

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

REGULAR MEETING MINUTES

August 17, 2023

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 3:30 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 July 20 & August 9, 2023, approval to pay the August monthly bills as listed and the July 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 July 2023 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from July 21, 2023 to August 17, 2023 (attached).

Engineering Report – Update/Discussion: Mr. Davis informed the Board that the Defense Community Infrastructure Project (DCIP) grant application is projected to be submitted on August 18, 2023. The first phase of the Water Improvement Project will be wrapped up by the end of October of this year and resume in spring of 2024.

New Business:

- 1.) DCIP Grant Award: The District has made it through the funding selection and been preliminarily awarded a grant for \$900,000. Now the District needs to file the application and complete all documentation and requirements to formally accept and receive the award by August 25, 2023. Keller plans to submit the application to the Office of Local Defense Community Cooperation (OLDCC) on August 18, 2023; at which time the District staff will work closely with OLDCC to send all related backup documentation and financials over the next month.
- 2.) Keller General Engineering Amendment #4: Amendment four was approved following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried.
- 3.) Personnel Policy Manual Amendment: The updated personnel policy manual was approved following a motion from Mr. Franz and seconded by Mr. Bare. All were in favor, motion carried.
- 4.) Change Board Meeting Date for September: The District Treasurer and District Clerk will be attending the annual Idaho City Clerks, Treasurers and Financial Officers Association (ICCTFOA) conference in Boise on the regularly scheduled Board meeting September 21, 2023.

The Board pushed the meeting out one week to September 28, 2023 following a motion from Mr. Franz and seconded by Mr. Frensdorf. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Site Inspections Progress Report: Mr. Kuhman will start to draft a plan for how much time this project will take so the District can budget for the project funds for the upcoming fiscal year 2023-2024.
- 2.) Review Board Action Item List: The Board reviewed and updated the BAIL.
- 3.) Delinquent List: The Board reviewed the delinquent list.

The Board entered into executive session at 5:07 PM under Idaho Code §74-206(1)(b): To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. The motion was made by Mr. Frensdorf and seconded by Mr. Bare. A roll call vote was taken: Chairman Shon Luoma; aye, Vice-chair Paul Franz; aye, director Ted Bare; aye, director Jeff Frensdorf; aye. All were in favor, motion carried.

The Board exited executive session at 5:47 PM. No decisions were made involving personnel as a result of the executive session.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:48 PM following a motion from Chairman Luoma and seconded by Mr. Frensdorf. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Shon Luoma
Chair of the Board

Bayview Water & Sewer District
Profit & Loss by Class
July 2023

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	1,350.35	1,443.09	2,793.44
Total 4000 · Certified Fees	1,350.35	1,443.09	2,793.44
4100 · Sewer			
4102 · Sewer Late Fees	209.12	0.00	209.12
4100 · Sewer - Other	15,944.98	0.00	15,944.98
Total 4100 · Sewer	16,154.10	0.00	16,154.10
4200 · Water			
4202 · Water Late Fees	0.00	418.99	418.99
4206 · Water Charge - Water Bond	0.00	5,336.00	5,336.00
4200 · Water - Other	0.00	27,085.09	27,085.09
Total 4200 · Water	0.00	32,840.08	32,840.08
Total Income	17,504.45	34,283.17	51,787.62
Expense			
6001 · Sewer Maintenance	33,723.15	0.00	33,723.15
7001 · Water Maintenance	13.70	7,902.12	7,915.82
8001 · Vehicle Expense	65.25	65.26	130.51
8002 · Contract Labor	112.50	112.50	225.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	250.49	250.50	500.99
8006 · System Operator	4,400.00	2,800.00	7,200.00
8009 · Property Taxes	0.00	20.50	20.50
8010 · Training/Conferences	222.89	222.89	445.78
8011 · Postage & Delivery	226.76	226.77	453.53
8200 · Insurance Expense			
8202 · Workman's Compensation	129.00	129.00	258.00
Total 8200 · Insurance Expense	129.00	129.00	258.00
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
8402 · Office	67.50	67.50	135.00
Total 8400 · Maintenance	87.50	87.50	175.00
8500 · Professional Fees			
8502 · Engineering	545.62	545.63	1,091.25
Total 8500 · Professional Fees	545.62	545.63	1,091.25
8600 · Telephone			
8601 · Auto Dialers	138.62	138.62	277.24
8602 · Office	104.98	104.98	209.96
Total 8600 · Telephone	243.60	243.60	487.20
8700 · Utilities			
8701 · Electric	3,008.02	3,008.03	6,016.05
8703 · Garbage	28.25	28.25	56.50
Total 8700 · Utilities	3,036.27	3,036.28	6,072.55
8800 · Payroll Expenses	2,626.23	2,626.23	5,252.46
Total Expense	45,788.96	18,375.78	64,164.74
Net Ordinary Income	-28,284.51	15,907.39	-12,377.12

8:12 PM

08/15/23

Accrual Basis

Bayview Water & Sewer District
Profit & Loss by Class
July 2023

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Other Income/Expense			
Other Income			
4306 - Interest & Penalties Income	222.10	575.86	797.96
Total Other Income	<u>222.10</u>	<u>575.86</u>	<u>797.96</u>
Net Other Income	<u>222.10</u>	<u>575.86</u>	<u>797.96</u>
Net Income	<u><u>-28,062.41</u></u>	<u><u>16,483.25</u></u>	<u><u>-11,579.16</u></u>

8/17/23 Bayview Systems Report

A. Water Production update.

16,188,000 gallons produced by the wells during July. 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 last year. 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 2 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 3 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 4 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- New radiator shroud installed on well 7 generator.
- 2- EPA mandated water service line composition (see main agenda).
- 3- 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- 7 septic tanks were pumped in the past month.
- 2- Treatment site controls repair update.
- 3- Thinning of land application site completed.