

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

REGULAR MEETING MINUTES

October 19, 2023

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 3:30 PM and a roll call confirmed Vice-Chair Paul Franz and director and Jeff Frensdorf were also present.

Others Present: District treasurer Jessie Roe, District Clerk Clint Kuhman, District operators Bob Kuchenski and Bob Hansen (via zoom).

Guests Present: Members of the public.

Consent Agenda: Mr. Franz motioned to approve the consent agenda: approval of the minutes for September 26 & 28, 2023, approval to pay the October monthly bills as listed and the September 2023 financial reports. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District's operations from September 29, 2023 to October 19, 2023 (attached).

Engineering Report – Update/Discussion: Tabled for the month.

New Business:

- 1.) **Board Member Access to Office:** Chairman Luoma would like access to the office to work on the Operations & Maintenance Manual; system design records, infrastructure drawings, old manuals, etc. Mr. Franz motioned to allow Chairman Luoma access to the office with the purpose for working on the Operations and Maintenance Manual. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.
- 2.) **Potential New Board Member:** Chairman Luoma said customer Dan Tindall is interested in the vacant board position but was unavailable to attend this month's meeting for family reason. The Board will invite him to the November meeting.
- 3.) **Septic Tank Work and Tank Risers:** The Board directed staff to establish a meeting between KG&T Septic Services and the District's engineers, Keller Associates, to inspect the quality of work performed at Ralph's Coffee Shop so Keller can return to the Board with a professional analysis and recommendation(s) should their be any additional measures that need to be taken.
- 4.) **16827 E Pier Rd. Building ER Usage:** The Board reviewed the letter provided by the property owner's attorney on their interpretation of the District's sewer ordinance 21-2 and how the building should be considered a motel/hotel due to their commercial zoning and building use. In this finding the property would be compliant in accordance with the "Motel and Hotel" definition

on page seven (7) of Ordinance 21-2 and therefore the Equivalent Residential (ER) unit of measurement outlined in Section 4.1(f): Motels and Hotels w/ Kitchen; ER = 1 + .50 X No. of Units in Excess of 2. The Board agreed to this determination and deemed the property in compliance of ER usage and the corresponding definition.

- 5.) Amended Fiscal Year 2022-2023 Budget Review: The Board reviewed the proposed and amended fiscal year budget for 2022-2023 and agreed it was ready for a public hearing presentation and adoption on October 25, 2023.
- 6.) Presenting at Public Hearing(s) – Game Plan: The Board discussed the method of showing the rate increase presentation to the public and decided it would be best presented by the Board themselves to deflect the reaction of the public from the District staff.

Old/Ongoing Business:

- 1.) Update on Rate Increase Discussions: The Board still agrees that a projected rate increase of \$12 for sewer and \$6 for water would be sufficient in order for the District to conduct annual business operations and keep the District from operating in a deficit, as previous audit reports and findings have shown. The Board directed staff to set a date for hosting a public hearing to discuss rate increases with the customers and answer their inevitable questions.
- 2.) DCIP Grant Award Update: The grant has been fully executed and a kick-off meeting is set for November 7, 2023.
- 3.) Site Inspections Progress Report: The Board authorized an additional eight (8) hours of time per pay period for Clint Kuhman to perform site inspection with the purpose of updating customer accounts with current water and sewer connection assessments and charges.
- 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 5:13 PM following a motion from Mr. Franz 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

