

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

REGULAR MEETING MINUTES

December 21, 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 directors, Dan Tindall, Ted Bare and Jeff Frensdorf 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 November 16 & 20, 2023, approval to pay the December monthly bills as listed and the November 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 November 2023 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from November 17, 2023 to December 21, 2023 (attached).

Engineering Report – Update/Discussion: Mr. Davis reviewed the logistics of phase two of the Water Improvement Project (WIP) with the Board. This would entail the District taking the main reservoir offline to rehab the tank while utilizing the Farragut State Park tank to supply the District with water. The Board and the District engineers agree that there will need to be several options in place should a failure of the initial plan occur. The Board would like to incorporate these options into the bid process to make sure whichever company is awarded for phase two has contingency costs in place to alleviate surprise costs and procedures.

New Business:

- 1.) Keller General Engineering – Amendment #5; GIS Map: The general engineering Amendment #5 was approved following a motion from Mr. Frensdorf and seconded by Mr. Bare. All were in favor, motion carried. This amendment authorizes Keller Associates to update the District's water system GIS map with all improvements from the first phase of the WIP, as well as anything new that was documented in the course of construction.
- 2.) DCIP Grant Amendment – Phase Two: Keller will prepare an amendment under Task Order 4 for the WIP to provide additional scope and budget for engineering to incorporate the recently awarded Defense Community Infrastructure Program (DCIP) grant funding requirements and provisions to the Phase 2. The justification for Amendment #5 is a change in scope due to DCIP

grant requirements, the need for additional engineering and consultant services to meet said requirements, and to add a task to this agreement to track engineering costs under the DCIP grant. In general, additional scope items include grant funding administration, bid document revisions to meet DCIP requirements, specifications changes to include contingency bid items, drawing revisions, and construction phase services and observation tasks to support the Phase 2 project. Phase 2 work was originally budgeted in the Owner-Consultant Agreement using existing Department of Environmental Quality (DEQ) State Revolving Funds (SRF) and DEQ grant funding. This amendment modifies the agreement to allow for said services to be billed for reimbursement through DCIP grant funding, allowing the District to keep SRF loan funds as low as possible.

- 3.) Customer Request to Upload All Meeting Recordings to District Website: Item tabled for further consideration and information gathering.
- 4.) Review Public Comments Received from 11/20/23 Public Hearing: The Board reviewed all public comments received, as well as the District Administrative Treasurer's prepared response to the comments. After review and discussion, the Board requested that Ms. Roe upload the document to the District website for public viewing following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.
- 5.) Open New Operations & Maintenance Bank Account Specific to Sewer: The Board requested Ms. Roe seek input from the District auditor on the legal requirements for separate fund banking versus best practices and practicality for tracking separate fund accounts.
- 6.) Re-Numbering Accounts to Formalize "Commercial Accounts": Ms. Roe informed the Board that she will be re-numbering some of the customer's accounts to better track business/commercial accounts.
- 7.) Rescind Resolution 2021-013; 1% Employee Retirement Fund: The resolution was rescinded following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.
- 8.) Integrity Water Management – Contract Update: Mr. Kuchenski presented an updated contract to the Board for review and approval. The following changes were proposed: Trip charges during business hours will go from \$90 to \$100 and trip charges for after-hours will go from \$135 to \$150. The updated contract was approved following a motion from Mr. Bare and seconded by Mr. Frensdorf. All were in favor, motion carried.
- 9.) Water & Sewer Rate Increases: After much deliberation and discussion the Board voted to raise the sewer rate by an additional \$15 to make the new base rate \$41, and raise the water rate by an additional \$3 for a new base rate of \$27. This came as a motion from Mr. Bare and seconded by Mr. Tindall. All were in favor, motion carried. The existing \$8 Water Bond (State Revolving Fund SRF loan) charge will remain the same, bringing the water rate to a total of \$35 (\$27 base + \$8 SRF). The Board agreed that the rates would be analyzed on an annual basis in conjunction with the annual setting of the District budget to stay current on income and expenses for a balanced operating budget.
- 10.) Updated Rate Schedule: The Board directed Ms. Roe to update the rate schedule with the approved trip charge increases as well as the water and sewer base rate changes, following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Delinquent List: The Board reviewed the current delinquent list.

