

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

**REGULAR MEETING MINUTES**

June 15, 2023

**Call to Order and Roll Call:** Chairman Shon Luoma opened the meeting at 3:36 PM and a roll call confirmed Vice-Chair Paul Franz (via Zoom) and director Ted Bare were also present.

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

**Guests Present:** Members of the public.

**Consent Agenda:** Mr. Bare motioned to approve the consent agenda: approval of the minutes for May 18, 2023, approval to pay the June monthly bills as listed and the May 2023 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 half of the fiscal year for 2023 (attached).

**Operator Report:** Mr. Kuchenski reported on the District's operations from May 19, 2023 to June 15, 2023 (attached).

**Engineering Report – Update/Discussion:** Mr. Davis reported on the Water Improvement Project (WIP). LaRiviere is currently working on the updates at Dromore Booster Station and the waterlines on Cape Horn Road. Keller will be submitting the DCIP grant on June 16, 2023, following application review by director Franz. The grant application is due June 23, 2023.

**New Business:**

- 1.) Engineering Contract Amendment: The item was tabled for further review and consideration.
- 2.) Approve 2022 Water Quality Report: The report was approved following a motion from Mr. Bare and seconded by Mr. Franz. All were in favor, motion carried. Ms. Roe will notify the public with the next user billing at the end of June and post it on the website following notification.
- 3.) Approve Quote for Land Application Upkeep in Accordance w/ Silviculture Plan: Mr. Bare motioned to accept the quote with a not to exceed amount of \$12,000, seconded by Mr. Franz. All were in favor, motion carried.
- 4.) Bigfoot Technologies Quote - Reprogramming and Repairing the Land App Site Controls: The quote was approved following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried.
- 5.) Attorney Review – 16827 E Pier Road Property Use Agreement: The Board directed staff to issue a violation letter regarding the current overuse of Equivalent Residential (ER) sewer connections issued to the parcel. Currently, the property is allowed one ER and using two ERs as

two individual dwellings. The board asked Ms. Roe to facilitate an agreement to be drafted by the property owner regarding their request to be deemed as only using one ER. The letter needs to articulate that there is one ER (sewer connection) associated with the property. Therefore, the house cannot be rented, or advertised as, as a multi-family dwelling at any point in time and can only be rented/occupied, in whole, to one family/person(s) at a time. This agreement needs to follow the land use and not just the current owner. This will be recorded with the County and attached to the property.

- 6.) Personnel Policy Manual Amendment: The item was tabled for further review and consideration.
- 7.) Rescind Resolution 2019-003: The resolution was rescinded following a motion from Mr. Bare and seconded by Mr. Franz. All were in favor, motion carried.

**Old/Ongoing Business:**

- 1.) Update: Idaho Rural Water Association (IRWA) Rate Study: Ms. Roe received a water rate study earlier in the morning and presented it to the Board for their review. To date, the District has received a basic water and wastewater study that will need considerable review and editing to customize them to the District's particular needs.
- 2.) Update: Lake City Law – Water Ordinance: The Board is progressing forward with ongoing workshops to finalize the document.
- 3.) Update: Customer Information Outreach – State Revolving Fund (SRF) Loan; User Bill Increase: Nothing new to report at this time.
- 4.) Site Inspections Progress Report: Nothing new to report at this time.
- 5.) Review Board Action Item List: The Board reviewed and updated the BAIL.
- 6.) Delinquent List: The Board reviewed the delinquent list.

**Public Matters/Guests:** None.

With no further business to discuss the regular meeting was adjourned at 5:37 PM following a motion from Mr. Bare and seconded by Mr. Franz. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Shon Luoma  
Chair of the Board

# 6/15/23 Bayview Systems Report

## A. Water Production update.

10,522,000 gallons produced by the wells during May. 4,247,000 gallons of consumption registered through customers meters. This works out to 351,000 gallons per day produced by the wells of which 142,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 275 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 6,275,000 gallons or 60% of production totals by the wells. Some unaccounted for water lost occurred during construction which caused a main break, and reservoir overflows at the Pend Oreille Pines & Cape Horn Estates reservoirs.

