

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

REGULAR MEETING MINUTES
July 18, 2024

Call to Order and Roll Call: In the absence of Chairman Shon Luoma, Vice-Chair Paul Franz opened the meeting at 3:30 PM and a roll call confirmed directors, Dan Tindall, Jeanna Hofmeister and Ted Bare were also present.

Others Present: District treasurer Jessie Roe, District Clerk Logan Todhunter, District operators Bob Hansen and Bob Kuchenski (via Zoom) District engineer Ben Davis (via Zoom).

Guests Present: Members of the public.

Consent Agenda: Ms. Hofmeister motioned to approve the consent agenda: approval of the minutes for June 4 & 20, 2024, approval to pay the July monthly bills as listed and the June 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 June 2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from June 21, 2024 to July 18, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis presented their report and discussed the ongoing progress of the Water Improvement Project (WIP) and schedule. The end date for project completion has been moved from August 25 to September 17, 2024.

New Business:

- 1.) **KG&T Status:** The District engineers are in the process of coordinating an upcoming inspection with the system operator to verify the tank dimensions and specifications. This will enable the engineers to develop a formal letter of recommendation outlining remediation.
- 2.) **Meeting with LaRiviere Regarding Reimbursement Claims for Pressure Reducing Valves (PRVs) and Traffic Control:** Vice-Chair Franz informed the rest of the Board that Chairman Luoma, himself, Ms. Roe and the District engineers met with Tommy LaRiviere regarding the claims submitted to the District. The District has requested additional documentation to back up the claims from LaRiviere to establish a better understanding of the basis for the claims. Once received, the documents will be disseminated amongst the Board for moving forward with establishing a final decision. LaRiviere is requesting an additional 30-day extension to allow for the formal steps for mediation process through the arbitration board. Mr. Franz agreed to grant the second 30-day extension request starting from the date of the initial meeting on July 10, 2024 but only for the claim pertaining to the Traffic Corp costs, as the PRV claim has already expired.

- 3.) SCADA System at Sewer Treatment Site Quote: Item tabled until Mr. Kuchenski can obtain a quote.
- 4.) Septic Sewer Policy: Mr. Bare stated he is concerned with District procedures regarding when a residence is pumped and whether there is an unnecessary amount of funds being spent on pumping septic tanks. For example: Three out of four of his rental properties have no record of being pumped and the one that does have a record, dates to 2007. He would prefer the District save money and NOT pump these residence but instead would like the District to simply check the tanks. The Board discussed this in length and stated that although a residence has the right to request a pump once every five years, if the residence has not been pumped in over 10 years, it is prudent for the District to have the tank pumped to check the integrity of the tank and ensure solids do not build up due to lack of use and/or maintenance which can cause further complications and costs if not adequately maintained.
- 5.) Water Ordinance Finalization Process: The Board has completed a draft water ordinance that is ready for the public to view. Ms. Hofmeister motioned to direct staff to upload the draft document to the website and present it for adoption following a public hearing. This was seconded by Mr. Tindall. All were in favor, motioned carried. The public hearing will be scheduled at the same time as the public hearing to discuss the fiscal year 2024-2025 budget at the end of October.

Old/Ongoing Business:

- 1.) Update: Waterline Easements on Limekiln and Restoring Water Connections: The District is pushing LaRiviere to complete their work on Cape Horn. The new project completion deadline is September 17, 2024
- 2.) Delinquent List: The Board reviewed the current delinquent list. The Board authorized Ms. Roe to submit the certification list to their respective counties before July 31, 2024.
- 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 4:46 PM following a motion from Mr. Bare and seconded by Mr. Tindall. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Paul Franz
Vice - Chair of the Board

Bayview Water & Sewer District Profit & Loss Budget vs. Actual December 2023 through June 2024

