

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

REGULAR MEETING MINUTES
May 19, 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 directors Shon Luoma, and Patricia Johnson (via Zoom) were also present.

Oath of Office: Ky Chapple took the Oath of Office and was sworn in as the District's newest Board member.

Others Present: District operators Bob Hansen and Bob Kuchenski, District treasurer Jessie Roe, District clerk Clint Kuhman, and District engineer Ben Davis (via Zoom).

Guests Present: Sean Moglia with CDA Books and members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for April 21, 27, 2022 minutes and the approval to pay monthly bills as listed. The motion was seconded by Mr. Bare. All were in favor, motion carried.

Monthly Financials – Presented by CDA Books: Mr. Moglia presented and explained, in detail: the Profit and Loss Statement and how it is broken into two classes for sewer and water, the Balance Sheet, and the Statement of Cash Flows. He will continue to work with Ms. Roe and get a list from her on the other items that need to be updated.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from April 22, 2022 to May 19, 2022 (attached).

Treasurer's Report: Ms. Roe presented the Profit and Loss compared to budget for the month of April 2022 (attached).

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

New Business:

- 1.) 2022 DCIP Grant Application: The complete proposal must be submitted by July 18, 2022. Keller Associates is still communicating with the Naval Base head office and trying to obtain their letter of support.
- 2.) Public Hearing – Multi-Family Rate Charge Per Resolution 2020-006: This has been approved by resolution as well as adopted in the newest rate structure but the Board would like to make it known to the public and give them chance to speak on it before enacting the fee. The Board directed Ms. Roe to send out a poll to establish a good meeting time.

- 3.) Public Hearing – Sewer Connection (ER) Inspection Base Rate Change: District staff is in the process of conducting site inspections and reviewing numerous accounts and their current ER (Equivalent Residential) units in use. The District will make rate adjustments in accordance with the updated numbers. The Board directed Ms. Roe to send out a poll to establish a good time.
- 4.) Proposed Hansen Subdivision: Nothing new to report currently.
- 5.) Approve Edits to Standards for Public Works Construction: Nothing new to approve currently.
- 6.) Meter Stock Purchase: The District operator informed the Board that he will be making a large pre-purchase of 10 new meters to ensure the District is prepared for the influx of new service requests.
- 7.) District to Purchase Parts and Equipment for Contractors - Upcoming Projects (Sales Tax): Mr. Kuchenski implored whether the District would be able to make purchases for the Water Improvement Project under their governmental status and avoid paying sales tax on material. The Board discussed how this could affect warranties and the upcoming bidding process with contractors. More time is needed to consider this discussion point but they will pose the idea to the District engineer.
- 8.) Farragut Meter Replacement – Davis Bacon and AIS Compliance for SRF Loan: The District engineer will need to perform a contract amendment and present that to the Board at the next meeting.
- 9.) Un-Billed User Accounts – Changes Made in Prior Years: Ms. Roe informed the Board that Mr. Kuhman identified that there is a user account that was discontinued billing for a sewer connection with no explanation as to why. These changes were made before she started in October of 2016. This prompted her and Mr. Kuhman to look at multiple accounts and now they are in the middle of compiling a more detailed list and will present it to the Board for review and discussion. The Board directed Ms. Roe to send a letter to the account for the discontinued sewer charge and add the remaining names to the ongoing User Account Inspection List.
- 10.) Charge a portion of Water Operators Contract to Cape Horn O&M Account #4552: Chair Dahlseid would like the District to make an annual transfer for a portion of the water operator's invoice from the Cape Horn O&M to the General O&M account to pay for his contracted service. Approximately 37.5% of the total number of water customers reside in the Cape Horn area. Therefore, an annual transfer of 37.5% of the amount paid of the water operator's invoice could be used to pay for that contracted service out of the Cape Horn O&M. This was approved following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.
- 11.) SRF Reserve Fund Monies in our General O&M Account: Chair Dahlseid noted that the District unrestricted the LID reserve account following the last loan payment made to DEQ for LID #2 in the amount of \$111,775. Those funds went into the general O&M account, where they originated from. The District will need to keep in mind that funds will be needed to create a reserve account for the SRF loan account. Chair Dahlseid would like to obtain information about setting up a reserve account that would not require a resolution when funds are used. The District has 10 years to set aside 10% of the annual P&I payment to the SRF Loan. Mr. Hansen added that after 10 years the District will have paid more down on the principal and the required amount will be lower so there is

no sense in putting the full amount upfront into a reserve, as the principal loan amount will no longer be as large.

- 12.) SCADA Proposal from Bigfoot Technologies: Mr. Kuchenski presented a quote for a newer SCADA system that would be under warranty. Currently the District is performing a workup of the costs for repairing an outdated system and comparing it to the cost for a newer, updated, system under warranty. The item was tabled by the Board.
- 13.) Marine Pump-Out Charge Per Ordinance 21-2: Tabled by the Board.

