

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

**REGULAR MEETING MINUTES**

January 19, 2023

**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 operator Bob Kuchenski (via Zoom), and District engineer Kyle Meschko (via zoom).

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

**Consent Agenda:** Mr. Luoma motioned to approve the consent agenda: approval of the minutes for December 8, 15, 2022; approval to pay the January monthly bills as listed and the December 2022 financial reports. The motion was seconded by Mr. Franz. All were in favor, motion carried.

**Reports:**

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

**Operator Report:** Mr. Kuchenski reported on the District operations from December 16, 2022 to January 19, 2023 (attached).

**Engineering Report – Update/Discussion:** Mr. Meschko gave his engineering report and informed the Board that the ARPA grant was submitted December 31, 2022.

**New Business:**

- 1.) M.Nelson: Ms. Nelson requested that the Board waive the most recent septic pumping bill. The Board reminded her that when a customer requests to have their tank pumped more than once in a 5-year period then the homeowner is responsible for the bill. She rebutted that due to the fact that the problem was not the septic tank being full, she should not have to pay the bill. Mr. Franz motioned, notwithstanding current or past Board policies or to change any existing policies, to rescind the bill from Ms. Nelson's account and the District will pay the bill. This motion was seconded by Mr. Frensdorf. All were in favor, motion carried.
- 2.) Hudson Bay Resort – Mobile Home Calculation: Mr. MacDonald requested that the District classify his mobile homes on his parcel under the .7 allocation by definition of "Mobile Home/Trailer Park: A Parcel on which three (3) or more mobile homes or trailers are situated, where services are provided to the residents thereof in exchange for rent or other consideration, paid to the owner of the Parcel" as opposed to a full one (1) ER by definition of "Single-Family Residence: A building or condominium unit designed and use exclusively for residential purposes by one family. This definition shall also include mobile homes and trailers use for residential purposes. A recreational vehicle ("RV") may also be classified as a single-family residence, in cases where it is fully plumbed, requiring sewage or wastewater disposal, and otherwise independently habitable, and where either (i) the RV is occupied

substantially full-time; or (ii) the RV is rented out to a third party. For purposes of this definition, an RV will be deemed to be occupied substantially full-time, if it is occupied for thirty (30) or more days out of any forty-five (45) day period.” Mr. Luoma motioned to accept the mobile home definition and assess his mobile homes at a .7 allocation as well as the mobile homes on Scenic Bay Marina parcel to be fair to like-customers/accounts. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.

- 3.) Keller Contract Amendment #3 - Water Improvement Project: Mr. Meschko said the amendment separated phase one and phase two into two different timeframes and are no longer done concurrently. Overall, the amendment outlined project management costs increased by \$8,300, construction phase services increased by \$18,425, and construction observation increased by \$45,800; totaling a \$72,525 increase. Mr. Franz motioned to approve the Water Improvement Project amendment #3 followed by a second from Mr. Luoma. All were in favor, motion carried.
- 4.) Phase One Improvements Add Alternative Two Award: Mr. Franz motioned to award add alternative two followed by a second from Mr. Luoma. All were in favor, motion carried.
- 5.) On-Call Engineering Budget Increase: Mr. Franz motioned to increase the on-call engineering contract by an additional \$8,000 followed by a second from Mr. Luoma. All were in favor, motion carried.
- 6.) Private Vs. Public Restroom ER Calculation – Ordinance 21-2 Amendment: Mr. Franz motioned to have all public restrooms not already covered by means of other ER values/allocation, i.e. boat slips, not be assessed an ER value. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.
- 7.) Establish Guidelines for Public Comments Section: The Board discussed ICRMP’s recommendation and advice (the District’s insurance provider and risk management advisor) to establish public comment section rules. The Board agreed to the following rules: 1.) Each speaker during the public comment period will be limited to five (5) minutes. 2.) Issues regarding the performance of District employees (present or past) constitute matters that must be discussed only in executive session and are not appropriate in the public comment portion of the meeting. 3.) Matters that have been previously heard and decided by the Board may be determined to not be appropriate for the public comment period. 4.) Citizens may use this time to request that items be placed on future agendas for further discussion. 5.) There will be no reading of letters you wish the Board to hear. If you would like the Board to address or be made aware of your concerns, please either email them to the District office or send them to the PO Box and they will be distributed accordingly. This can be done either certified or traditional mailing. If you prefer to address them to solely one Board member, please indicate as so on the front of the envelope and they will be delivered, sealed (meaning the clerk will not open them).
- 8.) Purchase Adobe Acrobat: Mr. Luoma motioned to purchase the full license for Adobe followed by a second from Mr. Frensdorf. All were in favor, motion carried.
- 9.) Land Application Thinning – Silvicultural Plan: The Board asked to table the discuss until the spring and the land can be assessed without snow on the ground.
- 10.) SCADA System Upgrade: Tabled to the next month’s meeting and the Board can research Idaho procurement laws.

