

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:

Jessie Roe
Administrative/Treasurer

Colleen Dahlseid
Chair of the Board

2/17/22 Bayview Systems Report

A. Water Production update.

10,123,000 gallons produced by the wells during January. This works out to 327,000 gallons per day produced by the wells. This is the equivalent customer consumption of 653 gallons per day, per service connection. (501 service connections).

6,025,000 gallons produced by the wells during January last year. This works out to 194,000 gallons per day produced by the wells. This is the equivalent customer consumption of 200 gallons per day, per service connection. (471 service connections).

5,026,000 gallons produced by the wells during January 2 years ago. This works out to 162,000 gallons per day produced by the wells. This is the equivalent customer consumption of 345 gallons per day, per service connection. (470 service connections).

5,086,000 gallons produced by the wells during January 3 years ago. This works out to 164,000 gallons per day produced by the wells. This is the equivalent of 353 gallons per day, per service connection. (465 service connections).

5,822,000 gallons produced by the wells during January 4 years ago. This works out to 189,000 gallons per day or 396 gallons per day, per service connection. (465 service connections).

B. Water system items:

- 1- Leak in Farragut State Park update.
- 2- Relocating Farragut State Park water mains.
- 3- New insertion meter in Farragut State Park.

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. During 2020 year, 7,697,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round. In 2021, 6,784,000 gallons have been pumped into the drain fields. This averages out to 19,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- Sewer treatment site update.
 - a. Treatment site shutdown until Spring.
- 2- One septic tank has been pumped in the past month.

ENGINEERING UPDATE**1. Water Improvements Projects**

- a. Final Design
 - i. Keller progressing 90% plans
 - 1. Location of waterline – in park by tank (potholing by Bob)
 - 2. Contract amendment (for easement/waterline)
 - 3. Schedule to shift on the above two items pending execution of amendment
 - ii. SRF reimbursement research – Ongoing/Margaret
 - iii. Navy Const. Easement - ongoing

2. On-Call Tasks

- a. DCIP Grant – no update (in Navy’s court)
- b. Construction Standards
 - i. Revisions addressed Colleen, Bob, Kuch, and Shon comments and ready for adoption by District
- c. ARPA Funding – no word yet
- d. USACE – no update
- e. LOI IDEQ – no update

3. Development

- a. Lakestone – DEQ provided direction on sewer line upgrades and shared with developer.

