

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

REGULAR MEETING MINUTES

April 18, 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. Tindall motioned to approve the consent agenda: approval of the minutes for March 21, 2024, approval to pay the April monthly bills as listed and the March 2024 financial reports. The motion was seconded by Mr. Bare. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Roe presented the Profit and Loss report for March 2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from March 22, 2024 to April 18, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis reported that he has been coordinating with LaRiviere on pricing for the individual PRVs as well as the Well #8 valve repairs. He anticipates a remobilization date to finalize phase one of the Water Improvement Project (WIP) in the first week of May and the phase two bids are now open and being received.

New Business:

- 1.) Re-Bid Phase Two of the Water Improvement Project (WIP): The District only received one responsive bid on the first round of bidding and chose to go back out for bidding and open the timeline in an attempt to receive more competitive bids and options for the District. Mr. Davis and the Board discussed the timing of re-bidding the second phase of the WIP. The pre-bid meeting is set for April 22 and the bid opening date is set for May 6.
- 2.) Keller's Amendment 6 to the Water Improvement Project (WIP) – Phase 2 Rebid: After much discussion regarding the history of previous amendments, the new amendment six was approved following a motion from Mr. Franz and seconded by Mr. Tindall. All were in favor, motion carried.
- 3.) Extending Meter Reading in the Fall by One Month to the End of October: The item was dismissed with no change to the meter reading months.
- 4.) Proposed Resolution for Meeting Decorum, Procedures & Online Platform: The Board reviewed the draft document presented to them by Chairman Luoma. The following edits were requested: change the 'noon' wording for written public comments to read "24-hours in advance of the

advertised meeting”, change Zoom to ‘online meeting platform’, use the already established District email for public comment submittals to avoid creating and managing a new email address, remove the second sentence under item number five. The Board requested the document be re-worked and brought back to the next upcoming meeting for review and approval.

- 5.) Discussion on Water Ordinance Finalization: The Board directed Ms. Roe to send out a Doodle Poll to schedule a special meeting/workshop to finalize the water ordinance.
- 6.) Amended Personnel Policy Manual: Ms. Roe presented the suggested wording for the newly adopted PERSI retirement plan under the employee benefits section of the personnel policy. The amended was approved following a motion from Chairman Luoma and seconded by Mr. Franz. All were in favor, motion carried.
- 7.) Amend Ordinance 21-2; Equivalent Residence (ER) Schedule – Taverns & Restaurants: The Board voted to change the ER schedule to read “1 + .18 x No. of indoor tables (4 seats)” for both Taverns and Restaurants 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: None.

With no further business to discuss the regular meeting was adjourned at 5:34 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 by Class
March 2024

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	585.72	0.00	585.72
4100 · Sewer - Other	25,118.53	0.00	25,118.53
Total 4100 · Sewer	25,704.25	0.00	25,704.25
4200 · Water			
4202 · Water Late Fees	0.00	470.25	470.25
4206 · Water Charge - Water Bond	0.00	5,368.00	5,368.00
4200 · Water - Other	0.00	21,366.00	21,366.00
Total 4200 · Water	0.00	27,204.25	27,204.25
Total Income	25,704.25	27,204.25	52,908.50
Expense			
6001 · Sewer Maintenance	-131.30	0.00	-131.30
7001 · Water Maintenance	0.00	14,103.36	14,103.36
8001 · Vehicle Expense	64.31	64.33	128.64
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	288.99	289.00	577.99
8006 · System Operator	4,600.00	2,800.00	7,400.00
8011 · Postage & Delivery	211.36	211.36	422.72
8200 · Insurance Expense			
8201 · Liability Insurance	2,503.75	2,503.75	5,007.50
Total 8200 · Insurance Expense	2,503.75	2,503.75	5,007.50
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
8302 · Assessment Fees	0.00	470.00	470.00
Total 8300 · Fees & Charges	6.00	477.00	483.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8502 · Engineering	0.00	4,532.50	4,532.50
8503 · Legal Fees	42.50	42.50	85.00
Total 8500 · Professional Fees	42.50	4,575.00	4,617.50
8600 · Telephone			
8601 · Auto Dialers	0.00	0.00	0.00
8602 · Office	107.48	107.48	214.96
Total 8600 · Telephone	107.48	107.48	214.96
8700 · Utilities			
8701 · Electric	2,724.19	2,724.19	5,448.38
8703 · Garbage	3.75	3.75	7.50
Total 8700 · Utilities	2,727.94	2,727.94	5,455.88
8800 · Payroll Expenses			
8801 · PERSI	229.78	229.78	459.56
8800 · Payroll Expenses - Other	3,526.41	3,526.41	7,052.82
Total 8800 · Payroll Expenses	3,756.19	3,756.19	7,512.38
Total Expense	14,297.22	31,735.41	46,032.63
Net Ordinary Income	11,407.03	-4,531.16	6,875.87
Other Income/Expense			
Other Income			

1:55 PM

05/17/24

Accrual Basis

Bayview Water & Sewer District
Profit & Loss by Class
March 2024

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
4306 - Interest & Penalties Income	<u>208.53</u>	<u>590.01</u>	<u>798.54</u>
Total Other Income	<u>208.53</u>	<u>590.01</u>	<u>798.54</u>
Net Other Income	<u>208.53</u>	<u>590.01</u>	<u>798.54</u>
Net Income	<u><u>11,615.56</u></u>	<u><u>-3,941.15</u></u>	<u><u>7,674.41</u></u>

4/18/24 Bayview Systems Report

A. Water Production update.

8,433,000 gallons produced by the wells during March. This works out to 291,000 gallons per day produced by the wells. This is the equivalent customer consumption of 559 gallons per day, per service connection. (521 service connections).

Winter time production and consumption for 2024:

53,104,000 gallons produced by the wells from September 28th to March 28th. 10,909,000 gallons of consumption registered through customers meters. This works out to 295,000 gallons per day produced by the wells of which 61,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 117 gallons per day, per service connection. (521 service connections).

Unaccounted for water lost is 42,195,000 gallons or 79% of production totals by the wells.

9,698,000 gallons produced by the wells during March last year.* This works out to 313,000 gallons per day produced by the wells. This is the equivalent customer consumption of 610 gallons per day, per service connection. (513 service connections). *Includes an overflow at the Pend Oreille Pines reservoir.

9,004,000 gallons produced by the wells during March 2 years ago. This works out to 290,000 gallons per day produced by the wells. This is the equivalent customer consumption of 591 gallons per day, per service connection. (501 service connections).

6,583,000 gallons produced by the wells during March 3 years ago. This works out to 212,000 gallons per day produced by the wells. This is the equivalent customer consumption of 450 gallons per day, per service connection. (471 service connections).

6,680,000 gallons produced by the wells during March 4 years ago. This works out to 215,000 gallons per day produced by the wells. This is the equivalent of 462 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is estimated at 3,140,000 gallons or 47% of production totals by the wells.

B. Water system items:

- 1- Leaking valve discovered outside of well #8 pump house to be repaired as a part of the project completion.
- 2- Projects/repairs scheduled for Spring have started.

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- No septic tanks pumped this 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- Bigfoot working on wiring issues at the treatment site (main agenda).