

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

**REGULAR MEETING MINUTES**  
May 18, 2023

**Call to Order and Roll Call:** Chairman Shon Luoma opened the meeting at 3:34 PM and a roll call confirmed Vice-Chair Paul Franz and directors Ted Bare and Jeff Frensdorf 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:** Members of the public.

**(Action Item): APPOINT Board Member: Seat One (Term: May 2029)/ Seat Three (Term: May 2025):** Mr. Bare nominated Jeff Frensdorf to be appointed and fill the open director seat number one followed by a second from Mr. Franz. All were in favor, motion carried.

**Oath of Office:** Mr. Frensdorf read the oath of office and was sworn into director seat number one.

**Consent Agenda:** Mr. Bare motioned to approve the consent agenda: approval of the minutes for April 20 and May 9, 2023, approval to pay the May monthly bills as listed and the April 2023 financial reports. The motion was seconded by Mr. Franz. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District's operations from April 21, 2023 to May 18, 2023 (attached).

**Treasurer's Report:** Ms. Roe presented the Profit and Loss report for April 2023 (attached).

**Engineering Report – Update/Discussion:** Mr. Davis reported that the Farragut State Park and Naval Base waterlines are complete and installed. The Farragut section will be ready to go live in about 6-8 weeks. LaRiviere is currently working on the updates at Dromore Booster Station and the waterlines on Cape Horn Road. Keller is working on the Defense Community Infrastructure Program (DCIP) grant submission for \$900,000 which will go toward the rehabilitation of the District's water reservoir. The grant application is due June 23, 2023.

**New Business:**

- 1.) LaRiviere - Work Change Directive #3 Order; Water Improvement Project: Mr. Davis updated the Board on the progress of the Water Improvement Project and the need to obtain Ground Penetrating Radar (GPR) to accurately located the water lines along Cape Horn Road to help eliminate the need to pothole to locate lines.
- 2.) Estimate for Replacing a Pump at the Sewer Triplex: The Board and Mr. Kuchenski discussed the potential to purchase a backup pump at the sewer tri-plex due to long lead times should an emergency occur. The Board decided to not purchase an additional backup pump at this time

because the tri-plex mainly runs off one pump and only occasionally uses two pumps; this leaves the third pump to be used as the backup.

- 3.) Water Service Line Inventory – DEQ Requirement: Mr. Hansen informed the Board that the Environmental Protection Agency (EPA) has now mandated a new lead and copper ruling for all water systems in the United States. This means the District will need to locate and identify not only the District’s service lines and the material they are made of, but also customer lines as well. This is a very extensive and time-consuming project with an EPA deadline of October 2024. This will need to be an ongoing discussion to establish the process and budget to get this accomplished. Mr. Hansen discussed the possibility of a grant to reimburse District for the cost of this massive project and research but he believes the District will need to incur the costs before the District can apply for the funds. There will be more information to come.
- 4.) Customer Agenda Request: Old Fish & Game Building ER Usage – New Rental Unit(s): The current owner of the property addressed the Board with his concern(s) regarding the use of the building. He debated whether the building should be deemed as an individual dwelling or a multi-dwelling and whether the kitchen in the lower unit could be observed as a bar as opposed to a full kitchen. The Board agreed to investigate entering into a separate agreement with the owner of the parcel on the use of the dwelling. This would be conditional and only allow the rental of the entire building, as a whole all-at-once, and never renting as two, or even three, separate rentals to multiple families in an attempt to comply with the use of one Equivalent Residence (ER) unit. The agreement would be pending attorney review. This was motioned by Mr. Franz and seconded by Mr. Frensdorf. Chairman Luoma was in favor and Mr. Bare abstained from the vote. With the majority of the Board in favor, the motion was passed. Ms. Roe will email the request to the District attorney for review and comment.
- 5.) Idaho Rural Water Association (IRWA) Rate Study: Ms. Roe presented the Wastewater section of the rate study she received from Kurtis Hall from IRWA and said that Gary Sievers was still working on the water portion of the study. As soon as it is received Ms. Roe will share it with the Board.

**Old/Ongoing Business:**

- 1.) Update: Land Application Upkeep in Accordance w/ Silviculture Plan – Quotes/Bids: Mr. Kuchenski presented the one quote he received to-date and informed the Board that he is confident in the company and their ability and experience to adhere to silviculture compliance requirements per DEQ. The Board asked staff to include the quote from Majestic View Forestry for \$10,000 on the next agenda for approval.
- 2.) Update: Lake City Law – Water Ordinance: The Board is progressing forward with ongoing workshops to finalize the document.
- 3.) Update: Customer Information Outreach – State Revolving Fund (SRF) Loan; User Bill Increase: The staff will keep the Board comprised of updates and newsletters as the new billing software is integrated and the SRF loan progresses.
- 4.) Site Inspections Progress Report: No new progress to report at this point.
- 5.) Review Board Action Item List: The Board reviewed and updated the BAIL.
- 6.) Delinquent List: The Board reviewed the delinquent list.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 6:15 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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Shon Luoma  
Chair of the Board

# 5/18/23 Bayview Systems Report

## A. Water Production update.

8,838,000 gallons produced by the wells during April.\* This works out to 295,000 gallons per day produced by the wells. This is the equivalent customer consumption of 573 gallons per day, per service connection. (515 service connections). \*Includes an overflow at the Pend Oreille Pines reservoir.

