

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

REGULAR MEETING MINUTES
March 24, 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, Patricia Johnson (via Zoom) and director Shon Luoma were also present.

Others Present: District operators Bob Hansen and Ian Kuchenski (via Zoom), District treasurer Jessie Roe, District clerk Clint Kuhman, District attorney Fonda Jovik (via Zoom), paralegal Zachary Jones (via Zoom) and District engineer Kyle Meschko (via Zoom).

Guests Present: None.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for February 3, 17, 2022 minutes, financial reports for February 2022, 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 February 18, 2022 to March 24, 2022 (attached).

Treasurer's Report: Ms. Roe presented the financial reports for the month of February 2022 (attached).

Engineering Report – Update/Discussion: Mr. Meschko presented his engineering report and update (attached). Keller is progressing towards finalizing the final design and projected to be done in the next couple of weeks. They would like to submit the 90% design to DEQ to begin the 45 day review process and expedite the process; the Board approved.

New Business:

- 1.) Lakestone Subdivision/ DEQ Requirements - Bob Hansen: Mr. Hansen and Mr. Meschko have done some review on the Department of Environmental Quality (DEQ) rules to be able to respond to each area of concern from DEQ and the two biggest areas of concern have been addressed. They found that the original sewer plan was based on 250 gallons a day per residential hookup, plus 10%. Currently, the District's actual flows over the last three years with the number of hookups in order is less than 24% of designed use. The proposed 25 hookups Lakestone is planning to use were included in the original LID and planned infrastructure and therefore can, and should, be accommodated. Furthermore, according to the IDAPA rule 58.01.16.410.01 which determines when you need to have a facility plan, the DEQ rules state that systems undergoing a material modification or expansion are required to have a current facility plan. The District's proposed project does not require a material modification or an expansion; The lots were included in the plan and are entitled to hookup to the BWSO water system. Another area of concern for

DEQ was IDAPA rules 58.01.16.001.35 which states material modification are those which are intended to increase system capacity or altered methods of process. Again, the proposed project does not alter or increase design, capacity, methods, or processes currently employed. Lastly, IDAPA 58.01.16.400.02 states if the proposed project is to be connected to an existing wastewater system, a letter from the existing system must be submitted to the Department stating that the existing system will be able to provide services to the proposed project. The District's operator and engineers are working closely with DEQ to progress the Lakestone project and a pre-application meeting has been set between the engineers, the operators, District office staff and the District Chair for April 5, 2022.

- 2.) Abandoned Septic Tank on the McGoldrick Property: Mr. Jones with Lake City Law states that it's not exactly the district's responsibility to enforce the disposal of the septic tank but it shouldn't be ignored either. It should be abandoned properly pursuant to IDAPA rules. Lake City Law will draft a letter to Ms. McGoldrick and inform her that she needs to do it in a specified amount of time. If it is not done, BWSD will need to contact Panhandle Health District and inform them and they will require she does it. If she still does not do it at that time, it will become criminal. The District does not have an obligation to notify Ms. McGoldrick but are doing it as a favor at this point and hopefully can help her avoid any further problems or costs with Panhandle Health District.
- 3.) New Easement for Water Mainline Limekiln to Cape Horn Rd: The draft went to Keller today and will be able to present to the Fishers early next week.
- 4.) 2022 DCIP Grant - Project and Cost(s): Keller is scheduling a meeting to review the application and they plan to keep just the tank project for funding request only.
- 5.) Authorize Office Clerk to Apply for Notary Public: The Board authorized the costs following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motioned carried.
- 6.) Terrace Drive – Combine Lots to Utilize One Pre-Paid Water Capitalization Fee: The Board directed staff to write a letter to the customer on Terrace Drive and authorize a connection to the proposed shop without a new meter or an addition to his monthly user fee, contingent that he combines/consolidates the two lots into one. However, there is an existing resolution that states that if an additional dwelling unit is established then he *would* be subject to an increase in the monthly user fees in accordance with the increased residential use and the District should be notified before another dwelling unit is established, or a violation would occur.
- 7.) Prospective New Board Member: The interested individual has since backed out but the office has also heard from a couple others who have expressed interest as well.