#### **Old/Ongoing Business:**

- 1.) Update: Lake City Law – Water Ordinance: The Board asked that Ms. Roe request another meeting with LCL to discuss meter size specific billing for certain commercial accounts.
- 2.) Update: Personnel Policy Manual: Remove from agenda and add to the Board Action Item List (BAIL).

- 3.) Site Inspections Progress Report: This project has been on hold for the last month due to fiscal year-end closeout as well as calendar year-end filing and reports with Idaho State Tax Commission and the IRS. Mr. Kuhman and Ms. Roe will develop a process when she returns from her vacation next month.
- 4.) Review Board Action Item List: The Board reviewed and updated the BAIL.
- 5.) Delinquent List: The Board reviewed the delinquent list.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 6:55 PM following a motion from Mr. Franz 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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Ted Bare  
Chair of the Board

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

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · Sewer			
4102 · Sewer Late Fees	351.71	0.00	351.71
4100 · Sewer - Other	16,074.98	0.00	16,074.98
<b>Total 4100 · Sewer</b>	16,426.69	0.00	16,426.69
4200 · Water			
4202 · Water Late Fees	0.00	655.47	655.47
4206 · Water Charge - Water Bond	0.00	5,312.00	5,312.00
4200 · Water - Other	0.00	16,672.00	16,672.00
<b>Total 4200 · Water</b>	0.00	22,639.47	22,639.47
4203 · Water Hook Up Fees	0.00	1,250.00	1,250.00
<b>Total Income</b>	16,426.69	23,889.47	40,316.16
<b>Expense</b>			
6001 · Sewer Maintenance	4,103.90	0.00	4,103.90
7001 · Water Maintenance	0.00	6,925.37	6,925.37
8001 · Vehicle Expense	37.80	37.80	75.60
8002 · Contract Labor	468.75	468.75	937.50
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	12.49	12.50	24.99
8009 · Property Taxes	60.78	83.42	144.20
8011 · Postage & Delivery	196.05	196.05	392.10
8100 · Equipment & Tools			
8101 · Office Equipment	8.89	8.90	17.79
<b>Total 8100 · Equipment &amp; Tools</b>	8.89	8.90	17.79
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
<b>Total 8300 · Fees &amp; Charges</b>	6.00	7.00	13.00
8500 · Professional Fees			
8503 · Legal Fees	852.25	852.25	1,704.50
<b>Total 8500 · Professional Fees</b>	852.25	852.25	1,704.50
8600 · Telephone			
8602 · Office	104.98	104.98	209.96
<b>Total 8600 · Telephone</b>	104.98	104.98	209.96
8700 · Utilities			
8701 · Electric	2,590.33	2,590.33	5,180.66
8703 · Garbage	3.75	3.75	7.50
<b>Total 8700 · Utilities</b>	2,594.08	2,594.08	5,188.16
8800 · Payroll Expenses	4,320.31	4,320.31	8,640.62
<b>Total Expense</b>	12,866.28	15,711.41	28,577.69
<b>Net Ordinary Income</b>	3,560.41	8,178.06	11,738.47
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4306 · Interest & Penalties Income	6.25	16.96	23.21
<b>Total Other Income</b>	6.25	16.96	23.21
<b>Net Other Income</b>	6.25	16.96	23.21
<b>Net Income</b>	<b>3,566.66</b>	<b>8,195.02</b>	<b>11,761.68</b>

# 1/19/23 Bayview Systems Report

## A. Water Production update.

8,615,000 gallons produced by the wells during December. This works out to 287,000 gallons per day produced by the wells. This is the equivalent customer consumption of 559 gallons per day, per service connection. (513 service connections).

7,686,000 gallons produced by the wells during December last year. This works out to 248,000 gallons per day produced by the wells. This is the equivalent customer consumption of 495 gallons per day, per service connection. (501 service connections).

7,483,000 gallons produced by the wells during December 2 years ago. This works out to 241,000 gallons per day produced by the wells. This is the equivalent customer consumption of 541 gallons per day, per service connection. (471 service connections).

5,176,000 gallons produced by the wells during December 3 years ago. This works out to 167,000 gallons per day produced by the wells. This is the equivalent customer consumption of 356 gallons per day, per service connection. (469 service connections).

5,540,000 gallons produced by the wells during December 4 years ago. This works out to 179,000 gallons per day produced by the wells. This is the equivalent of 385 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,604,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- Leak discovered on Glacier Loop.

## 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- One septic tank was pumped in the past month.
- 2- Planned thinning of 80 acre treatment site. Further review of required thinning with the guidance of the silvicultural plan to be evaluated as conditions allow.
- 3- Repair of control valves and PLC will occur as conditions allow.
- 4- Check valve replaced on Sewer Triplex pump #2.