Bayview Water & Sewer District
Profit & Loss by Class
September 2023

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	199.85	0.00	199.85
4100 · Sewer - Other	15,944.98	0.00	15,944.98
Total 4100 · Sewer	16,144.83	0.00	16,144.83
4200 · Water			
4202 · Water Late Fees	0.00	528.39	528.39
4206 · Water Charge - Water Bond	0.00	5,336.00	5,336.00
4200 · Water - Other	0.00	21,375.92	21,375.92
Total 4200 · Water	0.00	27,240.31	27,240.31
Total Income	16,144.83	27,240.31	43,385.14
Expense			
6001 · Sewer Maintenance	27,577.05	0.00	27,577.05
7001 · Water Maintenance	0.00	15,158.66	15,158.66
8001 · Vehicle Expense	103.63	103.63	207.26
8002 · Contract Labor	112.50	112.50	225.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	35.16	35.17	70.33
8005 · Office Supplies	24.61	24.62	49.23
8006 · System Operator	4,400.00	2,800.00	7,200.00
8010 · Training/Conferences	549.14	549.12	1,098.26
8011 · Postage & Delivery	228.64	228.64	457.28
8200 · Insurance Expense			
8201 · Liability Insurance	2,503.75	2,503.75	5,007.50
Total 8200 · Insurance Expense	2,503.75	2,503.75	5,007.50
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
8302 · Assessment Fees	0.00	470.00	470.00
Total 8300 · Fees & Charges	6.00	477.00	483.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8502 · Engineering	71.91	71.92	143.83
8503 · Legal Fees	25.50	25.50	51.00
Total 8500 · Professional Fees	97.41	97.42	194.83
8600 · Telephone			
8601 · Auto Dialers	138.62	138.62	277.24
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	243.60	243.60	487.20
8700 · Utilities			
8701 · Electric	3,236.04	3,236.05	6,472.09
8703 · Garbage	14.00	14.00	28.00
Total 8700 · Utilities	3,250.04	3,250.05	6,500.09
8800 · Payroll Expenses	2,633.76	2,633.76	5,267.52
Total Expense	41,885.29	28,337.92	70,223.21
Net Ordinary Income	-25,740.46	-1,097.61	-26,838.07
Other Income/Expense			
Other Income			

9:21 PM

10/16/23

Accrual Basis

Bayview Water & Sewer District
Profit & Loss by Class
September 2023

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
4306 · Interest & Penalties Income	244.54	569.66	814.20
Total Other Income	244.54	569.66	814.20
Net Other Income	244.54	569.66	814.20
Net Income	<u><u>-25,495.92</u></u>	<u><u>-527.95</u></u>	<u><u>-26,023.87</u></u>

10/19/23 Bayview Systems Report

A. Water Production update.

13,029,000 gallons produced by the wells during September. 4,330,000 gallons of consumption registered through customers meters. This works out to 449,000 gallons per day produced by the wells of which 149,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 288 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 8,699,000 gallons or 67% of production totals by the wells. Unaccounted for water lost increased this past month due to reservoir overflows and line flushing. These issues have been corrected.

11,259,000 gallons produced by the wells during September last year. 5,536,000 gallons of consumption registered through customers meters. This works out to 375,000 gallons per day produced by the wells of which 185,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 361 gallons per day, per service connection. (513 service connections). Unaccounted for water lost is 5,723,000 gallons or 51% of production totals by the wells.

8,934,000 gallons produced by the wells during September 2 years ago. 4,763,000 gallons of consumption registered through customers meters. This works out to 298,000 gallons per day produced by the wells of which 159,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 317 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,171,000 gallons or 47% of production totals by the wells.

10,999,000 gallons produced by the wells during September 3 years ago. 6,991,000 gallons of consumption registered through customers meters. This works out to 324,000 gallons per day produced by the wells of which 206,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 437 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,008,000 gallons or 36% of production totals by the wells.

7,560,000 gallons produced by the wells during September 4 years ago.
3,881,000 gallons of consumption registered through customers meters. This works out to 236,000 gallons per day produced by the wells of which 121,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 260 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is 3,679,000 gallons or 49% of production totals by the wells.

B. Water system items:

- 1- Leaking water meter set replaced on Cape Horn Road.
- 2- Planned relocation of meter under house on Lime Kiln.
- 3- Construction service line break on Cape Horn 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 2023, 7,753,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- 1 septic tank was pumped in the past month.
- 2- Installation of inlet risers on septic tanks (main agenda).
- 3- Treatment site controls repair update.
- 4- Thinning of land application site completed.