

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

REGULAR MEETING MINUTES
May 16, 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 and Ted Bare were also present.

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

Guests Present: Members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for April 18, 2024, approval to pay the May monthly bills as listed and the April 2024 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried.

Oath of Office: The Board spoke with Ms. Jeanna Hofmeister about her interest in becoming a member of the Board. After discussion the Board voted to appoint Ms. Hofmeister onto the Board to fill seat one followed by a motion from Chairman Luoma and seconded by Mr. Franz. All were in favor, motion carried. Ms. Hofmeister read her oath of office aloud and was sworn in.

Reports:

Treasurer's Report: Ms. Roe presented the Profit and Loss report for April 2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from April 19, 2024 to May 16, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis said he is still coordinating with LaRiviere on the charges for the 60 individual PRVs associated with the Water Improvement Project (WIP). The Board requested that Keller respond to LaRiviere's request for the District to reimburse them for the cost of the PRVs and deny all District responsibility for the costs, as LaRiviere had ample time to return the PRVs and did not. Keller is also coordinating the repair of Well #8 valve, which is scheduled for the week of May 20.

New Business:

- 1.) **Waterline Easements on Limekiln and Restoring Water Connections:** One parcel has a meter set on their property with only a shop, and a line from the existing main water service line to this meter set box, but no meter has been installed. This is a problem for the District because there is no meter at the property which means it is not a documented connection into the system. Therefore, the connection was not part of the Water Improvement Project (WIP) list of connections to be restored. The property owners would like to have this connection restored. The Board directed Ms. Roe to contact the District attorney to determine the best process forward.

The Board would like the attorney to answer who is responsible for the cost to reinstall this undocumented connection and whether the homeowner should legally have a monthly bill moving forward, should this connection be restored.

- 2.) Lead/Copper Service Line Inventory: The Board and the system operators discussed how to initiate the inventory in regard to customer's property. There is an example letter that the Environmental Protection Agency (EPA) has put out where the customer can indicate whether or not they know the composition of their lines. If the customer denies entry access to the property the District will have to indicate that on their reporting back to the EPA and Department of Environmental Quality (DEQ).
- 3.) Update RE: Land App Site and Preliminary Work Done By Bigfoot; Next Steps: Bigfoot Technologies is expected to be on the land application site the week of 6/10 getting repairs done to open the site up for the 2024 operating season. They will be redoing the wiring damaged by mice with emphasis around the chlorine pump circuit. Currently only one out of five sand filter beds are working but all the spray zone valves are operational.
- 4.) Proposed Resolution for Meeting Decorum, Procedures & Online Platform: Resolution 2024-002 was passed following a motion from Chairman Luoma and seconded by Ms. Hofmeister. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Update – KG&T Status: Ms. Roe will start compiling the information to submit an insurance claim to ICRMP and check on the status of the District's attorney letter. She will also contact the District engineer to see if they have someone on their team who specialized in analyzing the structural integrity of a concrete septic tank who can get the job done and then bill KG&T for the assessment.
- 2.) Delinquent List: The Board reviewed the current delinquent list.
- 3.) 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 5:01 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
April 2024

