

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

**REGULAR MEETING MINUTES**  
November 16, 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 Ted Bare were also present.

**Others Present:** District treasurer Jessie Roe, District operators Bob Kuchenski and Bob Hansen, and Ben Davis (via Zoom) with Keller Associates.

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

**Consent Agenda:** Mr. Bare motioned to approve the consent agenda: approval of the minutes for October 3, 9, 19 & 25, 2023, approval to pay the November monthly bills as listed and the October 2023 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 report for October 2023 (attached).

**Operator Report:** Mr. Kuchenski reported on the District's operations from October 20, 2023 to November 16, 2023 (attached).

**Engineering Report – Update/Discussion:** Mr. Davis updated the Board on the progress of issuing the winter shutdown authorization for LaRiviere, as well as the schedule for going to bid on phase two of the Water Improvement Project (WIP) in the spring of 2024.

**New Business:**

- 1.) New Board Member – Oath of Office: The Board voted to appoint Dan Tindal into director seat #3 following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried. Mr. Tindall then read his Oath of Office.
- 2.) Approve Fiscal Year 2021-2022 Audit: The audit was approved following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried.
- 3.) Accept Idaho Rural Water Association (IRWA) Rate Study: The Board discussed the rate study provided by IRWA. The Board does not agree with IRWA's recommendation to remove the 5,000 monthly water-use allotment and start charging for the first 1,000 gallons used; it does demonstrate that the dollar figure associated with that choice ( $\$1.75 \times 5,000 = \$8.75$ ) is around the figure of the \$6 increase the Board has been discussing and proposing to the public. The Board stated that they were disappointed by the professionalism and accuracy of the rate study and IRWA didn't take into consideration the facts and numbers unique to the Community of Bayview. Mr. Franz motioned to accept the rate study as performed, followed by a second from Mr. Bare. All were in favor, motion carried.

- 4.) Notification and Discussion on Upcoming Rate Increase & Public Hearing: Ms. Roe informed the Board that the public hearing has been publicized in the newspaper for two consecutive week postings, on the website, and on the monthly user bills.
- 5.) Statement Regarding Commercial Account Billing Differences: Mr. Bare brought the topic of the community's confusion regarding the difference in commercial vs. residential billing to the Board. He requested that a few slides be added to the PowerPoint presentation planned for the rate increase public hearing scheduled on November 20, 2023. Ms. Roe assured the Board she would outline the ER Schedule from Ordinance 21-2 showing the increase in ERs assessed for differing commercial accounts.
- 6.) Protocol for Disseminating Information to the Public: The Board discussed how to address future situations when they are approached individually by customers who are seeking information regarding District procedures, billing clarifications such as commercial vs. residential differences, and the like. The Board became aware that the information they sought from the District office, in an attempt to address questions for a member of the public, did not present a whole or clear and factual representation of the situation. This later caused more confusion than answers. The Board agreed that, in the future, they would direct the customer to the office so the District can give concise information with all the facts presented so there is no confusion or misinformation.

**Old/Ongoing Business:**

- 1.) Delinquent List: The Board reviewed the current delinquent list.
- 2.) DCIP Grant Award Update: The grant is secured and has officially been awarded. Monies are dedicated to the District and tracking of funds for phase two will begin in the Spring of 2024.
- 3.) Review Board Action Item List: The Board reviewed and updated the BAIL.

**Public Matters/Guests:** None.

**Executive Session - Idaho Code §74-206(1)(b):** The Board entered into executive session at 5:17 PM following a motion from Chairman Luoma and seconded by Mr. Franz. A roll call vote was taken; Chairman Luoma – aye, Paul Franz – aye, Ted Bare – aye, Dan Tindall – aye. All were in favor, motion carried. The Board exited executive session at 5:56 PM and no action was taken resulting from the discussion that took place in executive session.

