

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

REGULAR MEETING MINUTES
March 21, 2024

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

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

Guests Present: Members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for February 15 & 28, 2024, approval to pay the March monthly bills as listed and the February 2024 financial reports. The motion was seconded by Mr. Franz. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Roe presented the Profit and Loss Budget vs. Actual report for the first quarter of fiscal year 2023-2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from February 16, 2024 to March 21, 2024 (attached). Mr. Kuchenski is working with RC Worst and KEC on the logistics to pull the non-working pump out of the tri-plex building. The initial plan was to use a crane, but KEC will not authorize this due to the overhead powerlines. Mr. Hansen said he has been talking with Department of Environmental Quality (DEQ) on the upcoming waterline composition reports due October 15, 2024 and has obtained forms, sample letters and pamphlets that he will forward to the District staff. He also mentioned that there are a number of cities who have spoken about suing DEQ for the unreasonable scope of work, timeframe, and cost this requirement is putting on cities and independent water and sewer districts.

Engineering Report – Update/Discussion: Mr. Davis is working with the contractors of the first phase of the Water Improvement Project (WIP), LaRiviere, to finalize any outstanding work that was left over from the operating year in 2023. The remobilization date has not been yet but Brian Farthing with LaRiviere has projected a startup date around mid-April. Mr. Davis will coordinate with them on the repair of a leaking valve at Well #8 so the District can get it back online.

New Business:

- 1.) Re-Bid Phase Two of the Water Improvement Project (WIP): The rebid for phase two is on hold while Keller perform a paint sample test for lead. If the District's tank reservoir has no lead-based paint then this will save the District approximately \$200,000. Mr. Davis aims to send this back out for bid by the end of March.

- 2.) Limekiln Booster Station Fence Posts: Mr. Kuchenski showed a picture of the newly installed fence at the edge of the driveway which he says impedes the access to the limekiln boost station in the event a large work truck should need to turn around during repairs. The Board reviewed easements and property lines to determine a plan of action and Chairman Luoma said he would make contact with the property owner to see if an agreement can be reached.
- 3.) Customers with Cellular Read Meters Having Access to Their Own Meter Readings Through Waterscape.us and/or app: After some discussion the Board authorized all the customers with radio read meter capabilities the access to their own meter readings after a motion from Mr. Bare and seconded by Mr. Tindall. All were in favor, motion carried.
- 4.) Approval for Bigfoot to Quote Repair - Wiring at the Land Application Treatment Site: The Board would like to get the land application repaired and in operating condition at the earliest possible convenience to be ready for the operating season. Mr. Franz authorized the repairs with a not-to-exceed of \$15,000 from Bigfoot Technical and to proceed with work immediately, weather and ground conditions providing.
- 5.) Amend Sewer Ordinance to Address 5-Year Pumping to Residence with More Than One Dwelling: This item was removed, as Ms. Roe found the area in the ordinance that already provides for the required authorization.
- 6.) Adopt Resolution 2024-001; Formal Public Hearing Procedures: Resolution 2024-001 was adopted with the addition of adding “if sooner” at the conclusion of #6, following a motion from Mr. Franz and seconded by Mr. Tindall. 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 and updated the BAIL.

Public Matters/Guests: Mr. Franz announced that director Jeff Frensdorf has resigned from the seat #1 position on the Board and the District will be looking to fill is vacancy immediately.

With no further business to discuss the regular meeting was adjourned at 5:22 PM following a motion from Mr. Franz 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 Budget vs. Actual December 2023 through February 2024

	TOTAL			
	Dec '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 • Certified Fees				
4001 • Certified User Fees	772.06	9,400.00	-8,627.94	8.21%
Total 4000 • Certified Fees	<u>772.06</u>	<u>9,400.00</u>	<u>-8,627.94</u>	<u>8.21%</u>
4100 • Sewer				
4102 • Sewer Late Fees	625.20	2,500.00	-1,874.80	25.01%
4100 • Sewer - Other	75,355.59	276,792.00	-201,436.41	27.23%
Total 4100 • Sewer	<u>75,980.79</u>	<u>279,292.00</u>	<u>-203,311.21</u>	<u>27.21%</u>
4103 • Sewer Inspection Fees	0.00	180.00	-180.00	0.0%
4104 • Sewer Hook Up Fees	0.00	2,400.00	-2,400.00	0.0%
4200 • Water				
4202 • Water Late Fees	759.53	4,500.00	-3,740.47	16.88%
4206 • Water Charge - Water Bond	16,104.00	64,000.00	-47,896.00	25.16%
4200 • Water - Other	56,490.75	267,120.00	-210,629.25	21.15%
Total 4200 • Water	<u>73,354.28</u>	<u>335,620.00</u>	<u>-262,265.72</u>	<u>21.86%</u>
4201 • Commercial Water	-50.00	0.00	-50.00	100.0%
4203 • Water Hook Up Fees	0.00	25,000.00	-25,000.00	0.0%
Total Income	<u>150,057.13</u>	<u>651,892.00</u>	<u>-501,834.87</u>	<u>23.02%</u>
Expense				
6001 • Sewer Maintenance	3,292.71	152,202.00	-148,909.29	2.16%
7001 • Water Maintenance	13,305.25	120,000.00	-106,694.75	11.09%
8001 • Vehicle Expense	480.51	2,000.00	-1,519.49	24.03%
8002 • Contract Labor	813.50	3,350.00	-2,536.50	24.28%
8003 • Director's Fees	750.00	3,000.00	-2,250.00	25.0%
8004 • Dues & Subscriptions	1,108.96	4,800.00	-3,691.04	23.1%
8005 • Office Supplies	94.83	1,000.00	-905.17	9.48%
8006 • System Operator	21,800.00	87,400.00	-65,600.00	24.94%
8009 • Property Taxes	202.60	340.00	-137.40	59.59%
8010 • Training/Conferences	0.00	2,200.00	-2,200.00	0.0%
8011 • Postage & Delivery	1,420.49	5,400.00	-3,979.51	26.31%
8012 • Printing & Reproduction	361.40	1,000.00	-638.60	36.14%
8099 • Miscellaneous	0.00	0.00	0.00	0.0%
8100 • Equipment & Tools				
8101 • Office Equipment	0.00	1,000.00	-1,000.00	0.0%
Total 8100 • Equipment & Tools	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
8200 • Insurance Expense				
8201 • Liability Insurance	0.00	10,500.00	-10,500.00	0.0%
Total 8200 • Insurance Expense	<u>0.00</u>	<u>10,500.00</u>	<u>-10,500.00</u>	<u>0.0%</u>
8300 • Fees & Charges				
8301 • Bank Fees	74.00	300.00	-226.00	24.67%
8302 • Assessment Fees	470.00	1,900.00	-1,430.00	24.74%