7,638,000 gallons produced by the wells during May last year. 3,448,000 gallons of consumption registered through customers meters. This works out to 263,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 238 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,190,000 gallons or 55% of production totals by the wells.

11,270,000 gallons produced by the wells during May 2 years ago. 7,406,000 gallons of consumption registered through customers meters. This works out to 419,000 gallons per day produced by the wells of which 265,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 538 gallons per day, per service connection. (493 service connections). Unaccounted for water lost is 3,864,000 gallons or 34% of production totals by the wells.

6,330,000 gallons produced by the wells during May 3 years ago. 2,961,000 gallons of consumption registered through customers meters. This works out to 204,000 gallons per day produced by the wells of which 96,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 204 gallons per day, per service connection. (470 service connections). Unaccounted for water lost is 3,369,000 gallons or 53% of production totals by the wells.

7,222,000 gallons produced by the wells during May 4 years ago. 3,324,000 gallons of consumption registered through customers meters. This works out to 258,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 255 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 3,398,000 gallons or 54% of production totals by the wells.

## B. Water system items:

- 1- Controls issues at Pend Oreille Pines booster station.
- 2- Lightning strike at Cape Horn Estates.
- 3- EPA mandated water service line composition (see main agenda).

## 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 2022, 7,754,000 gallons have been pumped into the drain fields. This averages out to 21,000 gallons per day, year round.

## D. Sewer maintenance items.

- 1- One septic tank was pumped in the past month.
- 2- Quote for thinning treatment site (main agenda).
- 3- Repair of control valves will occur when the parts arrive.
- 4- Quote from Bigfoot for repairing and reprogramming the controls at the treatment site.

**Bayview Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
 December 2022 through May 2023

	TOTAL			
	Dec '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Certified Fees				
4001 · Certified User Fees	6,047.60	9,000.00	-2,952.40	67.2%
<b>Total 4000 · Certified Fees</b>	<b>6,047.60</b>	<b>9,000.00</b>	<b>-2,952.40</b>	<b>67.2%</b>
4100 · Sewer				
4102 · Sewer Late Fees	1,523.02	2,500.00	-976.98	60.92%
4100 · Sewer - Other	95,747.88	193,000.00	-97,252.12	49.61%
<b>Total 4100 · Sewer</b>	<b>97,270.90</b>	<b>195,500.00</b>	<b>-98,229.10</b>	<b>49.76%</b>
4103 · Sewer Inspection Fees	360.00	0.00	360.00	100.0%
4104 · Sewer Hook Up Fees	2,400.00	6,450.00	-4,050.00	37.21%
4200 · Water				
4202 · Water Late Fees	2,148.95	5,040.00	-2,891.05	42.64%
4206 · Water Charge - Water Bond	31,912.00	64,000.00	-32,088.00	49.86%
4200 · Water - Other	112,494.75	287,000.00	-174,505.25	39.2%
<b>Total 4200 · Water</b>	<b>146,555.70</b>	<b>356,040.00</b>	<b>-209,484.30</b>	<b>41.16%</b>
4203 · Water Hook Up Fees	11,250.00	60,000.00	-48,750.00	18.75%
4204 · Water Cap Fee	2,080.00	0.00	2,080.00	100.0%
<b>Total Income</b>	<b>265,964.20</b>	<b>626,990.00</b>	<b>-361,025.80</b>	<b>42.42%</b>
<b>Expense</b>				
6001 · Sewer Maintenance	43,122.54	127,711.00	-84,588.46	33.77%
7001 · Water Maintenance	79,745.35	127,711.00	-47,965.65	62.44%
8001 · Vehicle Expense	1,108.51	3,490.00	-2,381.49	31.76%
8002 · Contract Labor	2,381.25	3,200.00	-818.75	74.41%
8003 · Director's Fees	1,200.00	3,000.00	-1,800.00	40.0%
8004 · Dues & Subscriptions	3,585.94	3,200.00	385.94	112.06%
8005 · Office Supplies	654.58	1,100.00	-445.42	59.51%
8006 · System Operator	38,600.00	84,700.00	-46,100.00	45.57%
8009 · Property Taxes	144.20	200.00	-55.80	72.1%
8010 · Training/Conferences	0.00	1,400.00	-1,400.00	0.0%
8011 · Postage & Delivery	2,431.40	4,800.00	-2,368.60	50.65%
8012 · Printing & Reproduction	0.00	1,500.00	-1,500.00	0.0%
8100 · Equipment & Tools				
8101 · Office Equipment	1,107.66	500.00	607.66	221.53%
<b>Total 8100 · Equipment &amp; Tools</b>	<b>1,107.66</b>	<b>500.00</b>	<b>607.66</b>	<b>221.53%</b>
8200 · Insurance Expense				
8201 · Liability Insurance	4,354.50	9,218.00	-4,863.50	47.24%
<b>Total 8200 · Insurance Expense</b>	<b>4,354.50</b>	<b>9,218.00</b>	<b>-4,863.50</b>	<b>47.24%</b>
8300 · Fees & Charges				
8301 · Bank Fees	212.90	210.00	2.90	101.38%
8302 · Assessment Fees	1,410.00	1,890.00	-480.00	74.6%
<b>Total 8300 · Fees &amp; Charges</b>	<b>1,622.90</b>	<b>2,100.00</b>	<b>-477.10</b>	<b>77.28%</b>
8400 · Maintenance				
8401 · Janitorial	240.00	480.00	-240.00	50.0%
8402 · Office	0.00	1,120.00	-1,120.00	0.0%
8400 · Maintenance - Other	0.00	0.00	0.00	0.0%

