

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

**REGULAR MEETING MINUTES**  
July 20, 2023

**Call to Order and Roll Call:** Chairman Shon Luoma opened the meeting at 3:37 PM and a roll call confirmed Vice-Chair Paul Franz and directors Ted Bare and Jeff Frensdorf 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 June 15, 22, 26, 2023, approval to pay the July monthly bills as listed and the June 2023 financial reports. The motion was seconded by Mr. Frensdorf. All were in favor, motion carried.

**Reports:**

**Treasurer's Report:** Ms. Roe presented the Profit and Loss report for June 2023 (attached).

**Operator Report:** Mr. Kuchenski reported on the District's operations from June 15, 2023 to July 20, 2023 (attached).

**Engineering Report – Update/Discussion:** Mr. Davis informed the Board that the final road patch and repair to Cape Horn Road would be done towards the end of September. Mr. Bare expressed his concern on the condition of the Farragut State Park. Mr. Davis said there are still some small site disturbances expected and when that is over a full restoration is expected.

**New Business:**

- 1.) 17057 E Humbolt Site Inspection and ER Use: This site was inspected by the staff at the office. Currently, the house is a single dwelling with two small kitchens. The owner is planning on removing one of the kitchens and the staff will check back on the progress of the removal.
- 2.) Customer Sprinkler Line Break – Responsibility: The Board directed staff to search through the District files for a recorded easement on this property to determine where the break has occurred and where the District has the right to dig to make repairs in accordance with the easement, if applicable.
- 3.) Sewer Moratorium: The Board discussed the wording and language in the minutes on May 15, 2007 and Resolution 07-003 regarding a sewer moratorium. It was noted that the wording states that any new connection would require engineer review and a possible feasibility study and all costs to connect would be at the connecting customer's expense.
- 4.) Navy Meter Installation – Timeline and Plan: The Board would like to wait until they hear the results of the DCIP grant request.
- 5.) EPA Waterline Composition Service-line Inspection: The Board voted to table this item until more information was available.

- 6.) Personnel Policy Manual Amendment: Ms. Roe noted there are several small typos that she is in the process of correcting. There were also a couple of dates referencing the fiscal year that needed to be corrected. She will bring a final review to the Board at the next meeting.
- 7.) Idaho City Clerk Treasurer and Financial Officer Association (ICCTFOA) Training: The Board approved Ms. Roe and Mr. Kuhman's attendance to the annual convention and training following a motion from Mr. Frensdorf and seconded by Mr. Franz. All were in favor, motion carried. The September meeting date will need to be rescheduled to accommodate staff training.
- 8.) Amendment #4 from Keller: Mr. Frensdorf asked to table the item until the Board obtained more information from Keller regarding committed funds versus actual spent funds. Chairman Luoma said he would reach out to Keller and request this.
- 9.) Approve Delinquent Balances to be Certified to County Property Tax List: The certification list was presented by Ms. Roe and approved by the Board, minus the removal of any customer who made a full payment toward their account between the Board meeting and July 28. Motioned by Mr. Bare and seconded by Mr. Franz. All were in favor, motion carried.

**Old/Ongoing Business:**

- 1.) Update: Lake City Law – Water Ordinance: Still in the process of reviewing and editing by the Board.
- 2.) Update: Review Water and Wastewater Rate Study: Tabled to the next meeting.
- 3.) Update: Customer Information Outreach – State Revolving Fund (SRF) Loan; User Bill Increase: Nothing new to report.
- 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 5:26 PM following a motion from Mr. Frensdorf and seconded by Mr. Bare. 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