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

	TOTAL			
	Dec '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Total 8300 • Fees & Charges	544.00	2,200.00	-1,656.00	24.73%
8400 • Maintenance				
8401 • Janitorial	120.00	480.00	-360.00	25.0%
8402 • Office	0.00	920.00	-920.00	0.0%
Total 8400 • Maintenance	120.00	1,400.00	-1,280.00	8.57%
8500 • Professional Fees				
8501 • Accounting	0.00	13,000.00	-13,000.00	0.0%
8502 • Engineering	2,236.25	12,000.00	-9,763.75	18.64%
8503 • Legal Fees	399.50	8,000.00	-7,600.50	4.99%
Total 8500 • Professional Fees	2,635.75	33,000.00	-30,364.25	7.99%
8600 • Telephone				
8601 • Auto Dialers	846.63	0.00	846.63	100.0%
8602 • Office	629.88	0.00	629.88	100.0%
Total 8600 • Telephone	1,476.51	0.00	1,476.51	100.0%
8700 • Utilities				
8701 • Electric	17,183.20	0.00	17,183.20	100.0%
8703 • Garbage	58.50	0.00	58.50	100.0%
8700 • Utilities - Other	0.00	78,000.00	-78,000.00	0.0%
Total 8700 • Utilities	17,241.70	78,000.00	-60,758.30	22.11%
8800 • Payroll Expenses	17,636.22	82,000.00	-64,363.78	21.51%
Total Expense	83,284.43	590,792.00	-507,507.57	14.1%
Net Ordinary Income	66,772.70	61,100.00	5,672.70	109.28%
Other Income/Expense				
Other Income				
4306 • Interest & Penalties Income	3,126.37	0.00	3,126.37	100.0%
4400 • Miscellaneous Income	0.00	1,800.00	-1,800.00	0.0%
Total Other Income	3,126.37	1,800.00	1,326.37	173.69%
Net Other Income	3,126.37	1,800.00	1,326.37	173.69%
Net Income	69,899.07	62,900.00	6,999.07	111.13%

3/21/24 Bayview Systems Report

A. Water Production update.

6,997,000 gallons produced by the wells during February. This works out to 250,000 gallons per day produced by the wells. This is the equivalent customer consumption of 480 gallons per day, per service connection. (521 service connections).

8,983,000 gallons produced by the wells during February last year. This works out to 321,000 gallons per day produced by the wells. This is the equivalent customer consumption of 626 gallons per day, per service connection. (513 service connections).

6,883,000 gallons produced by the wells during February 2 years ago. This works out to 246,000 gallons per day produced by the wells. This is the equivalent customer consumption of 491 gallons per day, per service connection. (501 service connections).

6,399,000 gallons produced by the wells during February 3 years ago. This works out to 229,000 gallons per day produced by the wells. This is the equivalent customer consumption of 486 gallons per day, per service connection. (471 service connections).

5,054,000 gallons produced by the wells during February 4 years ago. This works out to 174,000 gallons per day produced by the wells. This is the equivalent customer consumption of 370 gallons per day, per service connection. (470 service connections).

5,992,000 gallons produced by the wells during February 5 years ago. This works out to 214,000 gallons per day produced by the wells. This is the equivalent of 460 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 2,816,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- Leaking valve discovered outside of well #8 pump house. The pump house & water main have been shut down until repairs are completed.
- 2- Projects/repairs scheduled for Spring are commencing now for smaller projects unaffected by load limits.

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- Two septic tanks were pumped in the past month. More waiting for load limits to be lifted.
- 2- Installation of inlet risers on septic tanks (main agenda).
- 3- Sewer triplex pump #1 update.
- 4- Quote for replacing wiring chewed up by mice at the land application treatment site (main agenda).