2.) Review Board Action Item List: The Board reviewed and updated the BAIL.

Public Matters/Guests: None.

1. **EXECUTIVE SESSION Idaho Code §74-206(1)(b):** The Board entered into executive session under Idaho Code 74-206(1)(b) following a roll call vote. Chairman Luoma; aye, Vice-Chair Franz; aye, director Bare; aye, director Tindall; aye, and director Frensdorf; aye. With all in favor, the executive session was started at 5:43 PM. The Board exited executive session at 6:05 PM and moved back into regular session.
2. **(Action Item): Decision Resulting from Executive Session:** The Board voted to enact the staff wages to the discussed rate inside executive session as well as enrollment for Public Employee Retirement System of Idaho (PERSI) for all eligible employees of the District.

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.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Shon Luoma
Chair of the Board

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	226.45	0.00	226.45
4100 · Sewer - Other	16,056.78	0.00	16,056.78
Total 4100 · Sewer	16,283.23	0.00	16,283.23
4200 · Water			
4202 · Water Late Fees	0.00	394.18	394.18
4206 · Water Charge - Water Bond	0.00	5,360.00	5,360.00
4200 · Water - Other	0.00	17,076.75	17,076.75
Total 4200 · Water	0.00	22,830.93	22,830.93
Total Income	16,283.23	22,830.93	39,114.16
Expense			
6001 · Sewer Maintenance	17,125.75	0.00	17,125.75
7001 · Water Maintenance	0.00	15,065.75	15,065.75
8001 · Vehicle Expense	37.80	37.80	75.60
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	28.99	29.00	57.99
8005 · Office Supplies	14.09	14.09	28.18
8006 · System Operator	4,400.00	0.00	4,400.00
8009 · Property Taxes	29.20	29.20	58.40
8011 · Postage & Delivery	343.83	343.85	687.68
8012 · Printing & Reproduction	35.68	35.68	71.36
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
Total 8300 · Fees & Charges	6.00	7.00	13.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8501 · Accounting	5,000.00	5,000.00	10,000.00
8502 · Engineering	91.87	91.88	183.75
8503 · Legal Fees	34.00	34.00	68.00
Total 8500 · Professional Fees	5,125.87	5,125.88	10,251.75
8600 · Telephone			
8601 · Auto Dialers	141.09	141.08	282.17
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	246.07	246.06	492.13
8700 · Utilities			
8701 · Electric	2,597.54	2,597.54	5,195.08
8703 · Garbage	3.75	3.75	7.50
Total 8700 · Utilities	2,601.29	2,601.29	5,202.58
8800 · Payroll Expenses	2,809.23	2,809.24	5,618.47
Total Expense	32,948.80	26,489.84	59,438.64
Net Ordinary Income	-16,665.57	-3,658.91	-20,324.48
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	191.37	589.78	781.15
Total Other Income	191.37	589.78	781.15
Net Other Income	191.37	589.78	781.15

12:19 PM

12/14/23

Accrual Basis

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Net Income	<u>-16,474.20</u>	<u>-3,069.13</u>	<u>-19,543.33</u>

12/21/23 Bayview Systems Report

A. Water Production update.

8,605,000 gallons produced by the wells during November. This works out to 278,000 gallons per day produced by the wells. This is the equivalent customer consumption of 534 gallons per day, per service connection. (521 service connections).

7,946,000 gallons produced by the wells during November last year. 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 2 years ago. 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 3 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 4 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 5 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- Controls glitches at Limekiln booster station causing water loss have been resolved.
- 2- Planned relocation of meter under house on Lime Kiln.
- 3- Some projects/repairs scheduled for Spring may be done this Winter depending upon the weather.

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- One septic tank was pumped in the past month.
- 2- Installation of inlet risers on septic tanks (main agenda).