With no further business to discuss the regular meeting was adjourned at 5:57 PM following a motion from Mr. Franz and seconded by Mr. Tindall. 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

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

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Certified Fees			
4001 · Certified User Fees	575.11	0.00	575.11
<b>Total 4000 · Certified Fees</b>	575.11	0.00	575.11
4100 · Sewer			
4102 · Sewer Late Fees	167.27	0.00	167.27
4100 · Sewer - Other	15,944.98	0.00	15,944.98
<b>Total 4100 · Sewer</b>	16,112.25	0.00	16,112.25
4200 · Water			
4202 · Water Late Fees	0.00	643.03	643.03
4206 · Water Charge - Water Bond	0.00	5,336.00	5,336.00
4200 · Water - Other	0.00	16,978.50	16,978.50
<b>Total 4200 · Water</b>	0.00	22,957.53	22,957.53
<b>Total Income</b>	16,687.36	22,957.53	39,644.89
<b>Expense</b>			
6001 · Sewer Maintenance	17,690.90	0.00	17,690.90
7001 · Water Maintenance	0.00	7,013.01	7,013.01
8001 · Vehicle Expense	91.81	91.81	183.62
8002 · Contract Labor	57.50	57.50	115.00
8003 · Director's Fees	75.00	75.00	150.00
8004 · Dues & Subscriptions	12.99	13.00	25.99
8006 · System Operator	4,400.00	2,800.00	7,200.00
8011 · Postage & Delivery	253.41	261.97	515.38
8012 · Printing & Reproduction	200.20	200.20	400.40
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
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	170.00	170.00	340.00
<b>Total 8500 · Professional Fees</b>	170.00	170.00	340.00
8600 · Telephone			
8601 · Auto Dialers	141.09	141.08	282.17
8602 · Office	104.98	104.98	209.96
<b>Total 8600 · Telephone</b>	246.07	246.06	492.13
8700 · Utilities			
8701 · Electric	2,786.88	2,786.88	5,573.76
<b>Total 8700 · Utilities</b>	2,786.88	2,786.88	5,573.76
8800 · Payroll Expenses	2,689.10	2,689.10	5,378.20
<b>Total Expense</b>	28,699.86	16,431.53	45,131.39
<b>Net Ordinary Income</b>	-12,012.50	6,526.00	-5,486.50
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4306 · Interest & Penalties Income	288.90	665.16	954.06
<b>Total Other Income</b>	288.90	665.16	954.06
<b>Net Other Income</b>	288.90	665.16	954.06

8:30 AM

11/14/23

Accrual Basis

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

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	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Net Income	<u>-11,723.60</u>	<u>7,191.16</u>	<u>-4,532.44</u>

# 11/16/23 Bayview Systems Report

## A. Water Production update.

9,054,000 gallons produced by the wells during October. This works out to 283,000 gallons per day produced by the wells. This is the equivalent customer consumption of 543 gallons per day, per service connection. (521 service connections).

7,480,000 gallons produced by the wells during October last year. This works out to 258,000 gallons per day produced by the wells. This is the equivalent customer consumption of 503 gallons per day, per service connection. (513 service connections).

7,422,000 gallons produced by the wells during October 2 years ago. This works out to 239,000 gallons per day produced by the wells. This is the equivalent customer consumption of 477 gallons per day, per service connection. (501 service connections).

6,805,000 gallons produced by the wells during October 3 years ago. This works out to 220,000 gallons per day produced by the wells. This is the equivalent customer consumption of 467 gallons per day, per service connection. (471 service connections). This reflects a water line break on Navigator Court.

4,484,000 gallons produced by the wells during October 4 years ago. This works out to 145,000 gallons per day produced by the wells. This is the equivalent customer consumption of 309 gallons per day, per service connection. (469 service connections).

5,945,000 gallons produced by the wells during October 5 years ago. This works out to 192,000 gallons per day produced by the wells. This is the equivalent of 413 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is estimated at 2,794,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- Planned relocation of meter under house on Lime Kiln.
- 2- All facilities winterized.
- 3- Projects wrapping up for the season.

## 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- 2 septic tanks were pumped in the past month.
- 2- Installation of inlet risers on septic tanks (main agenda).