

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

REGULAR MEETING MINUTES
August 15, 2024

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 3:30 PM and a roll call confirmed directors, Dan Tindall, Jeanna Hofmeister and Ted Bare were also present.

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

Guests Present: Members of the public.

Consent Agenda: Ms. Hofmeister motioned to approve the consent agenda: approval of the minutes for July 11 & 18, 2024, approval to pay the August monthly bills as listed and the July 2024 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District's operations from July 19, 2024 to August 15, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis presented their report and discussed the ongoing progress of the Water Improvement Project (WIP) and schedule. The date for substantial project completion is September 17, 2024.

New Business:

- 1.) LaRiviere Inc., Claim – Pressure Reducing Valves (PRVs): The Board discussed claims submitted by LaRiviere for costs associated with a change in the scope of work around installing PRVs as well as the need for increased traffic control on Cape Horn during the fall of 2023. More meetings with LaRiviere are needed to come to an agreement. Once those meetings are held, the attending member of the Board will report back to the rest of the Board regarding negotiations for a settlement process or figure(s).
- 2.) Upcoming Deadline for LaRiviere's Work – Cape Horn Line Activation: The date for LaRiviere's substantial completion for Phase One of the Water Improvement Project (WIP) is currently September 17, 2024.
- 3.) Selling Unused Pipe from Water Improvement Project (WIP): Mr. Davis spoke with Steve Burns with the Department of Environmental Quality (DEQ) regarding the sale of the unused waterline attributed to the WIP. The District *can* sell the material but it cannot be for any more or any less than what was paid originally.
- 4.) Sewer Ordinance Review - Wording for Mobile Home/Trailer Parks: Spaces Vs. Stub Outs: After discussion and review of the Equivalent Residence (ER) schedule and wording in the definition

of Mobile Home/Trailer Parks, the Board voted to change the calculations to read “ER = 1 +.70 x No. of Stub-Outs” and include wording in the definition that reads “Whys and Tees of any kind are prohibited”. This was passed after a motion from Ms. Hofmeister and seconded by Mr. Tindall. All were in favor, motion carried.

- 5.) Scenic Bay 2” Meter; Customer Complaint – New Meter Boileau’s: Ms. Roe and Mr. Kuchenski informed the Board that the owner at Scenic Bay has requested that the District does not upsize the commercial meter at their main office from a 1” meter to a 2” meter. Furthermore, they are requesting that the District use this money to install a new meter to serve G-Dock and separate the Buttonhook from the G-Dock account. The District denied this request. It is the District’s responsibility to ensure the existing commercial accounts are served by a 2” meter to provide adequate waterflow for the fees charged. If Scenic Bay wants to separate their infrastructure to their own meters and isolate their use, then they will need to fill out a Service Agreement and pay the corresponding fees for a new meter install.
- 6.) Septic Tank in Taverna Parking Lot Needs to be Located: Mr. Kuchenski said he was made aware there is a septic tank outside the former JDs Bar & Grill, now Taverna, that may be covered over with either gravel or lawn. He has no record of this property being pumped in the past and would like to ensure the tank is located and pumped to avoid potential issues. The Board authorized paying to locate the tank, should it be needed, to the amount of \$200. This was approved following a motion from Mr. Bare and seconded by Mr. Tindall. All were in favor, motion carried. Mr. Hansen said he may have sonar equipment that could alleviate this cost, and he will E-mail the District once he gets back to his office.
- 7.) SCADA System Upgrade for Land Application Site: Mr. Kuchenski is still in the process of obtaining bids; item tabled for now.
- 8.) Approve Fiscal Year 2022-2023 Audit; The fiscal year 2022-2023 audit was approved as presented following a motion from Ms. Hofmeister and seconded by Mr. Tindall. All were in favor, motion carried.
- 9.) Lead/Copper Line Info Flyers – Next Steps: The Board directed staff to send out another informational flyer and survey with the next monthly user bills at the end of August. This will be the second and final attempt.

