

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

**REGULAR MEETING MINUTES**  
February 17, 2022

**Call to Order and Roll Call:** Chair Colleen Dahlseid opened the meeting at 3:30 pm and a roll call confirmed Vice-Chair Ted Bare, and director Shon Luoma were also present.

**Others Present:** District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe, and District engineer Kyle Meschko (via Zoom).

**Guests Present:** Gary Schmidt with Lakestone Development.

**Consent Agenda:** Mr. Luoma motioned to approve the consent agenda, without the financial reports: approval of the minutes for January 11, 19, 20, 2022 minutes and the approval to pay monthly bills as listed. The motion was seconded by Mr. Bare. All were in favor, motion carried.

**Reports:**

**Operator Report:** Mr. Kuchenski reported on the District operations from January 21, 2022 to February 17, 2022 (attached).

**Treasurer's Report:** The treasurer report was passed and requested to present at a later meeting in the month along with the financial reports after more work and discussion could be done with the District CPA firm.

**Engineering Report – Update/Discussion:** Mr. Meschko presented his engineering report and update (attached).

**New Business:**

- 1.) Lakestone Development –Parcel: B-0000-034-5450: Keller Associates has submitted the latest updates for the Construction Improvement Agreement (CIA). The Board directed staff to send the CIA and the Reimbursement Agreement over to Gary Schmidt with request for reimbursement for the 2.5 hours already spent with the District engineer.
- 2.) Revisit - Non-Profit Public Service Policy for Monthly Service Fees Per 12/16/21 Motion: Mr. Bare motioned that he would like to rescind his previous motion made on December 16, 2021 “to set a policy that non-profit, public service entities to the community not be charged for monthly user fees” and amend the motion to be a waiver of fees for any public service entity shall be considered on an individual basis by the Board. The motion was seconded by Mr. Luoma. All were in favor, motion carried.
- 3.) Norland Development – Three Water Connections: Ms. Roe informed the Board that these three proposed water connections are all individual parcels and not part of the possible four connection subdivision on one parcel. As such, they will be treated as routine individual connections. Chairman Dahlseid asked Ms. Roe to update the Water Service Agreement form to reflect the District Rate Schedule wording of “Actual cost w/ advance deposit of \$5,000” under the connection cost rate and update the website with the new form.

- 4.) Approve - Reimbursement Agreement: The Reimbursement Agreement was approved following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.
- 5.) Approve - Standards for Public Works Construction: The Standard for Public Works Construction was approved following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.
- 6.) Written Procedure for Water System Loss of Pressure Requirements: Ms. Roe said she would finalize the procedures manual with this information before she leaves for vacation.

**Old/Ongoing Business:**

- 1.) Review of Sewer Capacity Determination Requirements (Bob Hansen): Nothing new to report at this time. The engineer and the operator are still working on final numbers.
- 2.) Review Board Action Item List: Tabled until the next meeting.
- 3.) Delinquent List: The delinquent list was presented to the Board.
- 4.) Update: Status CDA Books – Re-Design of Financial Statements: Tabled until the next meeting.
- 5.) Update: Silver Water Association – Backup Water Service & Septic Tank Testing: Have the District Clerk contact Panhandle Health District to see if they have a signed agreement on file. Remove from agenda and add to the Board Action Item List.
- 6.) Update: Rate Study and ER Reconciliation/Rate Equity: Planning to revisit this project once the snow melts in spring of 2022.
- 7.) Update: Purchase of an Insertion Meter to Replace the Meter that Failed in the Vault in Farragut State Park: Waiting on the exact amount so staff can update the Board.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 4:15 PM following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

**Announcements:** None

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Colleen Dahlseid  
Chair of the Board