

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

**REGULAR MEETING MINUTES**

January 18, 2024

**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 December 5 & 21, 2023, approval to pay the January monthly bills as listed and the December 2023 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried.

**Reports:**

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

**Operator Report:** Mr. Kuchenski reported on the District's operations from December 22, 2023 to January 18, 2024 (attached).

**Engineering Report – Update/Discussion:** Mr. Davis proposed the tentative schedule for Phase Two project bidding. He requested that Ms. Roe look over the dates and let him know if there are any conflicting dates or times with the District's schedule.

**New Business:**

- 1.) Farragut Tank Rehab – Final Design Drawings & Specifications: The Board reviewed Keller's final designs in order to move forward with the Phase Two portion of the Water Improvement Project (WIP). After some discussion the project was approved to go to bid following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.
- 2.) Task Order 4: Water Improvement Project – Amendment #5; DCIP Grant Funds: This amendment modifies the agreement to allow for engineering services to be billed for reimbursement through DCIP grant funding, allowing the District to keep SRF loan funds as low as possible. Amendment #5 was approved following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.
- 3.) Customer Request to Upload All Meeting Recordings to District Website: After much discussion the Board decided to follow the recommendation of their risk management team through their insurance provider, Idaho Counties Risk Management Program (ICRMP) and denied the request

to upload the Board meetings to the District website following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.

- 4.) Open New Operations & Maintenance Bank Account Specific to Sewer: Ms. Roe read aloud the response from the District's auditor where he stated that as long as the transactions are properly classed when being entered into QuickBooks, then he doesn't see a need to have separate bank account for water and sewer. Chairman Luoma motioned to follow the District auditor's request and continue to operate from one operations and maintenance (O&M) bank account but continue to track the separate classes inside of QuickBooks. The motion was seconded by Mr. Franz and all were in favor, motion carried.
- 5.) Environmental Protection Agency (EPA) Waterline Composition Service-line Inspection: Mr. Franz reviewed the information packet from EPA with the Board and the system operators for the required testing. He noted that this would be a continual and ongoing process but the first draft would be due on October 16, 2024.

**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.

With no further business to discuss the regular meeting was adjourned at 5:25 PM following a motion from Mr. Franz and seconded by Mr. Tindall. All were in favor, motion carried.

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**  
**December 2023**

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Certified Fees			
4001 · Certified User Fees	386.03	386.03	772.06
<b>Total 4000 · Certified Fees</b>	386.03	386.03	772.06
4100 · Sewer			
4102 · Sewer Late Fees	354.56	0.00	354.56
4100 · Sewer - Other	25,118.53	0.00	25,118.53
<b>Total 4100 · Sewer</b>	25,473.09	0.00	25,473.09
4200 · Water			
4202 · Water Late Fees	0.00	380.39	380.39
4206 · Water Charge - Water Bond	0.00	5,368.00	5,368.00
4200 · Water - Other	0.00	18,858.25	18,858.25
<b>Total 4200 · Water</b>	0.00	24,606.64	24,606.64
4201 · Commercial Water	0.00	-50.00	-50.00
<b>Total Income</b>	25,859.12	24,942.67	50,801.79
<b>Expense</b>			
6001 · Sewer Maintenance			
6020 · Residential Tank Maintenance	2,940.00	0.00	2,940.00
6001 · Sewer Maintenance - Other	157.35	0.00	157.35
<b>Total 6001 · Sewer Maintenance</b>	3,097.35	0.00	3,097.35
7001 · Water Maintenance	0.00	1,695.97	1,695.97
8001 · Vehicle Expense	79.41	79.41	158.82
8002 · Contract Labor	47.00	47.00	94.00
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	100.99	101.00	201.99
8005 · Office Supplies	37.08	37.09	74.17
8006 · System Operator	4,400.00	2,800.00	7,200.00
8009 · Property Taxes	60.78	83.42	144.20
8011 · Postage & Delivery	212.66	212.67	425.33
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
8302 · Assessment Fees	0.00	470.00	470.00
<b>Total 8300 · Fees &amp; Charges</b>	6.00	477.00	483.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
<b>Total 8400 · Maintenance</b>	20.00	20.00	40.00
8500 · Professional Fees			
8502 · Engineering	748.12	748.13	1,496.25
8503 · Legal Fees	80.75	80.75	161.50
<b>Total 8500 · Professional Fees</b>	828.87	828.88	1,657.75
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	2,571.44	2,571.44	5,142.88
8703 · Garbage	3.75	3.75	7.50
<b>Total 8700 · Utilities</b>	2,575.19	2,575.19	5,150.38
8800 · Payroll Expenses	2,784.22	2,784.23	5,568.45

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

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	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total Expense	14,620.62	12,112.92	26,733.54
Net Ordinary Income	11,238.50	12,829.75	24,068.25
Other Income/Expense			
Other Income			
4306 - Interest & Penalties Income	199.87	616.20	816.07
Total Other Income	199.87	616.20	816.07
Net Other Income	199.87	616.20	816.07
Net Income	<u>11,438.37</u>	<u>13,445.95</u>	<u>24,884.32</u>

# 1/18/24 Bayview Systems Report

## A. Water Production update.

7,997,000 gallons produced by the wells during December. This works out to 267,000 gallons per day produced by the wells. This is the equivalent customer consumption of 512 gallons per day, per service connection. (521 service connections).

8,615,000 gallons produced by the wells during December last year. This works out to 287,000 gallons per day produced by the wells. This is the equivalent customer consumption of 559 gallons per day, per service connection. (513 service connections).

7,686,000 gallons produced by the wells during December 2 years ago. This works out to 248,000 gallons per day produced by the wells. This is the equivalent customer consumption of 495 gallons per day, per service connection. (501 service connections).

7,483,000 gallons produced by the wells during December 3 years ago. This works out to 241,000 gallons per day produced by the wells. This is the equivalent customer consumption of 541 gallons per day, per service connection. (471 service connections).

5,176,000 gallons produced by the wells during December 4 years ago. This works out to 167,000 gallons per day produced by the wells. This is the equivalent customer consumption of 356 gallons per day, per service connection. (469 service connections).

5,540,000 gallons produced by the wells during December 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).

## B. Water system items:

- 1- Controls glitches at Limekiln booster station causing water loss have been resolved with the installation of cable from router to equipment at the office.
- 2- Planned relocation of meter under house on Lime Kiln update.
- 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- Two septic tanks were pumped in the past month.
- 2- Installation of inlet risers on septic tanks (main agenda).
- 3- Replacing sewer pumps at Naval Research Center.