

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

REGULAR MEETING MINUTES
June 20, 2024

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 3:32 PM and a roll call confirmed Vice-Chair Paul Franz and directors, Dan Tindall, Jeanna Hofmeister and Ted Bare were also present.

Others Present: District treasurer Jessie Roe, District operators Bob Kuchenski and Bob Hansen.

Guests Present: Members of the public.

Consent Agenda: Mr. Bare motioned to approve the consent agenda: approval of the minutes for May 16, 23 & 29, 2024, approval to pay the June monthly bills as listed and the May 2024 financial reports. The motion was seconded by Mr. Franz. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Roe presented the second quarter Profit and Loss vs. Actual Budget report for 2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from May 17, 2024 to June 20, 2024 (attached). Mr. Kuchenski noted that Bigfoot Technologies has installed surge protectors at Cape Horn for the SCADA system to help protect against lightning strikes and power outages.

Engineering Report – Update/Discussion: In the absence of the District engineers, Ms. Roe presented the engineers report provided by Keller Associates. The engineers are on standby for the structural review needed for a traffic rated tank at Ralph's Coffee Shop for KG&T's work. They are also currently coordinating work with LaRiviere at well #8. The second phase of the Water Improvement Project (WIP) is scheduled to go out to bid for the third time around November 2024 and the engineers are communicating these updates with DCIP and DEQ.

New Business:

- 1.) Land Application Sand Filter Beds – Quote: The bid for \$13,000 to rehabilitate four sand filter beds was approved following a motion from Mr. Franz and seconded by Mr. Tindall. All were in favor, motion carried.
- 2.) SCADA System at Sewer Treatment Site: This item was tabled until a bid is obtained by Mr. Kuchenski.
- 3.) Water Quality Report for 2023: Mr. Kuchenski reviewed the details of the report and then it was approved by the Board following a motion from Ms. Hofmeister and seconded by Mr. Franz. All were in favor, motion carried. Ms. Roe will post it on the website and notify customers on the upcoming monthly user bill.

- 4.) Replace Meter and Line at Scenic Bay with a 2 inch: The Board authorized the work to be done in the amount of \$17,650 following a motion from Mr. Franz and seconded by Ms. Hofmeister. All were in favor, motion carried.
- 5.) Water Ordinance Updates and Discussion: The three Board members who attended the workshop updated the Board on the discussions that took place regarding potential commercial billing rates. Not everyone was in agreement with the suggestions and another workshop will be scheduled. Ms. Roe will send out a doodle poll to solidify a date, but the Board tentatively scheduled it for July 11, 2024 at 3:30 pm.
- 6.) KG&T Status and ICRMP Claim: Ms. Roe informed the Board that she attempted to make an insurance claim with the ICRMP but was told they would not cover the work because it was not an accident. The only help offered was for ICRMP to send out a letter on behalf of the District requesting KG&T to obtain a structural engineer, but they would not be able to follow up with the matter any further because ICRMP would not be involved financially. Mr. Franz requested that Ms. Roe contact the District engineers to perform a structural assessment of the tank to move forward and then bill KG&T for the work.

Old/Ongoing Business:

- 1.) Update: Waterline Easements on Limekiln and Restoring Water Connections: Ms. Roe is pushing LaRiviere to complete their work on Cape Horn. LaRiviere is waiting on the approval from Lakes Highway to commence work.
- 2.) Delinquent List: The Board reviewed the current delinquent list.
- 3.) 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 5:09 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 May 2024

