

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

REGULAR MEETING MINUTES

December 19, 2024

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 and Ted Bare were also present.

Others Present: District administrative treasurer Jessie Roe, District clerk Logan Todhunter, District operators Bob Kuchenski, Ian Kuchenski (via Zoom) and Bob Hansen, and 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 November 21, 29 and December 9, 2024, approval to pay the December monthly bills as listed and the November 2024 financial reports. The motion was seconded by Mr. Bare. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Roe presented the fiscal year-end profit and loss versus budget report (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from November 22, 2024 to December 19, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis said they are in the process of compiling and reviewing the bids received for phase two of the Water Improvement Project (WIP). The lowest responsive bidder was around \$1.4 million. High costs for roof painting are due to access and lead paint concerns. Keller would like to negotiate some aspects of the bid to lower the overall cost. One of those items would be to either remove the replacement of the water tower lid altogether or see if there are differing methods for rehabilitation and testing it for lead paint. The replacement of the lid is not mentioned in Idaho Department of Environmental Quality (IDEQ) recommendations.

New Business:

- 1.) Final Costs for Phase One of the Water Improvement Project (WIP) with LaRiviere: Mr. Franz, Ms. Roe, Mr. Davis and Mr. Meschko met with LaRiviere at their office regarding the substantial completion award date previously approved at the last meeting on November 29, 2024. LaRiviere would like to change the date of the award from November 27 to November 13, 2024; when the District was actually able to take over the use of the system again. Next steps include sending meetings notes and a draft change order to add additional days to the original substantial completion date of September 17 and changing to November 13. The District's special damages

request for engineering fees will be affected due to the approval of extended days. It was also discussed that a wrong Variable Frequency Drive (VFD) was installed by LaRiviere at the booster station and costs should be negotiated further with LaRiviere in this matter.

- 2.) Phase Two Bid(s) Received: The District received two bids. One around \$1.4 million and another around \$1.7 million. Keller will start negotiating task items with the lowest responsive bidder to further lower costs.
- 3.) Septic Pumping Reimb. – 16538 E 6th St.: The Board discussed who is responsible for abandoning tanks before the Districts' sewer system was established. The District's attorney has advised that the District is not responsible. No evidence of connection was found for this septic tank, and the District is currently maintaining the customer's existing tank which *is* known to be connected into the system. The Board denied the request for reimbursement following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried.
- 4.) Authorized Bank Signers: Chairman Luoma motioned to authorize Jeanna Hofmesiter and Daniel Tindall to be added to the bank accounts as signers. The motion was seconded by Mr. Franz. All were in favor, motion carried.
- 5.) District Office Hours: The Board met with staff to discuss the District's office flow: phone calls, emails and in-office visits. The Board agreed that increasing costs in payroll wasn't necessary at this time but requested that Ms. Roe make herself available for non-office hour appointments, as needed. Ms. Roe will include this information on the website.

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 5:04 PM following a motion from Mr. Franz and seconded by Ms. Hofmeister. 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 Budget vs. Actual

December 2023 through November 2024

	TOTAL			
	Dec '23 - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Certified Fees				
4001 · Certified User Fees	8,065.51	9,400.00	-1,334.49	85.8%
Total 4000 · Certified Fees	8,065.51	9,400.00	-1,334.49	85.8%
4100 · Sewer				
4102 · Sewer Late Fees	4,339.05	2,500.00	1,839.05	173.56%
4100 · Sewer - Other	300,540.91	276,792.00	23,748.91	108.58%
Total 4100 · Sewer	304,879.96	279,292.00	25,587.96	109.16%
4103 · Sewer Inspection Fees	180.00	180.00	0.00	100.0%
4104 · Sewer Hook Up Fees	0.00	2,400.00	-2,400.00	0.0%
4200 · Water				
4202 · Water Late Fees	4,401.71	4,500.00	-98.29	97.82%
4206 · Water Charge - Water Bond	64,416.00	64,000.00	416.00	100.65%
4200 · Water - Other	265,870.38	267,120.00	-1,249.62	99.53%
Total 4200 · Water	334,688.09	335,620.00	-931.91	99.72%
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	647,816.56	651,892.00	-4,075.44	99.38%
Expense				
6001 · Sewer Maintenance	120,539.35	152,202.00	-31,662.65	79.2%
7001 · Water Maintenance	140,572.17	120,000.00	20,572.17	117.14%
8001 · Vehicle Expense	2,524.32	2,000.00	524.32	126.22%
8002 · Contract Labor	1,938.50	3,350.00	-1,411.50	57.87%
8003 · Director's Fees	2,700.00	3,000.00	-300.00	90.0%
8004 · Dues & Subscriptions	5,107.09	4,800.00	307.09	106.4%
8005 · Office Supplies	579.45	1,000.00	-420.55	57.95%
8006 · System Operator	89,479.04	87,400.00	2,079.04	102.38%
8009 · Property Taxes	346.80	340.00	6.80	102.0%
8010 · Training/Conferences	1,215.78	2,200.00	-984.22	55.26%
8011 · Postage & Delivery	6,410.29	5,400.00	1,010.29	118.71%
8012 · Printing & Reproduction	1,226.84	1,000.00	226.84	122.68%
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	239.88	1,000.00	-760.12	23.99%
8200 · Insurance Expense				
8201 · Liability Insurance	11,016.50	10,500.00	516.50	104.92%
8202 · Workman's Compensation	136.00	0.00	136.00	100.0%
Total 8200 · Insurance Expense	11,152.50	10,500.00	652.50	106.21%
8300 · Fees & Charges				
8301 · Bank Fees	198.00	300.00	-102.00	66.0%