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
**June 2023**

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Certified Fees			
4001 · Certified User Fees	677.75	677.76	1,355.51
<b>Total 4000 · Certified Fees</b>	677.75	677.76	1,355.51
4100 · Sewer			
4102 · Sewer Late Fees	600.55	0.00	600.55
4100 · Sewer - Other	15,944.98	0.00	15,944.98
<b>Total 4100 · Sewer</b>	16,545.53	0.00	16,545.53
4200 · Water			
4202 · Water Late Fees	0.00	592.99	592.99
4206 · Water Charge - Water Bond	0.00	5,336.00	5,336.00
4200 · Water - Other	0.00	24,471.28	24,471.28
<b>Total 4200 · Water</b>	0.00	30,400.27	30,400.27
4203 · Water Hook Up Fees	0.00	5,000.00	5,000.00
<b>Total Income</b>	17,223.28	36,078.03	53,301.31
<b>Expense</b>			
6001 · Sewer Maintenance	32,722.83	0.00	32,722.83
7001 · Water Maintenance	0.00	1,377.64	1,377.64
8001 · Vehicle Expense	25.20	25.20	50.40
8002 · Contract Labor	112.50	112.50	225.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	202.98	203.00	405.98
8005 · Office Supplies	18.86	18.88	37.74
8006 · System Operator	4,400.00	0.00	4,400.00
8011 · Postage & Delivery	225.99	289.00	514.99
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
<b>Total 8300 · Fees &amp; Charges</b>	6.00	7.00	13.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
<b>Total 8400 · Maintenance</b>	20.00	20.00	40.00
8500 · Professional Fees			
8501 · Accounting	1,400.00	1,400.00	2,800.00
8502 · Engineering	1,020.63	1,020.62	2,041.25
8503 · Legal Fees	127.50	127.50	255.00
<b>Total 8500 · Professional Fees</b>	2,548.13	2,548.12	5,096.25
8600 · Telephone			
8601 · Auto Dialers	139.60	139.60	279.20
8602 · Office	104.98	104.98	209.96
<b>Total 8600 · Telephone</b>	244.58	244.58	489.16
8700 · Utilities			
8701 · Electric	2,730.58	2,730.57	5,461.15
8703 · Garbage	21.75	21.75	43.50
<b>Total 8700 · Utilities</b>	2,752.33	2,752.32	5,504.65
8800 · Payroll Expenses	2,700.24	2,700.24	5,400.48
<b>Total Expense</b>	46,079.64	10,398.48	56,478.12
<b>Net Ordinary Income</b>	-28,856.36	25,679.55	-3,176.81
<b>Other Income/Expense</b>			
Other Income			

11:37 AM

07/18/23

Accrual Basis

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
June 2023

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	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
4306 · Interest & Penalties Income	245.77	477.93	723.70
Total Other Income	245.77	477.93	723.70
Net Other Income	245.77	477.93	723.70
Net Income	<u><b>-28,610.59</b></u>	<u><b>26,157.48</b></u>	<u><b>-2,453.11</b></u>

# 7/20/23 Bayview Systems Report

## A. Water Production update.

15,530,000 gallons produced by the wells during June. 5,977,000 gallons of consumption registered through customers meters. This works out to 457,000 gallons per day produced by the wells of which 176,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 340 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,553,000 gallons or 62% of production totals by the wells. Some unaccounted for water lost occurred during construction & a main break, and reservoir overflows at Cape Horn Estates reservoirs.

9,718,000 gallons produced by the wells during June last year. 3,438,000 gallons of consumption registered through customers meters. This works out to 294,000 gallons per day produced by the wells of which 104,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 208 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 6,280,000 gallons or 65% of production totals by the wells.

13,328,000 gallons produced by the wells during June 2 years ago. 7,935,000 gallons of consumption registered through customers meters. This works out to 430,000 gallons per day produced by the wells of which 256,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 513 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 5,393,000 gallons or 40% of production totals by the wells.

8,076,000 gallons produced by the wells during June 3 years ago. 4,857,000 gallons of consumption registered through customers meters. This works out to 261,000 gallons per day produced by the wells of which 157,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 333 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,219,000 gallons or 40% of production totals by the wells.

8,891,000 gallons produced by the wells during June 4 years ago. 4,751,000 gallons of consumption registered through customers meters. This works out to 296,000 gallons per day produced by the wells of which 158,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 339 gallons per day, per service connection. (466 service connections). Unaccounted for water lost is 4,140,000 gallons or 47% of production totals by the wells.

## B. Water system items:

- 1- Lightning strike at Cape Horn Estates.
- 2- EPA mandated water service line composition (see main agenda).
- 3- Water line break on Cape Horn Road.
- 4- SCADA Controls update.

## 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- 21 septic tanks were pumped in the past month.
- 2- Annual service of all generators completed.
- 3- Treatment site controls repair update.