

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

REGULAR MEETING MINUTES

March 16, 2023

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 3:37 PM and a roll call confirmed directors Ted Bare, 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 engineer Ben Davis (via zoom).

Guests Present: Paul Loska with Lariviere & members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for February 16, 2023, approval to pay the March monthly bills as listed and the February 2023 financial reports. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District's operations from February 17, 2023 to March 16, 2023 (attached).

Treasurer's Report: Ms. Roe presented the Profit and Loss Budget vs. Actual for the first quarter of 2023 (attached).

Engineering Report – Update/Discussion: Mr. Davis presented the Phase One schedule provided by LaRiviere and discussed options to remain on schedule and with price options. No decisions were made and further discussion was directed to later agenda items to follow.

New Business:

- 1.) Nominate a New Vice-Chairman: Mr. Frensdorf motioned to nominate Paul Franz at the new Vice Chair of the Board followed by a second from Mr. Bare. All were in favor, motion carried.
- 2.) Phase 1 Water Improvements Construction
 - a) Schedule Review: Mr. Davis presented three schedule options and their corresponding price differences. The first option: Stick with the originally proposed timeline for Limekiln Booster station repairs to be completed during the 2023 season with a \$40,000 increase in price due to the long lead times for generators and needing to keep existing backup power in place at Limekiln while the new Dromore Booster station is being built. In order for the District to stay on schedule with the necessary repairs according to the Water Improvement Project outlined to Idaho Department of Environmental Quality (IDEQ) and the public this is the option recommended. The second option is to wait until 2024 when the new generator is available to immediately switch over. The third option is to move forward with the construction at Dromore and Limekiln but go without backup power until 2024 until the new generator is available. This would mean that if there was an emergency the District would only have the water stored in Dromore during a power outage. The Board approved the first schedule option with the option for minor revisions following

a motion from Mr. Bare and seconded by Mr. Frensdorf. All were in favor, motion carried. Keller will follow-up with a notice to proceed after the Board agrees on a date. Then Keller will prepare a change order to be signed to finalize this decision.

- b) Contingency Bid Items: The Board reviewed and discussed the contingency bid items included in Lariviere's original proposal. 1.) Dewatering (trench) 2.) Dewatering (structure) 3.) Imported trench backfill 4.) Unmarked utility crossing 5.) Service pipe conflicts. Nothing to decide at this time, just reviewing the possibility of changes that could occur during construction.
 - c) Notice to Proceed Date: The Board approved a notice to proceed date of March 20, 2023 following a motion from Mr. Frensdorf and seconded by Mr. Bare. All were in favor, motion carried.
 - d) Construction Sequencing Plan: Mr. Davis presented the schedule to the Board for review.
 - e) Site Disturbance and Building Permits: Ms. Roe and Chair Luoma will coordinate signature from the Fredricks to move forward with the start of construction on March 20, 2023.
- 3.) (Action Item): SCADA System & Radio Communication System – Three Bids/Quotes: Mr. Kuchenski is still in the process of obtaining three quotes.
 - 4.) (Action Item): El Dorado – Billing Service Upgrade/ Quote: Ms. Johnson requested this item to be tabled until the next regularly schedule Board meeting in order to research liability coverage on El Dorado's end for maintaining user information in the cloud.

Old/Ongoing Business:

- 1.) Update: Lake City Law – Water Ordinance: Ms. Roe and Mr. Kuchenski have reviewed the draft document, incorporated their edits, provided input and feedback and turned it back over to the attorney. Once it is received back in the office Ms. Roe will disseminate it to the Board for their review and follow up with scheduled workshop meetings.
- 2.) Site Inspections Progress Report: No new progress to report at this point.
- 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 5:11 PM following a motion from Mr. Bare and seconded by Mr. Frensdorf. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Shon Luoma
Chair of the Board

3/16/23 Bayview Systems Report

A. Water Production update.

8,983,000 gallons produced by the wells during February. This works out to 321,000 gallons per day produced by the wells. This is the equivalent customer consumption of 626 gallons per day, per service connection. (513 service connections).

6,883,000 gallons produced by the wells during February last year. This works out to 246,000 gallons per day produced by the wells. This is the equivalent customer consumption of 491 gallons per day, per service connection. (501 service connections).

6,399,000 gallons produced by the wells during February 2 years ago. This works out to 229,000 gallons per day produced by the wells. This is the equivalent customer consumption of 486 gallons per day, per service connection. (471 service connections).

5,054,000 gallons produced by the wells during February 3 years ago. This works out to 174,000 gallons per day produced by the wells. This is the equivalent customer consumption of 370 gallons per day, per service connection. (470 service connections).

5,992,000 gallons produced by the wells during February 4 years ago. This works out to 214,000 gallons per day produced by the wells. This is the equivalent of 460 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,816,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- New locating equipment received.
- 2- SCADA and radio proposals.

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- No septic tanks were 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.