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

	TOTAL			
	Dec '23 - Nov 24	Budget	\$ Over Budget	% of Budget
8302 · Assessment Fees	1,880.00	1,900.00	-20.00	98.95%
Total 8300 · Fees & Charges	2,078.00	2,200.00	-122.00	94.46%
8400 · Maintenance				
8401 · Janitorial	440.00	480.00	-40.00	91.67%
8402 · Office	991.00	920.00	71.00	107.72%
Total 8400 · Maintenance	1,431.00	1,400.00	31.00	102.21%
8500 · Professional Fees				
8501 · Accounting	19,790.63	13,000.00	6,790.63	152.24%
8502 · Engineering	8,039.80	12,000.00	-3,960.20	67.0%
8503 · Legal Fees	2,572.50	8,000.00	-5,427.50	32.16%
Total 8500 · Professional Fees	30,402.93	33,000.00	-2,597.07	92.13%
8600 · Telephone				
8601 · Auto Dialers	3,472.50	0.00	3,472.50	100.0%
8602 · Office	2,564.52	0.00	2,564.52	100.0%
Total 8600 · Telephone	6,037.02	0.00	6,037.02	100.0%
8700 · Utilities				
8701 · Electric	64,232.91	0.00	64,232.91	100.0%
8702 · Propane	13,338.20	0.00	13,338.20	100.0%
8703 · Garbage	420.00	0.00	420.00	100.0%
8700 · Utilities - Other	0.00	78,000.00	-78,000.00	0.0%
Total 8700 · Utilities	77,991.11	78,000.00	-8.89	99.99%
8800 · Payroll Expenses	70,116.16	82,000.00	-11,883.84	85.51%
Total Expense	572,088.23	590,792.00	-18,703.77	96.83%
Net Ordinary Income	75,728.33	61,100.00	14,628.33	123.94%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	10,640.11	1,100.00	9,540.11	967.28%
4400 · Miscellaneous Income	1,859.65	1,800.00	59.65	103.31%
Total Other Income	12,499.76	2,900.00	9,599.76	431.03%
Net Other Income	12,499.76	2,900.00	9,599.76	431.03%
Net Income	88,228.09	64,000.00	24,228.09	137.86%

12/19/24 Bayview Systems Report

A. Water Production update.

10,364,000 gallons produced by the wells during November. This works out to 334,000 gallons per day produced by the wells. This is the equivalent customer consumption of 641 gallons per day, per service connection. (521 service connections).

8,605,000 gallons produced by the wells during November last year. This works out to 278,000 gallons per day produced by the wells. This is the equivalent customer consumption of 534 gallons per day, per service connection. (521 service connections).

7,946,000 gallons produced by the wells during November 2 years ago. This works out to 256,000 gallons per day produced by the wells. This is the equivalent customer consumption of 500 gallons per day, per service connection. (513 service connections).

7,236,000 gallons produced by the wells 3 years ago. This works out to 242,000 gallons per day produced by the wells. This is the equivalent customer consumption of 483 gallons per day, per service connection. (501 service connections).

5,906,000 gallons produced by the wells 4 years ago. This works out to 199,000 gallons per day produced by the wells. This is the equivalent customer consumption of 426 gallons per day, per service connection. (471 service connections).

4,671,000 gallons produced by the wells during November 5 years ago. This works out to 156,000 gallons per day produced by the wells. This is the equivalent customer consumption of 333 gallons per day, per service connection. (469 service connections).

B. Water system items:

- 1- Significant leaks found on Well #7 line, line replaced.
- 2- New chlorine pump installed, project disinfection update.
- 3- Dromore project (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- 4 septic tanks were pumped in the past month.
- 2- Land Application Treatment has been shutdown for the season.
- 3- New valve proposed for land app site more efficient operations.