Winter time production and consumption for 2023:

61,999,000 gallons produced by the wells from September 29<sup>th</sup> to April 27<sup>th</sup>. 15,755,000 gallons of consumption registered through customers meters. This works out to 294,000 gallons per day produced by the wells of which 75,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 146 gallons per day, per service connection. (515 service connections). Unaccounted for water lost is 46,244,000 gallons or 75% of production totals by the wells.

Winter time production and consumption for 2022:

55,455,000 gallons produced by the wells from September 29<sup>th</sup> to April 29<sup>th</sup>. 13,637,000 gallons of consumption registered through customers meters. This works out to 262,000 gallons per day produced by the wells of which 64,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 128 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 41,818,000 gallons or 75% of production totals by the wells.

7,128,000 gallons produced by the wells during April. This works out to 238,000 gallons per day produced by the wells. This is the equivalent customer consumption of 475 gallons per day, per service connection. (501 service connections).

Winter time production and consumption for 2021:

45,824,000 gallons produced by the wells from September 30<sup>th</sup> to April 30<sup>th</sup>. 19,984,000 gallons of consumption registered through customers meters. This works out to 216,000 gallons per day produced by the wells of which 94,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 200 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 25,930,000 gallons or 57% of production totals by the wells.

## B. Water system items:

- 1- Controls issues at Pend Oreille Pines booster station.
- 2- Farragut State Park meter.
- 3- EPA mandated water service line composition (see 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- One septic tank was pumped in the past month.
- 2- Quote for thinning treatment site.
- 3- Repair of control valves and PLC will occur as conditions allow.

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
**April 2023**

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · Sewer			
4102 · Sewer Late Fees	199.91	0.00	199.91
4100 · Sewer - Other	15,892.98	0.00	15,892.98
<b>Total 4100 · Sewer</b>	16,092.89	0.00	16,092.89
4103 · Sewer Inspection Fees	180.00	0.00	180.00
4104 · Sewer Hook Up Fees	1,200.00	0.00	1,200.00
4200 · Water			
4202 · Water Late Fees	0.00	271.07	271.07
4206 · Water Charge - Water Bond	0.00	5,320.00	5,320.00
4200 · Water - Other	0.00	25,271.00	25,271.00
<b>Total 4200 · Water</b>	0.00	30,862.07	30,862.07
4203 · Water Hook Up Fees	0.00	5,000.00	5,000.00
<b>Total Income</b>	17,472.89	35,862.07	53,334.96
<b>Expense</b>			
6001 · Sewer Maintenance	9,878.21	0.00	9,878.21
7001 · Water Maintenance	0.00	37,384.73	37,384.73
8001 · Vehicle Expense	45.04	45.05	90.09
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	582.99	583.00	1,165.99
8005 · Office Supplies	61.99	62.01	124.00
8006 · System Operator	4,400.00	0.00	4,400.00
8011 · Postage & Delivery	199.37	199.37	398.74
8100 · Equipment & Tools			
8101 · Office Equipment	494.94	494.94	989.88
<b>Total 8100 · Equipment &amp; Tools</b>	494.94	494.94	989.88
8300 · Fees & Charges			
8301 · Bank Fees	53.00	54.00	107.00
<b>Total 8300 · Fees &amp; Charges</b>	53.00	54.00	107.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
<b>Total 8400 · Maintenance</b>	20.00	20.00	40.00
8500 · Professional Fees			
8503 · Legal Fees	136.00	136.00	272.00
<b>Total 8500 · Professional Fees</b>	136.00	136.00	272.00
8600 · Telephone			
8601 · Auto Dialers	139.60	139.60	279.20
8602 · Office	104.98	104.98	209.96
<b>Total 8600 · Telephone</b>	244.58	244.58	489.16
8700 · Utilities			
8701 · Electric	2,747.14	2,747.14	5,494.28
<b>Total 8700 · Utilities</b>	2,747.14	2,747.14	5,494.28
8800 · Payroll Expenses	2,479.19	2,479.19	4,958.38
<b>Total Expense</b>	21,442.45	44,550.01	65,992.46
<b>Net Ordinary Income</b>	-3,969.56	-8,687.94	-12,657.50
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4306 · Interest & Penalties Income	8.28	19.57	27.85
4400 · Miscellaneous Income	902.16	902.16	1,804.32

8:09 AM

05/16/23

Accrual Basis

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
April 2023

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	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total Other Income	910.44	921.73	1,832.17
Net Other Income	910.44	921.73	1,832.17
Net Income	<u>-3,059.12</u>	<u>-7,766.21</u>	<u>-10,825.33</u>