| | TOTAL | | | |
|---|-------------------|-------------------|--------------------|---------------|
| | Dec '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 • Certified Fees | | | | |
| 4001 • Certified User Fees | 1,639.74 | 9,400.00 | -7,760.26 | 17.44% |
| Total 4000 • Certified Fees | <u>1,639.74</u> | <u>9,400.00</u> | <u>-7,760.26</u> | <u>17.44%</u> |
| 4100 • Sewer | | | | |
| 4102 • Sewer Late Fees | 2,905.70 | 2,500.00 | 405.70 | 116.23% |
| 4100 • Sewer - Other | 175,706.71 | 276,792.00 | -101,085.29 | 63.48% |
| Total 4100 • Sewer | <u>178,612.41</u> | <u>279,292.00</u> | <u>-100,679.59</u> | <u>63.95%</u> |
| 4103 • Sewer Inspection Fees | 90.00 | 180.00 | -90.00 | 50.0% |
| 4104 • Sewer Hook Up Fees | 0.00 | 2,400.00 | -2,400.00 | 0.0% |
| 4200 • Water | | | | |
| 4202 • Water Late Fees | 2,795.17 | 4,500.00 | -1,704.83 | 62.12% |
| 4206 • Water Charge - Water Bond | 37,576.00 | 64,000.00 | -26,424.00 | 58.71% |
| 4200 • Water - Other | 141,075.75 | 267,120.00 | -126,044.25 | 52.81% |
| Total 4200 • Water | <u>181,446.92</u> | <u>335,620.00</u> | <u>-154,173.08</u> | <u>54.06%</u> |
| 4201 • Commercial Water | 3.00 | 0.00 | 3.00 | 100.0% |
| 4203 • Water Hook Up Fees | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Total Income | <u>361,792.07</u> | <u>651,892.00</u> | <u>-290,099.93</u> | <u>55.5%</u> |
| Expense | | | | |
| 6001 • Sewer Maintenance | 12,824.08 | 152,202.00 | -139,377.92 | 8.43% |
| 7001 • Water Maintenance | 57,117.71 | 120,000.00 | -62,882.29 | 47.6% |
| 8001 • Vehicle Expense | 1,024.55 | 2,000.00 | -975.45 | 51.23% |
| 8002 • Contract Labor | 1,263.50 | 3,350.00 | -2,086.50 | 37.72% |
| 8003 • Director's Fees | 1,650.00 | 3,000.00 | -1,350.00 | 55.0% |
| 8004 • Dues & Subscriptions | 4,657.14 | 4,800.00 | -142.86 | 97.02% |
| 8005 • Office Supplies | 116.01 | 1,000.00 | -883.99 | 11.6% |
| 8006 • System Operator | 47,000.00 | 87,400.00 | -40,400.00 | 53.78% |
| 8009 • Property Taxes | 202.60 | 340.00 | -137.40 | 59.59% |
| 8010 • Training/Conferences | 0.00 | 2,200.00 | -2,200.00 | 0.0% |
| 8011 • Postage & Delivery | 3,181.30 | 5,400.00 | -2,218.70 | 58.91% |
| 8012 • Printing & Reproduction | 523.48 | 1,000.00 | -476.52 | 52.35% |
| 8099 • Miscellaneous | 0.00 | 0.00 | 0.00 | 0.0% |
| 8100 • Equipment & Tools | | | | |
| 8101 • Office Equipment | 239.88 | 1,000.00 | -760.12 | 23.99% |
| Total 8100 • Equipment & Tools | <u>239.88</u> | <u>1,000.00</u> | <u>-760.12</u> | <u>23.99%</u> |
| 8200 • Insurance Expense | | | | |
| 8201 • Liability Insurance | 5,007.50 | 10,500.00 | -5,492.50 | 47.69% |
| Total 8200 • Insurance Expense | <u>5,007.50</u> | <u>10,500.00</u> | <u>-5,492.50</u> | <u>47.69%</u> |
| 8300 • Fees & Charges | | | | |
| 8301 • Bank Fees | 133.00 | 300.00 | -167.00 | 44.33% |
| 8302 • Assessment Fees | 1,410.00 | 1,900.00 | -490.00 | 74.21% |

Bayview Water & Sewer District Profit & Loss Budget vs. Actual December 2023 through June 2024