Old/Ongoing Business:

- 1.) Update: New Easement for Water Mainline Limekiln to Cape Horn Rd: The Board is working closely with the customers and engineers to accomplish this item and expect it to be finalized in a couple weeks.
- 2.) Update: Rate Study: Nothing new to report currently.
- 3.) Review Board Action Item List: The Board reviewed the list and made updates.
- 4.) Delinquent List: The Board reviewed the list.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:54 PM following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

Announcements: Following the meeting Colleen Dahlseid resigned from her position on the Board to be effective at the close of business on May 26, 2022.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Colleen Dahlseid
Chair of the Board

5/19/22 Bayview Systems Report

A. Water Production update.

7,128,000 gallons produced by the wells during April. This works out to 238,000 gallons per day produced by the wells. This is the equivalent customer consumption of 475 gallons per day, per service connection. (501 service connections).

Winter time production and consumption for 2022:

55,455,000 gallons produced by the wells from September 29th to April 29th. 13,637,000 gallons of consumption registered through customers meters. This works out to 262,000 gallons per day produced by the wells of which 64,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 128 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 41,818,000 gallons or 75% of production totals by the wells.

6,665,000 gallons produced by the wells during April last year. This works out to 222,000 gallons per day produced by the wells. This is the equivalent of 473 gallons per day, per service connection. (470 service connections).

Winter time production and consumption for 2021:

45,824,000 gallons produced by the wells from September 30th to April 30th. 19,984,000 gallons of consumption registered through customers meters. This works out to 216,000 gallons per day produced by the wells of which 94,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 200 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 25,930,000 gallons or 57% of production totals by the wells.

B. Water system items:

- 1- New insertion meter in Farragut State Park update.
- 2- New flow meters for wells #1 & 2.
- 3- SCADA system upgrade.

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 weather allows.
- 2- Two septic tank have been pumped in the past month.
- 3- ER inspections.

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	281.38	281.39	562.77
Total 4000 · Certified Fees	281.38	281.39	562.77
4100 · Sewer			
4102 · Sewer Late Fees	135.29	0.00	135.29
4100 · Sewer - Other	14,998.84	0.00	14,998.84
Total 4100 · Sewer	15,134.13	0.00	15,134.13
4103 · Sewer Inspection Fees	360.00	0.00	360.00
4104 · Sewer Hook Up Fees	4,800.00	0.00	4,800.00
4200 · Water			
4202 · Water Late Fees	0.00	371.23	371.23
4206 · Water Charge - Water Bond	0.00	3,952.00	3,952.00
4200 · Water - Other	0.00	12,338.00	12,338.00
Total 4200 · Water	0.00	16,661.23	16,661.23
4203 · Water Hook Up Fees	0.00	25,000.00	25,000.00
4204 · Water Cap Fee	0.00	8,320.00	8,320.00
Total Income	20,575.51	50,262.62	70,838.13
Expense			
6001 · Sewer Maintenance	842.21	0.00	842.21
7001 · Water Maintenance	0.00	790.45	790.45
8001 · Vehicle Expense	92.74	92.75	185.49
8004 · Dues & Subscriptions	9.49	9.50	18.99
8005 · Office Supplies	47.52	47.52	95.04
8006 · System Operator	4,200.00	2,800.00	7,000.00
8011 · Postage & Delivery	220.20	220.21	440.41
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
Total 8300 · Fees & Charges	6.00	7.00	13.00
8500 · Professional Fees			
8501 · Accounting	617.50	617.50	1,235.00
8502 · Engineering	836.25	0.00	836.25
8503 · Legal Fees	365.50	790.50	1,156.00
Total 8500 · Professional Fees	1,819.25	1,408.00	3,227.25
8600 · Telephone			
8601 · Auto Dialers	91.06	91.06	182.12
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	196.04	196.04	392.08
8700 · Utilities			
8701 · Electric	2,251.91	2,251.91	4,503.82
8703 · Garbage	3.75	3.75	7.50
Total 8700 · Utilities	2,255.66	2,255.66	4,511.32
8800 · Payroll Expenses	1,972.41	1,972.41	3,944.82
Total Expense	11,661.52	9,799.54	21,461.06
Net Ordinary Income	8,913.99	40,463.08	49,377.07
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	3.16	10.94	14.10
4400 · Miscellaneous Income	2,500.00	5,689.00	8,189.00

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total Other Income	2,503.16	5,699.94	8,203.10
Other Expense			
9100 · Interest Expense	0.00	776.44	776.44
Total Other Expense	0.00	776.44	776.44
Net Other Income	2,503.16	4,923.50	7,426.66
Net Income	11,417.15	45,386.58	56,803.73