.00                      | 16,628.25         | 16,628.25        |
| Total 4200 · Water               | <u>0.00</u>               | <u>22,233.85</u>  | <u>22,233.85</u> |
| Total Income                     | 16,206.02                 | 22,233.85         | 38,439.87        |
| Expense                          |                           |                   |                  |
| 6001 · Sewer Maintenance         | 5,056.23                  | 0.00              | 5,056.23         |
| 7001 · Water Maintenance         | 0.00                      | 6,790.28          | 6,790.28         |
| 8001 · Vehicle Expense           | 53.37                     | 53.36             | 106.73           |
| 8002 · Contract Labor            | 25.00                     | 25.00             | 50.00            |
| 8003 · Director's Fees           | 125.00                    | 125.00            | 250.00           |
| 8004 · Dues & Subscriptions      | 9.49                      | 9.50              | 18.99            |
| 8006 · System Operator           | 4,200.00                  | 2,800.00          | 7,000.00         |
| 8011 · Postage & Delivery        | 33.15                     | 33.17             | 66.32            |
| 8012 · Printing & Reproduction   | 0.00                      | 484.41            | 484.41           |
| 8300 · Fees & Charges            |                           |                   |                  |
| 8301 · Bank Fees                 | 7.00                      | 8.00              | 15.00            |
| 8302 · Assessment Fees           | 0.00                      | 470.00            | 470.00           |
| Total 8300 · Fees & Charges      | <u>7.00</u>               | <u>478.00</u>     | <u>485.00</u>    |
| 8400 · Maintenance               |                           |                   |                  |
| 8401 · Janitorial                | 20.00                     | 20.00             | 40.00            |
| 8402 · Office                    | 6.35                      | 6.35              | 12.70            |
| Total 8400 · Maintenance         | <u>26.35</u>              | <u>26.35</u>      | <u>52.70</u>     |
| 8600 · Telephone                 |                           |                   |                  |
| 8601 · Auto Dialers              | 98.01                     | 98.01             | 196.02           |
| 8602 · Office                    | 104.98                    | 104.98            | 209.96           |
| Total 8600 · Telephone           | <u>202.99</u>             | <u>202.99</u>     | <u>405.98</u>    |
| 8700 · Utilities                 |                           |                   |                  |
| 8701 · Electric                  | 2,793.87                  | 2,793.86          | 5,587.73         |
| 8703 · Garbage                   | 28.25                     | 28.25             | 56.50            |

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

|                                    | October 2022 | Sewer     | 02 - Water | TOTAL     |
|------------------------------------|--------------|-----------|------------|-----------|
| Total 8700 · Utilities             |              | 2,822.12  | 2,822.11   | 5,644.23  |
| 8800 · Payroll Expenses            |              | 2,205.64  | 2,205.65   | 4,411.29  |
| Total Expense                      |              | 14,766.34 | 16,055.82  | 30,822.16 |
| Net Ordinary Income                |              | 1,439.68  | 6,178.03   | 7,617.71  |
| Other Income/Expense               |              |           |            |           |
| Other Income                       |              |           |            |           |
| 4306 · Interest & Penalties Income |              | 7.18      | 16.50      | 23.68     |
| Total Other Income                 |              | 7.18      | 16.50      | 23.68     |
| Net Other Income                   |              | 7.18      | 16.50      | 23.68     |
| Net Income                         |              | 1,446.86  | 6,194.53   | 7,641.39  |