

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

REGULAR MEETING MINUTES
December 15, 2022

Call to Order and Roll Call: Chairman Ted Bare opened the meeting at 3:32 PM and a roll call confirmed Vice-Chair Shon Luoma and directors Paul Franz, and Jeff Frensdorf 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 (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 November 1, 17, 2022; approval to pay the December monthly bills as listed and the November 2022 financial reports. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from November 18, 2022 to December 15, 2022 (attached).

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

Engineering Report – Update/Discussion: Mr. Davis will get together with the system operator, Mr. Kuchenski, to get more details on what is needed for a new SCADA system, obtain a quote, and then determine if this cost can be included under the State Revolving Fund (SRF) loan.

New Business:

- 1.) Bitterend Marina – ER Calculation and Customer/Engineer Consideration: The Board met with the owner of Bitterend Marina, Chris Hansen, and his engineer, Bart North. After much discussion the Board reduced the ER count by 3.5 for the “public” restrooms being deemed private and strictly only open to boat slip rental customers. Furthermore, the ER count was reduced by one more for the business/clubhouse that is not open for general public use either. The motion was made by Mr. Franz and seconded by Mr. Luoma. All were in favor, motion carried.
- 2.) Private Vs. Public Restroom ER Calculation: The Board directed staff to make an amendment to Ordinance 21-2 to include defining language for private vs. public restrooms and showers.
- 3.) Land Application Thinning – C.Hansen: Mr. Hansen expressed his concern over a comment the operator made at the last meeting regarding a land application site clearing and the potential cost as much as \$48,000 for 80 acres. Mr. Kuchenski agreed that it was a lot of money but it was more of a broad statement and wasn't yet a real figure determined from a valid quote. Furthermore, the District would not clear cut the whole area. The Board directed staff to add the land application upkeep per the Silvicultural Plan to the next agenda for discussion. Mr. Kuchenski sent the Silvicultural Plan to the Board for review and consideration.

- 4.) Keller Contract Amendment for Construction Phase Services: Mr. Davis informed the Board that he would be developing a contract amendment for the Water Improvement Project and bring it back to the Board for review at the next Board meeting. Mr. Franz asked Mr. Davis to review the existing cost for engineering service for phase one to determine if it can be reduced since phase one and phase two are not running simultaneously. The savings for the scope of work for administering two phases at once can possible reduce the upcoming amendment amount or be applied there.
- 5.) Personnel Policy Manual Updates: Mr. Luoma let the rest of the Board know that he is taking a close look at the personnel manual and will be putting together a list of items he would like to address and edit to clear some confusions that arose regarding the Supervising Elected Official (SEO) position wording, as well as, the official start dates for new employee hires, probationary periods and evaluation dates.
- 6.) Resolution 2022-003; T.Lariviere Signature Authorization: The Board adopted Resolution 2022-003 following a motion from Mr. Luoma and seconded by Mr. Franz. All were in favor, motion carried.
- 7.) DW2012 State Revolving Fund (SRF) loan – ARPA Funds & Reimbursement Requests: Ms. Roe received communication from the Department of Environmental Quality (DEQ) inquiring whether the District would like to start drawing funds from the ARPA grant instead of submitting reimbursement requests towards the SRF loan. The Board agreed to start drawing funds from the ARPA grant.

Old/Ongoing Business:

- 8.) Update: Lake City Law – Water Ordinance: Ms. Kling and Mr. Jones are working on the ordinance still and have requested a meeting with one Board member, the District operator and the District administrator. Ms. Roe will follow-up with an email to coordinate a Zoom meeting.
- 9.) Site Inspections Progress Report: Ms. Roe reported that her focus has been on closing out the fiscal year end for the District and there was nothing new to report regarding inspections. She plans to train Mr. Kuhman on the inspection process soon so more progress can continue.
- 10.) Review Board Action Item List: The Board reviewed and updated the BAIL.
- 11.) Delinquent List: The Board reviewed the delinquent list.

Public Matters/Guests: None.

Executive Session - Idaho Code §74-206(1)(b): Mr. Franz motioned to enter executive session at 5:50 PM followed by a second from Mr. Luoma. A roll call vote was held: Chairman Bare; aye, Vice-Chair Luoma; aye, Mr. Franz; aye, Mr. Frensdorf; aye, Ms. Johnson; absent. With two-thirds of the votes passing, the Board entered executive session. The Board exited session at 6:08 PM. No motions were made in executive session.

