

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

REGULAR MEETING MINUTES

January 16, 2025

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

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

Guests Present: Members of the public.

Consent Agenda: Chairman Luoma motioned to approve the consent agenda: approval of the minutes for December 19, 2024, approval to pay the January monthly bills as listed and the December 2024 financial reports. The motion was seconded by Ms. Hofmeister. All were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District's operations from December 20, 2024 to January 16, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis said they are working with LaRiviere on Change Order 10 to wrap up final payments. Keller is waiting on a proposed schedule from LaRiviere regarding the new variable frequency drive (VFD) and its installation at the new Dromore booster station; this would complete Phase One of the Water Improvement Project (WIP). Phase two will involve rehabilitating the main water reservoir in the Farragut Park area. Once the contract is initiated with Award Construction, Keller will enact a change order eliminating a new roof for the tank to bring down the price of the contract down from \$1,451,000; as this is not a requirement from Department of Environmental Quality (DEQ). This change order to eliminate the lid and could enable the District to remain in budget for the finalization of the WIP. Keller will establish a pre-construction meeting with Award Construction to kickoff phase two of the WIP in the coming weeks.

New Business:

- 1.) Approval Phase Two Bid for Water Improvement Project (WIP): The Board previously reviewed the bids for phase two of the WIP project at the December 19, 2024 meeting. Keller presented the award letter to the board for their review. The letter was approved following a motion from Mr. Franz and seconded by Ms. Hofmeister. All were in favor, motion carried.
- 2.) Approve Cellular Read Meter Information to Release of Customer: The Board discussed the benefits to the customer for having logon access to their cellular read meter readings as well as

any potential liability to the District. Mr. Kuchenski said that the process for customers to access their meter readings is very simplistic and there is no liability to the District. Customers have no ability to see another customer's readings. With this information, the motion was passed following a motion from Mr. Franz and seconded by Mr. Tindall. All were in favor, motion carried.

- 3.) Sewer Connections/Equivalent Residence (ER) Units & Multi-Family Dwellings: Ms. Roe said that she has been talking in detail with the City of Coeur d'Alene and Kootenai County employees. She will be attending a workshop meeting on January 22, 2025 to discuss how our two entities can help one another. Ms. Hofmeister will attend the meeting with Ms. Roe and report back to the board at the next meeting.

Old/Ongoing Business:

- 1.) Delinquent List: The Board reviewed the current delinquent list.
- 2.) Review Board Action Item List: The Board reviewed the list and made comments and updates as necessary.

Public Matters/Guests: None

With no further business to discuss the regular meeting was adjourned at 4:42 PM following a motion from Ms. Hofmeister 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 December 2024

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	1,029.97	1,029.97
4000 · Certified Fees - Other	0.00	304.52	304.52
Total 4000 · Certified Fees	0.00	1,334.49	1,334.49
4100 · Sewer			
4102 · Sewer Late Fees	203.91	0.00	203.91
4100 · Sewer - Other	25,694.46	0.00	25,694.46
Total 4100 · Sewer	25,898.37	0.00	25,898.37
4200 · Water			
4202 · Water Late Fees	0.00	313.48	313.48
4206 · Water Charge - Water Bond	0.00	5,384.00	5,384.00
4200 · Water - Other	0.00	19,074.25	19,074.25
Total 4200 · Water	0.00	24,771.73	24,771.73
Total Income	25,898.37	26,106.22	52,004.59
Expense			
6001 · Sewer System Expense	2.92	0.00	2.92
7001 · Water System Expense	0.00	5,320.89	5,320.89
8001 · Vehicle Expense	1,428.12	1,428.12	2,856.24
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	7.99	8.00	15.99
8005 · Office Supplies	23.82	23.82	47.64
8006 · System Operator	4,600.00	2,950.00	7,550.00
8009 · Property Taxes	0.00	58.40	58.40
8011 · Postage & Delivery	222.39	222.39	444.78
8300 · Fees & Charges			
8301 · Bank Fees	21.00	22.00	43.00
8302 · Assessment Fees	0.00	470.00	470.00
Total 8300 · Fees & Charges	21.00	492.00	513.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8502 · Engineering	0.00	785.00	785.00
Total 8500 · Professional Fees	0.00	785.00	785.00
8600 · Telephone			
8601 · Auto Dialers	155.50	155.50	311.00
8602 · Office	107.48	107.48	214.96
Total 8600 · Telephone	262.98	262.98	525.96
8700 · Utilities			
8701 · Electric	1,186.22	4,309.84	5,496.06
Total 8700 · Utilities	1,186.22	4,309.84	5,496.06
8800 · Payroll Expenses			
8801 · PERSI	247.13	247.14	494.27
8800 · Payroll Expenses - Other	2,809.61	2,809.61	5,619.22
Total 8800 · Payroll Expenses	3,056.74	3,056.75	6,113.49
Total Expense	10,932.18	19,038.19	29,970.37
Net Ordinary Income	14,966.19	7,068.03	22,034.22
Other Income/Expense			

9:40 AM

01/14/25

Accrual Basis

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Other Income			
4306 - Interest & Penalties Income	160.24	614.97	775.21
Total Other Income	160.24	614.97	775.21
Net Other Income	160.24	614.97	775.21
Net Income	<u><u>15,126.43</u></u>	<u><u>7,683.00</u></u>	<u><u>22,809.43</u></u>

1/16/25 Bayview Systems Report

A. Water Production update.

9,832,000 gallons produced by the wells during December. This works out to 328,000 gallons per day produced by the wells. This is the equivalent customer consumption of 630 gallons per day, per service connection. (521 service connections).

7,997,000 gallons produced by the wells last 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 2 years ago. 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 3 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 4 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).

B. Water system items:

- 1- Significant leaks found on Well #7 line in mid December. The size of the leak cannot be determined until a full month of readings in January has been completed.
- 2- Well #7 now fully operational with DEQ approved modifications.
- 3- Dromore area project substantially completed, chlorine flushed out of the system.
- 4- Dromore project updates (engineer's report).

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- Land Application Treatment has been shutdown for the season. Startup, weather permitting, will be anytime between the beginning of April and the end of June.
- 3- New valve proposed for land app site more efficient operations (to be revisited in the Spring).
- 4- 2024 Annual Sewer Report (Bob Hansen).