| | TOTAL | | | |
|------------------------------------|-------------------|-------------------|--------------------|----------------|
| | Dec '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| Total 8300 • Fees & Charges | 1,543.00 | 2,200.00 | -657.00 | 70.14% |
| 8400 • Maintenance | | | | |
| 8401 • Janitorial | 280.00 | 480.00 | -200.00 | 58.33% |
| 8402 • Office | 991.00 | 920.00 | 71.00 | 107.72% |
| Total 8400 • Maintenance | 1,271.00 | 1,400.00 | -129.00 | 90.79% |
| 8500 • Professional Fees | | | | |
| 8501 • Accounting | 2,253.13 | 13,000.00 | -10,746.87 | 17.33% |
| 8502 • Engineering | 6,229.80 | 12,000.00 | -5,770.20 | 51.92% |
| 8503 • Legal Fees | 1,552.50 | 8,000.00 | -6,447.50 | 19.41% |
| Total 8500 • Professional Fees | 10,035.43 | 33,000.00 | -22,964.57 | 30.41% |
| 8600 • Telephone | | | | |
| 8601 • Auto Dialers | 2,009.91 | 0.00 | 2,009.91 | 100.0% |
| 8602 • Office | 1,489.72 | 0.00 | 1,489.72 | 100.0% |
| Total 8600 • Telephone | 3,499.63 | 0.00 | 3,499.63 | 100.0% |
| 8700 • Utilities | | | | |
| 8701 • Electric | 32,019.20 | 0.00 | 32,019.20 | 100.0% |
| 8702 • Propane | 7,349.10 | 0.00 | 7,349.10 | 100.0% |
| 8703 • Garbage | 253.50 | 0.00 | 253.50 | 100.0% |
| 8700 • Utilities - Other | 0.00 | 78,000.00 | -78,000.00 | 0.0% |
| Total 8700 • Utilities | 39,621.80 | 78,000.00 | -38,378.20 | 50.8% |
| 8800 • Payroll Expenses | 41,256.53 | 82,000.00 | -40,743.47 | 50.31% |
| Total Expense | 232,035.14 | 590,792.00 | -358,756.86 | 39.28% |
| Net Ordinary Income | 129,756.93 | 61,100.00 | 68,656.93 | 212.37% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 4306 • Interest & Penalties Income | 6,509.82 | 1,100.00 | 5,409.82 | 591.8% |
| 4400 • Miscellaneous Income | 1,859.65 | 1,800.00 | 59.65 | 103.31% |
| Total Other Income | 8,369.47 | 2,900.00 | 5,469.47 | 288.6% |
| Net Other Income | 8,369.47 | 2,900.00 | 5,469.47 | 288.6% |
| Net Income | 138,126.40 | 64,000.00 | 74,126.40 | 215.82% |

7/18/24 Bayview Systems Report

A. Water Production update.

12,929,000 gallons produced by the wells during June. 4,185,000 gallons of consumption registered through customers meters. This works out to 446,000 gallons per day produced by the wells of which 144,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 276 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 8,744,000 gallons or 67% of production totals by the wells.

15,530,000 gallons produced by the wells during June last year. 5,977,000 gallons of consumption registered through customers meters. This works out to 457,000 gallons per day produced by the wells of which 176,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 340 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,553,000 gallons or 62% of production totals by the wells. Some unaccounted for water lost occurred during construction & a main break, and reservoir overflows at Cape Horn Estates reservoirs.

9,718,000 gallons produced by the wells during June 2 years ago. 3,438,000 gallons of consumption registered through customers meters. This works out to 294,000 gallons per day produced by the wells of which 104,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 208 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 6,280,000 gallons or 65% of production totals by the wells.

13,328,000 gallons produced by the wells during June 3 years ago. 7,935,000 gallons of consumption registered through customers meters. This works out to 430,000 gallons per day produced by the wells of which 256,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 513 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 5,393,000 gallons or 40% of production totals by the wells.

8,076,000 gallons produced by the wells during June 4 years ago. 4,857,000 gallons of consumption registered through customers meters. This works out to 261,000 gallons per day produced by the wells of which 157,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 333 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,219,000 gallons or 40% of production totals by the wells.

8,891,000 gallons produced by the wells during June 5 years ago. 4,751,000 gallons of consumption registered through customers meters. This works out to 296,000 gallons per day produced by the wells of which 158,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 339 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 4,140,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- EPA mandated water service line composition (see main agenda).
- 2- Cape Horn Road project to resume on July 17th.
- 3- Well #8 back online.
- 4- Well #8 generator installation & startup did occur on July 10th as the propane company was not given advance notice of startup so that the gas line installation could be completed. New startup date to be determined.

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 2022, 7,754,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- 15 septic tanks were pumped in the past month. 12 commercial tanks pumped in time for Bayview Days.
- 2- Land Application Treatment site update.
- 3- Quote forthcoming for Sewer Triplex and Land App treatment site SCADA controls from Bigfoot.
- 4- Sand filter beds actuators on order from RC Worst.