**Bayview Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
December 2022 through May 2023

	TOTAL			
	Dec '22 - May 23	Budget	\$ Over Budget	% of Budget
Total 8400 · Maintenance	240.00	1,600.00	-1,360.00	15.0%
8500 · Professional Fees				
8501 · Accounting	0.00	9,000.00	-9,000.00	0.0%
8502 · Engineering	3,057.50	8,000.00	-4,942.50	38.22%
8503 · Legal Fees	4,951.50	10,000.00	-5,048.50	49.52%
Total 8500 · Professional Fees	8,009.00	27,000.00	-18,991.00	29.66%
8600 · Telephone				
8601 · Auto Dialers	1,522.17	0.00	1,522.17	100.0%
8602 · Office	1,259.76	0.00	1,259.76	100.0%
Total 8600 · Telephone	2,781.93	0.00	2,781.93	100.0%
8700 · Utilities				
8701 · Electric	32,850.77	0.00	32,850.77	100.0%
8703 · Garbage	81.00	0.00	81.00	100.0%
8700 · Utilities - Other	0.00	72,000.00	-72,000.00	0.0%
Total 8700 · Utilities	32,931.77	72,000.00	-39,068.23	45.74%
8800 · Payroll Expenses	33,832.15	70,000.00	-36,167.85	48.33%
<b>Total Expense</b>	<b>257,853.68</b>	<b>544,430.00</b>	<b>-286,576.32</b>	<b>47.36%</b>
<b>Net Ordinary Income</b>	<b>8,110.52</b>	<b>82,560.00</b>	<b>-74,449.48</b>	<b>9.82%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4306 · Interest & Penalties Income	127.37	250.00	-122.63	50.95%
4400 · Miscellaneous Income	4,304.32	900.00	3,404.32	478.26%
<b>Total Other Income</b>	<b>4,431.69</b>	<b>1,150.00</b>	<b>3,281.69</b>	<b>385.36%</b>
<b>Net Other Income</b>	<b>4,431.69</b>	<b>1,150.00</b>	<b>3,281.69</b>	<b>385.36%</b>
<b>Net Income</b>	<b>12,542.21</b>	<b>83,710.00</b>	<b>-71,167.79</b>	<b>14.98%</b>