

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

REGULAR MEETING MINUTES
November 21, 2024

Call to Order and Roll Call: Chairman Shon Luoma 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 Administrative Treasurer Jessie Roe, District Clerk Logan Todhunter, District operator Bob Kuchenski (via Zoom), and District engineer Ben Davis (via Zoom).

Guests Present: Members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for October 17 & 28, 2024, approval to pay the November monthly bills as listed and the October 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 report for October 2024 (attached).

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

Engineering Report – Update/Discussion: Mr. Davis reminded the Board of the upcoming dates surrounding the third round of bidding for Phase Two of the Water Improvement Project (WIP). The pre-bid meeting is scheduled for December 2, 2024 and the bid opening is December 16, 2024; both at 3:00 pm and held at the District Office. Mr. Davis then discussed the meeting he and Ms. Roe had with Department of Environmental Quality (DEQ) and there are no more ARPA grant funds available. However, DEQ can increase the loan amount from 3.317 million to the full bond award amount of 3.4 million that the public approved. This will help ensure the District can have enough funds to complete the WIP. Mr. Davis said that LaRiviere, Inc. is ready to submit their request for the Substantial Completion award. The District will need to hold a special meeting to review the punch list and approve Substantial Completion.

New Business:

- 1.) Meeting Decorum: Ms. Hofmeister presented a draft document after attending an ICRMP opening meeting law seminar at the end of October. The Board then discussed ideas for community outreach and participation. The overall consensus of the Board and attending public was that this idea has been floated and attempted on numerous occasions, but the turnout has never provided the results the District hoped to see.
- 2.) District Office Hours: After much deliberation, Ms. Hofmeister motioned to hold an executive session to discuss job descriptions and staffing schedules to move further in the conversation of office hours. The motion was seconded by Mr. Tindall and all were in favor. Motion carried.

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 5:25 PM following a motion from Ms. Hofmeister and seconded by Mr. Bare. 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
October 2024

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	990.96	990.96
Total 4000 · Certified Fees	0.00	990.96	990.96
4100 · Sewer			
4102 · Sewer Late Fees	381.09	0.00	381.09
4100 · Sewer - Other	24,552.78	0.00	24,552.78
Total 4100 · Sewer	24,933.87	0.00	24,933.87
4200 · Water			
4202 · Water Late Fees	0.00	342.27	342.27
4206 · Water Charge - Water Bond	0.00	5,368.00	5,368.00
4200 · Water - Other	0.00	24,381.25	24,381.25
Total 4200 · Water	0.00	30,091.52	30,091.52
Total Income	24,933.87	31,082.48	56,016.35
Expense			
6001 · Sewer Maintenance			
6010 · Commercial Tank Maintenance	1,020.00	0.00	1,020.00
6020 · Residential Tank Maintenance	2,080.00	0.00	2,080.00
6001 · Sewer Maintenance - Other	14,597.64	0.00	14,597.64
Total 6001 · Sewer Maintenance	17,697.64	0.00	17,697.64
7001 · Water Maintenance	0.00	28,621.41	28,621.41
8001 · Vehicle Expense	165.88	152.76	318.64
8002 · Contract Labor	112.50	112.50	225.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	7.99	8.00	15.99
8005 · Office Supplies	34.13	34.12	68.25
8006 · System Operator	4,753.00	7,288.52	12,041.52
8011 · Postage & Delivery	258.72	258.72	517.44
8012 · Printing & Reproduction	274.24	274.24	548.48
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			
8502 · Engineering	0.00	380.00	380.00
8503 · Legal Fees	93.50	93.50	187.00
Total 8500 · Professional Fees	93.50	473.50	567.00
8600 · Telephone			
8601 · Auto Dialers	146.55	146.54	293.09
8602 · Office	107.48	107.48	214.96
Total 8600 · Telephone	254.03	254.02	508.05
8700 · Utilities			
8701 · Electric	1,277.15	4,636.43	5,913.58
8703 · Garbage	27.75	27.75	55.50
Total 8700 · Utilities	1,304.90	4,664.18	5,969.08
8800 · Payroll Expenses			
8801 · PERSI	254.96	254.97	509.93
8800 · Payroll Expenses - Other	2,954.66	2,954.67	5,909.33

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

	01 - Sewer	02 - Water	TOTAL
Total 8800 · Payroll Expenses	3,209.62	3,209.64	6,419.26
Total Expense	28,292.15	45,478.61	73,770.76
Net Ordinary Income	-3,358.28	-14,396.13	-17,754.41
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	183.92	621.44	805.36
Total Other Income	183.92	621.44	805.36
Net Other Income	183.92	621.44	805.36
Net Income	-3,174.36	-13,774.69	-16,949.05

11/21/24 Bayview Systems Report

A. Water Production update.

12,227,000 gallons produced by the wells during October. This works out to 408,000 gallons per day produced by the wells. This is the equivalent customer consumption of 783 gallons per day, per service connection. (521 service connections).

9,054,000 gallons produced by the wells during October last year. This works out to 283,000 gallons per day produced by the wells. This is the equivalent customer consumption of 543 gallons per day, per service connection. (521 service connections).

7,480,000 gallons produced by the wells during October 2 years ago. This works out to 258,000 gallons per day produced by the wells. This is the equivalent customer consumption of 503 gallons per day, per service connection. (513 service connections).

7,422,000 gallons produced by the wells during October 3 years ago. This works out to 239,000 gallons per day produced by the wells. This is the equivalent customer consumption of 477 gallons per day, per service connection. (501 service connections).

6,805,000 gallons produced by the wells during October 4 years ago. This works out to 220,000 gallons per day produced by the wells. This is the equivalent customer consumption of 467 gallons per day, per service connection. (471 service connections). This reflects a water line break on Navigator Court.

4,484,000 gallons produced by the wells during October 5 years ago. This works out to 145,000 gallons per day produced by the wells. This is the equivalent customer consumption of 309 gallons per day, per service connection. (469 service connections).

B. Water system items:

- 1- Significant leak found on Well #7 line.
- 2- Dromore project (engineer's report).
- 3- Well #8 & Dromore/Limekiln generators installation complete.
- 4- Well #7 mystery transmission lines update.

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- 2 septic tanks were pumped in the past month.
- 2- Land Application Treatment has been shutdown for the season.
- 3- Sewer Triplex and Land App treatment site SCADA completed.
- 4- Sand filter beds actuators on order from RC Worst.
- 5- New valve proposed for land app site more efficient operations.