Bayview Water & Sewer District

Profit & Loss Budget vs. Actual

December 2022 through February 2023

	TOTAL			
	Dec '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Certified Fees				
4001 · Certified User Fees	6,020.76	9,000.00	-2,979.24	66.9%
Total 4000 · Certified Fees	6,020.76	9,000.00	-2,979.24	66.9%
4100 · Sewer				
4102 · Sewer Late Fees	701.98	2,500.00	-1,798.02	28.08%
4100 · Sewer - Other	48,016.94	193,000.00	-144,983.06	24.88%
Total 4100 · Sewer	48,718.92	195,500.00	-146,781.08	24.92%
4104 · Sewer Hook Up Fees	0.00	6,450.00	-6,450.00	0.0%
4200 · Water				
4202 · Water Late Fees	1,407.01	5,040.00	-3,632.99	27.92%
4206 · Water Charge - Water Bond	15,944.00	64,000.00	-48,056.00	24.91%
4200 · Water - Other	50,250.00	287,000.00	-236,750.00	17.51%
Total 4200 · Water	67,601.01	356,040.00	-288,438.99	18.99%
4203 · Water Hook Up Fees	1,250.00	60,000.00	-58,750.00	2.08%
Total Income	123,590.69	626,990.00	-503,399.31	19.71%
Expense				
6001 · Sewer Maintenance	23,220.78	127,711.00	-104,490.22	18.18%
7001 · Water Maintenance	24,803.36	127,711.00	-102,907.64	19.42%
8001 · Vehicle Expense	362.38	3,490.00	-3,127.62	10.38%
8002 · Contract Labor	1,906.25	3,200.00	-1,293.75	59.57%
8003 · Director's Fees	600.00	3,000.00	-2,400.00	20.0%
8004 · Dues & Subscriptions	1,243.97	3,200.00	-1,956.03	38.87%
8005 · Office Supplies	49.35	1,100.00	-1,050.65	4.49%
8006 · System Operator	17,000.00	84,700.00	-67,700.00	20.07%
8009 · Property Taxes	144.20	200.00	-55.80	72.1%
8010 · Training/Conferences	0.00	1,400.00	-1,400.00	0.0%
8011 · Postage & Delivery	1,195.11	4,800.00	-3,604.89	24.9%
8012 · Printing & Reproduction	0.00	1,500.00	-1,500.00	0.0%
8100 · Equipment & Tools				
8101 · Office Equipment	117.78	500.00	-382.22	23.56%
Total 8100 · Equipment & Tools	117.78	500.00	-382.22	23.56%
8200 · Insurance Expense				
8201 · Liability Insurance	0.00	9,218.00	-9,218.00	0.0%
Total 8200 · Insurance Expense	0.00	9,218.00	-9,218.00	0.0%
8300 · Fees & Charges				
8301 · Bank Fees	74.00	210.00	-136.00	35.24%
8302 · Assessment Fees	470.00	1,890.00	-1,420.00	24.87%
Total 8300 · Fees & Charges	544.00	2,100.00	-1,556.00	25.91%
8400 · Maintenance				
8401 · Janitorial	120.00	480.00	-360.00	25.0%
8402 · Office	0.00	1,120.00	-1,120.00	0.0%
8400 · Maintenance - Other	0.00	0.00	0.00	0.0%

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Profit & Loss Budget vs. Actual

December 2022 through February 2023

	TOTAL			
	Dec '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Total 8400 · Maintenance	120.00	1,600.00	-1,480.00	7.5%
8500 · Professional Fees				
8501 · Accounting	0.00	9,000.00	-9,000.00	0.0%
8502 · Engineering	0.00	8,000.00	-8,000.00	0.0%
8503 · Legal Fees	2,299.50	10,000.00	-7,700.50	23.0%
Total 8500 · Professional Fees	2,299.50	27,000.00	-24,700.50	8.52%
8600 · Telephone				
8601 · Auto Dialers	682.94	0.00	682.94	100.0%
8602 · Office	629.88	0.00	629.88	100.0%
Total 8600 · Telephone	1,312.82	0.00	1,312.82	100.0%
8700 · Utilities				
8701 · Electric	16,774.53	0.00	16,774.53	100.0%
8703 · Garbage	22.50	0.00	22.50	100.0%
8700 · Utilities - Other	0.00	72,000.00	-72,000.00	0.0%
Total 8700 · Utilities	16,797.03	72,000.00	-55,202.97	23.33%
8800 · Payroll Expenses	18,783.64	70,000.00	-51,216.36	26.83%
Total Expense	110,500.17	544,430.00	-433,929.83	20.3%
Net Ordinary Income	13,090.52	82,560.00	-69,469.48	15.86%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	62.87	250.00	-187.13	25.15%
4400 · Miscellaneous Income	0.00	900.00	-900.00	0.0%
Total Other Income	62.87	1,150.00	-1,087.13	5.47%
Net Other Income	62.87	1,150.00	-1,087.13	5.47%
Net Income	13,153.39	83,710.00	-70,556.61	15.71%