	TOTAL			
	Dec '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 • Certified Fees				
4001 • Certified User Fees	1,639.74	9,400.00	-7,760.26	17.44%
Total 4000 • Certified Fees	1,639.74	9,400.00	-7,760.26	17.44%
4100 • Sewer				
4102 • Sewer Late Fees	1,980.18	2,500.00	-519.82	79.21%
4100 • Sewer - Other	150,629.18	276,792.00	-126,162.82	54.42%
Total 4100 • Sewer	152,609.36	279,292.00	-126,682.64	54.64%
4103 • Sewer Inspection Fees	90.00	180.00	-90.00	50.0%
4104 • Sewer Hook Up Fees	0.00	2,400.00	-2,400.00	0.0%
4200 • Water				
4202 • Water Late Fees	1,958.72	4,500.00	-2,541.28	43.53%
4206 • Water Charge - Water Bond	32,208.00	64,000.00	-31,792.00	50.33%
4200 • Water - Other	119,764.50	267,120.00	-147,355.50	44.84%
Total 4200 • Water	153,931.22	335,620.00	-181,688.78	45.87%
4201 • Commercial Water	3.00	0.00	3.00	100.0%
4203 • Water Hook Up Fees	0.00	25,000.00	-25,000.00	0.0%
Total Income	308,273.32	651,892.00	-343,618.68	47.29%
Expense				
6001 • Sewer Maintenance	3,177.20	152,202.00	-149,024.80	2.09%
7001 • Water Maintenance	35,386.28	120,000.00	-84,613.72	29.49%
8001 • Vehicle Expense	929.41	2,000.00	-1,070.59	46.47%
8002 • Contract Labor	1,038.50	3,350.00	-2,311.50	31.0%
8003 • Director's Fees	1,400.00	3,000.00	-1,600.00	46.67%
8004 • Dues & Subscriptions	3,816.16	4,800.00	-983.84	79.5%
8005 • Office Supplies	116.01	1,000.00	-883.99	11.6%
8006 • System Operator	39,600.00	87,400.00	-47,800.00	45.31%
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	2,690.86	5,400.00	-2,709.14	49.83%
8012 • Printing & Reproduction	523.48	1,000.00	-476.52	52.35%
8099 • Miscellaneous	0.00	0.00	0.00	0.0%
8100 • Equipment & Tools				
8101 • Office Equipment	239.88	1,000.00	-760.12	23.99%
Total 8100 • Equipment & Tools	239.88	1,000.00	-760.12	23.99%
8200 • Insurance Expense				
8201 • Liability Insurance	5,007.50	10,500.00	-5,492.50	47.69%
Total 8200 • Insurance Expense	5,007.50	10,500.00	-5,492.50	47.69%
8300 • Fees & Charges				
8301 • Bank Fees	120.00	300.00	-180.00	40.0%
8302 • Assessment Fees	940.00	1,900.00	-960.00	49.47%
Total 8300 • Fees & Charges	1,060.00	2,200.00	-1,140.00	48.18%
8400 • Maintenance				

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

	TOTAL			
	Dec '23 - May 24	Budget	\$ Over Budget	% of Budget
8401 · Janitorial	240.00	480.00	-240.00	50.0%
8402 · Office	991.00	920.00	71.00	107.72%
Total 8400 · Maintenance	1,231.00	1,400.00	-169.00	87.93%
8500 · Professional Fees				
8501 · Accounting	2,253.13	13,000.00	-10,746.87	17.33%
8502 · Engineering	6,229.80	12,000.00	-5,770.20	51.92%
8503 · Legal Fees	1,348.50	8,000.00	-6,651.50	16.86%
Total 8500 · Professional Fees	9,831.43	33,000.00	-23,168.57	29.79%
8600 · Telephone				
8601 · Auto Dialers	2,009.91	0.00	2,009.91	100.0%
8602 · Office	1,274.76	0.00	1,274.76	100.0%
Total 8600 · Telephone	3,284.67	0.00	3,284.67	100.0%
8700 · Utilities				
8701 · Electric	26,859.75	0.00	26,859.75	100.0%
8702 · Propane	5,989.10	0.00	5,989.10	100.0%
8703 · Garbage	136.00	0.00	136.00	100.0%
8700 · Utilities - Other	0.00	78,000.00	-78,000.00	0.0%
Total 8700 · Utilities	32,984.85	78,000.00	-45,015.15	42.29%
8800 · Payroll Expenses	35,886.30	82,000.00	-46,113.70	43.76%
Total Expense	178,406.13	590,792.00	-412,385.87	30.2%
Net Ordinary Income	129,867.19	61,100.00	68,767.19	212.55%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	5,619.50	1,100.00	4,519.50	510.86%
4400 · Miscellaneous Income	1,859.65	1,800.00	59.65	103.31%
Total Other Income	7,479.15	2,900.00	4,579.15	257.9%
Net Other Income	7,479.15	2,900.00	4,579.15	257.9%
Net Income	137,346.34	64,000.00	73,346.34	214.6%

6/20/24 Bayview Systems Report

A. Water Production update.

11,166,000 gallons produced by the wells during May. 3,381,000 gallons of consumption registered through customers meters. This works out to 360,000 gallons per day produced by the wells of which 109,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 209 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 7,785,000 gallons or 70% of production totals by the wells. One million gallons unaccounted for water lost increased this past month due to controls glitch, lightning strikes & reservoir overflows.

10,522,000 gallons produced by the wells during May last year. 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 2 years ago. 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 3 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 4 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 5 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- Waiting for approval of well #8 startup.
- 2- Lightning strike @ Cape Horn Estates reservoir. New surge suppression installed.
- 3- Dead meter registers replaced.
- 4- 2023 Annual Water Quality Report (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 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- Treatment site delayed startup due to weather. Should be operational at the time of the Board meeting.
- 2- Sewer triplex pump #1 replaced.
- 3- Navy base sewer pumps replaced, new wiring installed.
- 4- Sand filter beds actuators quote from RC Worst (main agenda).