BWSD WATER IMPROVEMENTS PROJECT SCHEDULE

| TASK | 2021 | | | | | | | 2022 | | | | | | | | | |
|---|------|-----|-----|-----|-----|-----|-----|--|-----|-----|-----|-----|-----|-----|-----|------|-----|
| | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT |
| TASK 1: PRELIMINARY ENGINEERING REPORT (90 DAYS) <i>Note: 90 days is to submit PER to IDEQ</i> | | | | | | | | | | | | | | | | | |
| MODELING | | | | | | | | TASK 1 DELIVERABLES: | | | | | | | | | |
| TOPOGRAPHIC SURVEY AND BASEMAPING | | | | | | | | REQUEST FOR INFORMATION | | | | | | | | | |
| WATER LINE ALIGNMENTS AND LAYOUT | | | | | | | | TOPOGRAPHIC BASEMAP | | | | | | | | | |
| SITE PLANS - WELL #7/ #8, BOOSTER STATION, TANK | | | | | | | | KICKOFF MEETING | | | | | | | | | |
| PREPARE 30% DESIGN DRAWINGS | | | | | | | | AGENDA AND MEETING NOTES | | | | | | | | | |
| BOOSTER STATION ALTERNATIVES | | | | | | | | DRAFT AND FINAL PRELIMINARY ENGINEERING REPORT | | | | | | | | | |
| PRELIMINARY ENGINEERING REPORT | | | | | | | | | | | | | | | | | |
| BWSD REVIEW | | | | | | | | | | | | | | | | | |
| IDEQ REVIEW (APPROX. 60 DAYS+) | | | | | | | | | | | | | | | | | |
| ADDRESS IDEQ COMMENTS AND RESUBMIT | | | | | | | | | | | | | | | | | |
| IDEQ REVIEW (APPROX. 60 DAYS+) | | | | | | | | | | | | | | | | | |
| TASK 2: 60% DESIGN (60 DAYS) <i>Note: contractually 60 days begins once a DEQ-approved Preliminary Engineering Report is received.</i> | | | | | | | | | | | | | | | | | |
| PLAN-IN-HAND FIELD VISIT | | | | | | | | TASK 2 DELIVERABLES: | | | | | | | | | |
| TANK REHAB DESIGN | | | | | | | | 60% DESIGN DRAWINGS | | | | | | | | | |
| WATER LINE FITTINGS, TIE-INS, VALVES, ETC. | | | | | | | | COST ESTIMATE | | | | | | | | | |
| WELL #7/ #8 MECHANICAL | | | | | | | | SPECIFICATIONS TABLE OF CONTENTS | | | | | | | | | |
| BOOSTER STATION MECHANICAL | | | | | | | | 60% DESIGN WORKSHOP MEETING | | | | | | | | | |
| PREPARE 60% DESIGN DRAWINGS | | | | | | | | | | | | | | | | | |
| COST ESTIMATE | | | | | | | | | | | | | | | | | |
| BWSD REVIEW | | | | | | | | | | | | | | | | | |
| TASK 3: 90% DESIGN (60 DAYS) | | | | | | | | | | | | | | | | | |
| BOOSTER STATION STRUCTURAL | | | | | | | | TASK 3 DELIVERABLES: | | | | | | | | | |
| WELL #7/ #8 ELECTRICAL | | | | | | | | 90% DESIGN DRAWINGS | | | | | | | | | |
| BOOSTER STATION ELECTRICAL, CONTROLS, & HVAC | | | | | | | | SPECIFICATIONS | | | | | | | | | |
| PREPARE SPECIFICATIONS | | | | | | | | 90% DESIGN WORKSHOP MEETING | | | | | | | | | |
| PREPARE 90% DESIGN DRAWINGS | | | | | | | | | | | | | | | | | |
| PERMITTING | | | | | | | | | | | | | | | | | |
| BWSD REVIEW & LAKES HWY DISTRICT REVIEW | | | | | | | | | | | | | | | | | |
| TASK 4: 100% DESIGN (30 DAYS) FOR PHASE 1/2 | | | | | | | | | | | | | | | | | |
| FINAL SPECIFICATIONS | | | | | | | | TASK 4 DELIVERABLES: | | | | | | | | | |
| FINAL DESIGN DRAWINGS | | | | | | | | STAMPED/ SIGNED DRAWINGS AND CONTRACT DOCS | | | | | | | | | |
| CONTRACT DOCUMENTS | | | | | | | | | | | | | | | | | |
| FINAL PERMITS | | | | | | | | | | | | | | | | | |
| IDEQ REVIEW (APPROX. 40 DAYS) | | | | | | | | | | | | | | | | | |
| BIDDING AND CONSTRUCTION | | | | | | | | | | | | | | | | | |
| BIDDING ASSISTANCE AND EVALUATION | | | | | | | | | | | | | | | | | |
| PH. 1 CONTACT AWARD | | | | | | | | | | | | | | | | | |
| PH. 1 CONSTRUCTION | | | | | | | | | | | | | | | | | |
| PH. 2 CONTACT AWARD (TBD) | | | | | | | | | | | | | | | | | |

IDEQ REVIEW TIMES ON PER'S HAVE TAKEN UP TO 4-6 MONTHS

TASK ADVANCED WITHOUT IDEQ PER APPROVAL WHILE PER IS BEING APPROVED

BOOSTER STATION MAY LAG OTHER TASKS DEPENDING ON EASEMENT OUTCOME