Old/Ongoing Business:

- 1.) Review of Sewer Capacity Determination Requirements (Bob Hansen): Nothing new to report currently.
- 2.) Correct Resolution 2021-13 RE: District Admin/Treasurer Retirement Pay: The Board approved the figures be changed and the amended Resolution 2021-013 was approved following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

- 3.) Review Board Action Item List: The Board reviewed the list and made up-to-date corrections and changes.
- 4.) Delinquent List: The currently monthly delinquent list was presented to the Board for review.
- 5.) Update: Status CDA Books – Re-Design of Financial Statements: Chair Dahlseid and Ms. Roe will set up a meeting for next week to review the progress from CDA Books on this topic so the financials will be ready for the next Board meeting in April.
- 6.) Update: Rate Study and ER Reconciliation/Rate Equity: The Board requested that this item be removed because it is included with the water ordinance topic and the ER site inspections on the Board Action Item List.

Public Matters/Guests: One member of the public asked the Board to clarify the progress with Lakestone development, DEQ's requests and the next steps forward.

With no further business to discuss the regular meeting was adjourned at 4:56 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

3/24/22 Bayview Systems Report

A. Water Production update.

6,883,000 gallons produced by the wells during February. 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 last year. 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 2 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 3 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- Unknown water service line on Terrace Drive broken & repaired .
- 2- Broken meter at Vista Bay condos replaced.
- 3- Leak in Farragut State Park repaired.
- 4- Farragut State Park water mains re-surveyed (Ben & Kyle).
- 5- New insertion meter in Farragut State Park, still determining the correct meter for this application.

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.

Bayview Water & Sewer District
Profit & Loss by Class
February 2022

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	1,798.15	1,798.16	3,596.31
Total 4000 · Certified Fees	1,798.15	1,798.16	3,596.31
4100 · Sewer	14,497.84	0.00	14,497.84
4102 · Sewer Late Fees	207.99	0.00	207.99
4200 · Water	0.00	16,708.39	16,708.39
4202 · Water Late Fees	0.00	410.01	410.01
4306 · Interest & Penalties Income	3.83	11.45	15.28
Total Income	16,507.81	18,928.01	35,435.82
Expense			
6001 · Sewer Maintenance	2,159.68	0.00	2,159.68
7001 · Water Maintenance	0.00	6,577.36	6,577.36
8001 · Vehicle Expense	61.40	61.40	122.80
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	434.48	434.50	868.98
8005 · Office Supplies	29.98	29.98	59.96
8006 · System Operator	4,825.00	2,800.00	7,625.00
8011 · Postage & Delivery	185.50	185.51	371.01
8100 · Equipment & Tools			
8101 · Office Equipment	286.24	286.25	572.49
Total 8100 · Equipment & Tools	286.24	286.25	572.49
8300 · Fees & Charges			
8301 · Bank Fees	23.50	24.50	48.00
8302 · Assessment Fees	0.00	470.00	470.00
Total 8300 · Fees & Charges	23.50	494.50	518.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8501 · Accounting	380.00	380.00	760.00
8502 · Engineering	1,370.00	0.00	1,370.00
Total 8500 · Professional Fees	1,750.00	380.00	2,130.00
8600 · Telephone			
8601 · Auto Dialers	91.36	91.35	182.71
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	196.34	196.33	392.67
8700 · Utilities			
8701 · Electric	2,903.74	2,857.94	5,761.68
Total 8700 · Utilities	2,903.74	2,857.94	5,761.68
8800 · Payroll Expenses	2,186.19	2,186.19	4,372.38
Total Expense	15,162.05	16,609.96	31,772.01
Net Ordinary Income	1,345.76	2,318.05	3,663.81
Net Income	1,345.76	2,318.05	3,663.81