

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

REGULAR MEETING MINUTES
February 15, 2024

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 3:37 PM and a roll call confirmed Vice-Chair Paul Franz and director, Dan Tindall were also present. Director Ted Bare joined the meeting at 4:00 PM.

Others Present: District treasurer Jessie Roe, District operators Bob Kuchenski and Bob Hansen.

Guests Present: Members of the public.

Consent Agenda: Mr. Franz motioned to approve the consent agenda: approval of the minutes for January 18, 2024, approval to pay the February monthly bills as listed and the January 2024 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 January 2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from January 19, 2024 to February 15, 2024 (attached).

Engineering Report – Update/Discussion: In the absence of Mr. Davis, Ms. Roe presented the engineer's report. Phase two of the Water Improvement Project (WIP) is currently being bid and all bids are expected and due on February 20, 2024 at 3:00 PM at the District's office. Keller is also working on updating the water GIS map with any improvements and changes made with the first phase of the WIP.

New Business:

- 1.) **KG&T Follow-up:** Ms. Roe said she received an email from KG&T that morning that stated they had found the designer of the tanks that were installed in Bayview and he is writing up a document to assist with the situation and provide input on the integrity of the tanks.
- 2.) **Replacing Sewer Triplex Pump #1:** Bob provided a quote for the Board to review and noted the quote included a cost for a motor, which the District does not need to replace at this time. The motor cost is included for consideration since the District will need to pull both the motor and pump at the same time to replace just the pump. Director Franz motioned to approve the portion of the quote to replace the pump, with a not to exceed amount of \$35,000, which was seconded by Mr. Bare. All were in favor, motion carried.
- 3.) **Environmental Protection Agency (EPA) Waterline Composition Service-line Inspection:** Mr. Hansen said they will know more about the process after attending the workshop put on by Idaho Department of Environmental Quality (DEQ) on April 24, 2024. He noted that the project is not expected to be 100% completed by October 15, 2024, but rather, the lines are to be identified by

then. The Board directed Ms. Roe to add this items to the Board Action Item List (BAIL) for further tracking.

- 4.) Limekiln Booster Station Fence Posts: The Board tabled this item to next month and directed Mr. Kuchenski to provide pictures of what the area looks like now and what he would like to see changed.
- 5.) Adopt Formal Public Hearing Procedures: Ms. Roe presented a working document to the Board for their review. The document was a compilation of examples from Idaho County, ICRMP, long standing BWSO practices, as well as attorney comments and suggestions. The item was tabled to next month for Board review and edits.
- 6.) District's Quotes to Repair Flooring and Skirting: Ms. Roe said one of the bidders pulled their quote for skirting, which leaves the District with only one quote; she will go back out and obtain more bids. The Board asked for more similar quotes and would like to see the bids match square footage and material.

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 5:30 PM following a motion from Mr. Franz and seconded by Mr. Tindall. 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
January 2024

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 - Sewer			
4102 - Sewer Late Fees	219.05	0.00	219.05
4100 - Sewer - Other	25,118.53	0.00	25,118.53
Total 4100 - Sewer	25,337.58	0.00	25,337.58
4200 - Water			
4202 - Water Late Fees	0.00	307.13	307.13
4206 - Water Charge - Water Bond	0.00	5,368.00	5,368.00
4200 - Water - Other	0.00	18,914.25	18,914.25
Total 4200 - Water	0.00	24,589.38	24,589.38
Total Income	25,337.58	24,589.38	49,926.96
Expense			
6001 - Sewer Maintenance			
6010 - Commercial Tank Maintenance	650.00	0.00	650.00
6020 - Residential Tank Maintenance	520.00	0.00	520.00
6001 - Sewer Maintenance - Other	284.99	0.00	284.99
Total 6001 - Sewer Maintenance	1,454.99	0.00	1,454.99
7001 - Water Maintenance	0.00	1,694.30	1,694.30
8001 - Vehicle Expense	23.16	23.16	46.32
8002 - Contract Labor	312.75	312.75	625.50
8004 - Dues & Subscriptions	111.99	111.99	223.98
8005 - Office Supplies	10.33	10.33	20.66
8006 - System Operator	0.00	4,400.00	4,400.00
8011 - Postage & Delivery	235.20	243.76	478.96
8012 - Printing & Reproduction	180.70	180.70	361.40
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			
8503 - Legal Fees	17.00	17.00	34.00
Total 8500 - Professional Fees	17.00	17.00	34.00
8600 - Telephone			
8601 - Auto Dialers	141.12	141.11	282.23
8602 - Office	104.98	104.98	209.96
Total 8600 - Telephone	246.10	246.09	492.19
8700 - Utilities			
8701 - Electric	2,753.47	2,753.48	5,506.95
Total 8700 - Utilities	2,753.47	2,753.48	5,506.95
8800 - Payroll Expenses			
8801 - PERSI	124.11	124.11	248.22
8800 - Payroll Expenses - Other	2,923.94	2,923.94	5,847.88
Total 8800 - Payroll Expenses	3,048.05	3,048.05	6,096.10
Total Expense	8,419.74	13,068.61	21,488.35
Net Ordinary Income	16,917.84	11,520.77	28,438.61
Other Income/Expense			
Other Income			

Bayview Water & Sewer District
Profit & Loss by Class
January 2024

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
4306 · Interest & Penalties Income	444.86	833.55	1,278.41
Total Other Income	444.86	833.55	1,278.41
Net Other Income	444.86	833.55	1,278.41
Net Income	<u>17,362.70</u>	<u>12,354.32</u>	<u>29,717.02</u>

2/15/24 Bayview Systems Report

A. Water Production update.

9,556,000 gallons produced by the wells during January. This works out to 308,000 gallons per day produced by the wells. This is the equivalent customer consumption of 591 gallons per day, per service connection. (521 service connections).

9,871,000 gallons produced by the wells during January last year. This works out to 318,000 gallons per day produced by the wells. This is the equivalent customer consumption of 620 gallons per day, per service connection. (513 service connections).

10,123,000 gallons produced by the wells during January 2 years ago. This works out to 327,000 gallons per day produced by the wells. This is the equivalent customer consumption of 653 gallons per day, per service connection. (501 service connections).

6,025,000 gallons produced by the wells during January 3 years ago. This works out to 194,000 gallons per day produced by the wells. This is the equivalent customer consumption of 200 gallons per day, per service connection. (471 service connections).

5,026,000 gallons produced by the wells during January 4 years ago. This works out to 162,000 gallons per day produced by the wells. This is the equivalent customer consumption of 345 gallons per day, per service connection. (470 service connections).

5,086,000 gallons produced by the wells during January 5 years ago. This works out to 164,000 gallons per day produced by the wells. This is the equivalent of 353 gallons per day, per service connection. (465 service connections).

B. Water system items:

- 1- Leaking valve discovered outside of well #8 pump house. The pump house & water main have been shut down until repairs are completed.
- 2- Projects/repairs scheduled for Spring are commencing now pending weather and Lakes Highway District load limits.

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. More waiting for load limits to be lifted.
- 2- Installation of inlet risers on septic tanks (main agenda).
- 3- Replacing sewer triplex pump #1.