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 5:15 PM following a motion from Mr. Tindall and seconded by Ms. Hofmesiter. 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 July 2024

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	2,550.00	2,550.00
Total 4000 · Certified Fees	0.00	2,550.00	2,550.00
4100 · Sewer			
4102 · Sewer Late Fees	528.44	0.00	528.44
4100 · Sewer - Other	25,077.53	0.00	25,077.53
Total 4100 · Sewer	25,605.97	0.00	25,605.97
4200 · Water			
4202 · Water Late Fees	0.00	392.24	392.24
4206 · Water Charge - Water Bond	0.00	5,368.00	5,368.00
4200 · Water - Other	0.00	29,497.57	29,497.57
Total 4200 · Water	0.00	35,257.81	35,257.81
Total Income	25,605.97	37,807.81	63,413.78
Expense			
6001 · Sewer Maintenance			
6010 · Commercial Tank Maintenance	13,028.47	0.00	13,028.47
6020 · Residential Tank Maintenance	8,110.00	0.00	8,110.00
6001 · Sewer Maintenance - Other	39,900.48	0.00	39,900.48
Total 6001 · Sewer Maintenance	61,038.95	0.00	61,038.95
7001 · Water Maintenance	0.00	20,321.15	20,321.15
8001 · Vehicle Expense	114.91	114.90	229.81
8002 · Contract Labor	112.50	112.50	225.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	30.49	30.50	60.99
8005 · Office Supplies	84.75	84.77	169.52
8006 · System Operator	4,600.00	2,800.00	7,400.00
8011 · Postage & Delivery	209.53	209.54	419.07
8099 · Miscellaneous	0.00	0.00	0.00
8200 · Insurance Expense			
8202 · Workman's Compensation	68.00	68.00	136.00
Total 8200 · Insurance Expense	68.00	68.00	136.00
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
Total 8300 · Fees & Charges	6.00	7.00	13.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8501 · Accounting	5,018.75	5,018.75	10,037.50
8502 · Engineering	0.00	110.00	110.00
8503 · Legal Fees	102.00	0.00	102.00
Total 8500 · Professional Fees	5,120.75	5,128.75	10,249.50
8600 · Telephone			
8601 · Auto Dialers	145.81	145.81	291.62
8602 · Office	107.48	107.48	214.96
Total 8600 · Telephone	253.29	253.29	506.58
8700 · Utilities			
8701 · Electric	1,248.26	4,523.98	5,772.24
8703 · Garbage	3.75	3.75	7.50

1:44 PM

08/15/24

Accrual Basis

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total 8700 · Utilities	1,252.01	4,527.73	5,779.74
8800 · Payroll Expenses			
8801 · PERSI	249.51	249.51	499.02
8800 · Payroll Expenses - Other	2,968.85	2,968.86	5,937.71
Total 8800 · Payroll Expenses	3,218.36	3,218.37	6,436.73
Total Expense	76,229.54	36,996.50	113,226.04
Net Ordinary Income	-50,623.57	811.31	-49,812.26
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	228.81	527.04	755.85
Total Other Income	228.81	527.04	755.85
Net Other Income	228.81	527.04	755.85
Net Income	<u>-50,394.76</u>	<u>1,338.35</u>	<u>-49,056.41</u>

8/15/24 Bayview Systems Report

A. Water Production update.

18,156,000 gallons produced by the wells during July. 8,961,000 gallons of consumption registered through customers meters. This works out to 550,000 gallons per day produced by the wells of which 272,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 522 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 9,195,000 gallons or 51% of production totals by the wells.

16,188,000 gallons produced by the wells during July last year. 8,633,000 gallons of consumption registered through customers meters. This works out to 558,000 gallons per day produced by the wells of which 298,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 576 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 7,555,000 gallons or 47% of production totals by the wells.

13,870,000 gallons produced by the wells during July 2 years ago. 7,576,000 gallons of consumption registered through customers meters. This works out to 462,000 gallons per day produced by the wells of which 253,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (508 service connections). Unaccounted for water lost is 6,294,000 gallons or 45% of production totals by the wells.

17,524,000 gallons produced by the wells during July 3 years ago. 12,618,000 gallons of consumption registered through customers meters. This works out to 565,000 gallons per day produced by the wells of which 407,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 816 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 4,906,000 gallons or 38% of production totals by the wells.

10,250,000 gallons produced by the wells during July 4 years ago. 5,802,000 gallons of consumption registered through customers meters. This works out to 342,000 gallons per day produced by the wells of which 193,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 411 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,448,000 gallons or 43% of production totals by the wells.

11,477,000 gallons produced by the wells during July 5 years ago. 7,075,000 gallons of consumption registered through customers meters. This works out to 359,000 gallons per day produced by the wells of which 221,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (469 service connections). Unaccounted for water lost is 4,402,000 gallons or 38% of production totals by the wells.

B. Water system items:

- 1- EPA mandated water service line composition (see main agenda).
- 2- Cape Horn Road project continues.
- 3- Well #8 generator installation & startup 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 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- 6 septic tanks were pumped in the past month.
- 2- Land Application Treatment is operational.
- 3- Quote for Sewer Triplex and Land App treatment site SCADA controls from Bigfoot (main agenda).
- 4- Sand filter beds actuators on order from RC Worst.