With no further business to discuss the regular meeting was adjourned at 6:09 PM following a motion from Mr. Frensdorf 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

12/15/22 Bayview Systems Report

A. Water Production update.

7,946,000 gallons produced by the wells during November. This works out to 256,000 gallons per day produced by the wells. This is the equivalent customer consumption of 500 gallons per day, per service connection. (513 service connections).

7,236,000 gallons produced by the wells last November. This works out to 242,000 gallons per day produced by the wells. This is the equivalent customer consumption of 483 gallons per day, per service connection. (501 service connections).

5,906,000 gallons produced by the wells during 2 years ago. This works out to 199,000 gallons per day produced by the wells. This is the equivalent customer consumption of 426 gallons per day, per service connection. (471 service connections).

4,671,000 gallons produced by the wells during November 3 years ago. This works out to 156,000 gallons per day produced by the wells. This is the equivalent customer consumption of 333 gallons per day, per service connection. (469 service connections).

5,364,000 gallons produced by the wells during November 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 2,521,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- SCADA system update (on main agenda).

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- Two 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.

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

| | TOTAL | | | |
|---|-------------------|-------------------|------------------|----------------|
| | Dec '21 - Nov 22 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · Certified Fees | | | | |
| 4001 · Certified User Fees | 10,748.60 | 8,000.00 | 2,748.60 | 134.36% |
| Total 4000 · Certified Fees | <u>10,748.60</u> | <u>8,000.00</u> | <u>2,748.60</u> | <u>134.36%</u> |
| 4100 · Sewer | | | | |
| 4102 · Sewer Late Fees | 2,607.70 | 2,560.00 | 47.70 | 101.86% |
| 4100 · Sewer - Other | 183,721.76 | 182,000.00 | 1,721.76 | 100.95% |
| Total 4100 · Sewer | <u>186,329.46</u> | <u>184,560.00</u> | <u>1,769.46</u> | <u>100.96%</u> |
| 4103 · Sewer Inspection Fees | 540.00 | 0.00 | 540.00 | 100.0% |
| 4104 · Sewer Hook Up Fees | 7,200.00 | 6,400.00 | 800.00 | 112.5% |
| 4200 · Water | | | | |
| 4202 · Water Late Fees | 4,487.57 | 3,840.00 | 647.57 | 116.86% |
| 4206 · Water Charge - Water Bond | 52,744.00 | 0.00 | 52,744.00 | 100.0% |
| 4200 · Water - Other | 203,041.46 | 220,000.00 | -16,958.54 | 92.29% |
| Total 4200 · Water | <u>260,273.03</u> | <u>223,840.00</u> | <u>36,433.03</u> | <u>116.28%</u> |
| 4201 · Commercial Water | 12.00 | 0.00 | 12.00 | 100.0% |
| 4203 · Water Hook Up Fees | 55,000.00 | 60,000.00 | -5,000.00 | 91.67% |
| 4204 · Water Cap Fee | 14,560.00 | 0.00 | 14,560.00 | 100.0% |
| Total Income | <u>534,663.09</u> | <u>482,800.00</u> | <u>51,863.09</u> | <u>110.74%</u> |
| Expense | | | | |
| 6001 · Sewer Maintenance | 57,759.02 | 103,800.00 | -46,040.98 | 55.65% |
| 7001 · Water Maintenance | 187,875.06 | 80,172.00 | 107,703.06 | 234.34% |
| 8001 · Vehicle Expense | 2,821.23 | 4,000.00 | -1,178.77 | 70.53% |
| 8002 · Contract Labor | 2,525.00 | 11,000.00 | -8,475.00 | 22.96% |
| 8003 · Director's Fees | 2,450.00 | 3,000.00 | -550.00 | 81.67% |
| 8004 · Dues & Subscriptions | 3,199.30 | 3,000.00 | 199.30 | 106.64% |
| 8005 · Office Supplies | 580.61 | 1,000.00 | -419.39 | 58.06% |
| 8006 · System Operator | 84,810.00 | 84,000.00 | 810.00 | 100.96% |
| 8009 · Property Taxes | 116.80 | 200.00 | -83.20 | 58.4% |
| 8010 · Training/Conferences | 639.86 | 2,400.00 | -1,760.14 | 26.66% |
| 8011 · Postage & Delivery | 4,962.22 | 4,620.00 | 342.22 | 107.41% |
| 8012 · Printing & Reproduction | 781.83 | 1,500.00 | -718.17 | 52.12% |
| 8100 · Equipment & Tools | | | | |
| 8101 · Office Equipment | 339.71 | 500.00 | -160.29 | 67.94% |
| Total 8100 · Equipment & Tools | <u>339.71</u> | <u>500.00</u> | <u>-160.29</u> | <u>67.94%</u> |
| 8200 · Insurance Expense | | | | |
| 8201 · Liability Insurance | 8,501.50 | 8,300.00 | 201.50 | 102.43% |
| 8202 · Workman's Compensation | 408.00 | 0.00 | 408.00 | 100.0% |
| Total 8200 · Insurance Expense | <u>8,909.50</u> | <u>8,300.00</u> | <u>609.50</u> | <u>107.34%</u> |
| 8300 · Fees & Charges | | | | |
| 8301 · Bank Fees | 201.01 | 194.00 | 7.01 | 103.61% |
| 8302 · Assessment Fees | 1,880.00 | 1,890.00 | -10.00 | 99.47% |
| Total 8300 · Fees & Charges | <u>2,081.01</u> | <u>2,084.00</u> | <u>-2.99</u> | <u>99.86%</u> |