| | 01 - Sewer | 02 - Water | TOTAL |
|---|------------|------------|-----------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4000 · Certified Fees | | | |
| 4001 · Certified User Fees | 0.00 | 867.68 | 867.68 |
| Total 4000 · Certified Fees | 0.00 | 867.68 | 867.68 |
| 4100 · Sewer | | | |
| 4102 · Sewer Late Fees | 371.30 | 0.00 | 371.30 |
| 4100 · Sewer - Other | 25,077.53 | 0.00 | 25,077.53 |
| Total 4100 · Sewer | 25,448.83 | 0.00 | 25,448.83 |
| 4103 · Sewer Inspection Fees | 90.00 | 0.00 | 90.00 |
| 4200 · Water | | | |
| 4202 · Water Late Fees | 0.00 | 362.82 | 362.82 |
| 4206 · Water Charge - Water Bond | 0.00 | 5,368.00 | 5,368.00 |
| 4200 · Water - Other | 0.00 | 20,818.25 | 20,818.25 |
| Total 4200 · Water | 0.00 | 26,549.07 | 26,549.07 |
| Total Income | 25,538.83 | 27,416.75 | 52,955.58 |
| Expense | | | |
| 6001 · Sewer Maintenance | | | |
| 6020 · Residential Tank Maintenance | 4,070.00 | 0.00 | 4,070.00 |
| Total 6001 · Sewer Maintenance | 4,070.00 | 0.00 | 4,070.00 |
| 7001 · Water Maintenance | 0.00 | 3,147.40 | 3,147.40 |
| 8001 · Vehicle Expense | 67.67 | 67.67 | 135.34 |
| 8003 · Director's Fees | 100.00 | 100.00 | 200.00 |
| 8004 · Dues & Subscriptions | 1,030.55 | 480.56 | 1,511.11 |
| 8006 · System Operator | 4,600.00 | 2,800.00 | 7,400.00 |
| 8011 · Postage & Delivery | 211.06 | 211.07 | 422.13 |
| 8012 · Printing & Reproduction | 81.04 | 81.04 | 162.08 |
| 8100 · Equipment & Tools | | | |
| 8101 · Office Equipment | 119.94 | 119.94 | 239.88 |
| Total 8100 · Equipment & Tools | 119.94 | 119.94 | 239.88 |
| 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 |
| 8402 · Office | 495.50 | 495.50 | 991.00 |
| Total 8400 · Maintenance | 515.50 | 515.50 | 1,031.00 |
| 8500 · Professional Fees | | | |
| 8501 · Accounting | 1,126.56 | 1,126.57 | 2,253.13 |
| 8502 · Engineering | 0.00 | 757.30 | 757.30 |
| 8503 · Legal Fees | 204.00 | 204.00 | 408.00 |
| Total 8500 · Professional Fees | 1,330.56 | 2,087.87 | 3,418.43 |
| 8600 · Telephone | | | |
| 8601 · Auto Dialers | 290.82 | 290.82 | 581.64 |
| 8602 · Office | 107.48 | 107.48 | 214.96 |
| Total 8600 · Telephone | 398.30 | 398.30 | 796.60 |
| 8700 · Utilities | | | |
| 8701 · Electric | 2,431.19 | 2,431.19 | 4,862.38 |
| 8703 · Garbage | 3.75 | 3.75 | 7.50 |
| Total 8700 · Utilities | 2,434.94 | 2,434.94 | 4,869.88 |

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

| | 01 - Sewer | 02 - Water | TOTAL |
|--------------------------------------|-----------------|------------------|------------------|
| 8800 · Payroll Expenses | | | |
| 8801 · PERSI | 239.47 | 239.48 | 478.95 |
| 8800 · Payroll Expenses - Other | 2,940.10 | 2,940.10 | 5,880.20 |
| Total 8800 · Payroll Expenses | 3,179.57 | 3,179.58 | 6,359.15 |
| Total Expense | 18,145.13 | 15,630.87 | 33,776.00 |
| Net Ordinary Income | 7,393.70 | 11,785.88 | 19,179.58 |
| Other Income/Expense | | | |
| Other Income | | | |
| 4306 · Interest & Penalties Income | 227.36 | 638.66 | 866.02 |
| 4400 · Miscellaneous Income | 929.82 | 929.83 | 1,859.65 |
| Total Other Income | 1,157.18 | 1,568.49 | 2,725.67 |
| Net Other Income | 1,157.18 | 1,568.49 | 2,725.67 |
| Net Income | 8,550.88 | 13,354.37 | 21,905.25 |

5/16/24 Bayview Systems Report

A. Water Production update.

9,132,000 gallons produced by the wells during April. 2,877,000 gallons of consumption registered through customers meters. This works out to 285,000 gallons per day produced by the wells of which 90,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 173 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 6,255,000 gallons or 68% of production totals by the wells. Unaccounted for water lost increased this past month due to controls glitch & reservoir overflow.

8,838,000 gallons produced by the wells during April last year.* This works out to 295,000 gallons per day produced by the wells. This is the equivalent customer consumption of 573 gallons per day, per service connection. (515 service connections). *Includes an overflow at the Pend Oreille Pines reservoir.

7,128,000 gallons produced by the wells during April 2 years ago. This works out to 238,000 gallons per day produced by the wells. This is the equivalent customer consumption of 475 gallons per day, per service connection. (501 service connections).

B. Water system items:

- 1- Leaking valve discovered outside of well #8 pump house to be repaired this week as a continuation of our projects.
- 2- Meter reading has started. Few customer leaks & minimal consumption at this time of year.

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- Three septic tanks pumped this month.
- 2- Sewer triplex pump #1 update.
- 3- Bigfoot working on wiring issues at the treatment site.