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

| | TOTAL | | | |
|---------------------------------------|-------------------------|--------------------|-------------------------|----------------------|
| | Dec '21 - Nov 22 | Budget | \$ Over Budget | % of Budget |
| 8400 · Maintenance | | | | |
| 8401 · Janitorial | 360.00 | 480.00 | -120.00 | 75.0% |
| 8402 · Office | 1,085.80 | 1,020.00 | 65.80 | 106.45% |
| 8400 · Maintenance - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 8400 · Maintenance | <u>1,445.80</u> | <u>1,500.00</u> | <u>-54.20</u> | <u>96.39%</u> |
| 8500 · Professional Fees | | | | |
| 8501 · Accounting | 12,046.25 | 12,000.00 | 46.25 | 100.39% |
| 8502 · Engineering | 9,343.75 | 20,000.00 | -10,656.25 | 46.72% |
| 8503 · Legal Fees | 8,800.50 | 14,000.00 | -5,199.50 | 62.86% |
| Total 8500 · Professional Fees | <u>30,190.50</u> | <u>46,000.00</u> | <u>-15,809.50</u> | <u>65.63%</u> |
| 8600 · Telephone | | | | |
| 8601 · Auto Dialers | 2,459.11 | 0.00 | 2,459.11 | 100.0% |
| 8602 · Office | 2,519.52 | 0.00 | 2,519.52 | 100.0% |
| Total 8600 · Telephone | <u>4,978.63</u> | <u>0.00</u> | <u>4,978.63</u> | <u>100.0%</u> |
| 8700 · Utilities | | | | |
| 8701 · Electric | 59,891.55 | 0.00 | 59,891.55 | 100.0% |
| 8702 · Propane | 64.56 | 0.00 | 64.56 | 100.0% |
| 8703 · Garbage | 326.45 | 0.00 | 326.45 | 100.0% |
| 8700 · Utilities - Other | 0.00 | 70,000.00 | -70,000.00 | 0.0% |
| Total 8700 · Utilities | <u>60,282.56</u> | <u>70,000.00</u> | <u>-9,717.44</u> | <u>86.12%</u> |
| 8800 · Payroll Expenses | 57,465.90 | 56,874.00 | 591.90 | 101.04% |
| Total Expense | <u>514,214.54</u> | <u>483,950.00</u> | <u>30,264.54</u> | <u>106.25%</u> |
| Net Ordinary Income | 20,448.55 | -1,150.00 | 21,598.55 | -1,778.14% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 4306 · Interest & Penalties Income | 223.08 | 250.00 | -26.92 | 89.23% |
| 4400 · Miscellaneous Income | 9,876.21 | 900.00 | 8,976.21 | 1,097.36% |
| Total Other Income | <u>10,099.29</u> | <u>1,150.00</u> | <u>8,949.29</u> | <u>878.2%</u> |
| Net Other Income | <u>10,099.29</u> | <u>1,150.00</u> | <u>8,949.29</u> | <u>878.2%</u> |
| Net Income | <u><u>30,547.84</u></u> | <u><u>0.00</u></u> | <u><u>30,547.84</u></u> | <u><u>100.0%</u></u> |