

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

REGULAR MEETING MINUTES
September 15, 2022

Call to Order and Roll Call: Chairman Ted Bare opened the meeting at 3:30 PM and a roll call confirmed Vice-Chair Shon Luoma and directors Paul Franz, and Patricia Johnson (via Zoom) 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: Jeff Frensdorf and members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for August 19 & 24, 2022, approval to pay the September monthly bills as listed and the August 2022 financial reports. The motion was seconded by Mr. Franz. All were in favor, motion carried.

Oath of Office: The Board met and interviewed prospective new board member Jeff Frensdorf. After discussion, Mr. Frensdorf was sworn in, read the oath of office and made the newest Board member following a motion from Mr. Franz and seconded by Mr. Luoma. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from August 20, 2022 to September 15, 2022 (attached).

Treasurer's Report: Ms. Roe presented the Profit and Loss compared to budget for the month of August 2022 (attached).

Engineering Report – Update/Discussion: Mr. Davis said the advertising for open bidding, phase one, is still ongoing and all bids are due by September 21 at 2:00 PM; all received bids will be read aloud. Engineering report attached. Mr. Kuchenski inquired with Mr. Davis on whether new SCADA equipment is incorporated in Phase One bidding and construction. Mr. Davis said the only portion of SCADA equipment incorporated in phase one is anything new going into the Dromore Booster Station upgrade/expansion.

New Business:

- 1.) DCIP Grant & ARPA Grant: Unfortunately, the District was informed that they were not chosen for the Defense Community Infrastructure Program (DCIP) Grant for \$950,000. The American Rescue Plan Act (ARPA) grant filing deadline for the \$393,215 is December 30, 2022 but the District has already been awarded some ARPA grant funds in the amount of \$750,000.
- 2.) Storage Needs for Phase One Material Procurement: The contracting company who is awarded phase one of the Water Improvement Project will be responsible for determining the location of the material storage but the District is willing to entertain the idea of using the open field at the office should they be approached with the idea.

- 3.) Bayview Community Center – BWSD Land Upkeep Proposal: Discussion is tabled until the Board knows more about the direction of the Water Improvement Project and the storage needs.
- 4.) Make Paul Franz Signer on Bank Account: Mr. Luoma motioned to make Mr. Franz a signer on the accounts, seconded by Chairman Bare. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Cape Horn Meter Replacement – Signed Owner Agreements for Cost to Replace: Mr. Kuhman located six out of the eight signed agreements. He will contact the County to try and locate the other two signed agreements. Two of the six located agreements have already had their meters replaced and relocated. The Board directed Ms. Roe to send a copy of the agreements to the current homeowners.
- 2.) Review Board Action Item List: The Board reviewed and updated the BAIL. Mr. Hansen suggested that the District contact Matt Plaisted and inquire with him whether DEQ really is requiring the District to have a completed Operations & Maintenance manual *before* the Water Improvement startup or *following* the completion. It could be a waste of time and money to do the manual only to change it later with the improvements made from the project.
- 3.) Delinquent List: The Board reviewed the delinquent list.
- 4.) Site Inspections Progress Report: Ms. Roe updated the Board on the progress throughout the month and next steps to be taken.
- 5.) Update: Lake City Law – Water Ordinance: Ms. Roe informed the Board that Lake City Law and Caitlin Kling are setting bi-weekly meetings and moving forward with the water ordinance.

Executive Session [Idaho Code §74-206(1)(b)]: The Board motioned to move into executive session following a roll call vote: Chairman Ted Bare; aye, Vice-Chair Shon Luoma; aye, Paul Franz; aye, Jeff Frensdorf; aye, Patricia Johnson; not present. The Board exited executive session at 5:32 pm. No motions or decisions were made following the closure of executive session.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:45 PM following a motion from Mr. Franz and seconded by Mr. Luoma. All were in favor, motion carried.

Announcements: None.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ted Bare
Chair of the Board

9/15/22 Bayview Systems Report

A. Water Production update.

15,913,000 gallons produced by the wells during August. 7,939,000 gallons of consumption registered through customers meters. This works out to 482,000 gallons per day produced by the wells of which 241,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (513 service connections). Unaccounted for water lost is 7,974,000 gallons or 50% of production totals by the wells.

17,221,000 gallons produced by the wells during August last year. 10,113,000 gallons of consumption registered through customers meters. This works out to 538,000 gallons per day produced by the wells of which 316,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 632 gallons per day, per service connection. (500 service connections). Unaccounted for water lost is 7,108,000 gallons or 41% of production totals by the wells.

12,103,000 gallons produced by the wells during August 3 years ago. 8,574,000 gallons of consumption registered through customers meters. This works out to 403,000 gallons per day produced by the wells of which 286,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 607 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,529,000 gallons or 29% of production totals by the wells.

10,804,000 gallons produced by the wells during August 4 years ago. 6,765,000 gallons of consumption registered through customers meters. This works out to 349,000 gallons per day produced by the wells of which 218,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is 4,039,000 gallons or 37% of production totals by the wells.

B. Water system items:

- 1- SCADA system update.
- 2- Replacing bad meters.
- 3- Annual sampling including lead/copper samples this month.

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- Sewer treatment site update.
 - a. The land application treatment site is back online. Two of five spray zone valves have failed. Waiting for parts for both spray zones.
- 2- 4 septic tanks have been pumped in the past month.
- 3- Mysterious septic tank lids on Cape Horn Road.

Bayview Water & Sewer District Profit & Loss Budget vs. Actual December 2021 through August 2022

	TOTAL			
	Dec '21 - Aug 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Certified Fees				
4001 · Certified User Fees	10,429.31	8,000.00	2,429.31	130.37%
Total 4000 · Certified Fees	10,429.31	8,000.00	2,429.31	130.37%
4100 · Sewer				
4102 · Sewer Late Fees	1,867.08	2,560.00	-692.92	72.93%
4100 · Sewer - Other	135,040.02	182,000.00	-46,959.98	74.2%
Total 4100 · Sewer	136,907.10	184,560.00	-47,652.90	74.18%
4103 · Sewer Inspection Fees	540.00	0.00	540.00	100.0%
4104 · Sewer Hook Up Fees	7,200.00	6,400.00	800.00	112.5%
4200 · Water				
4202 · Water Late Fees	3,436.22	3,840.00	-403.78	89.49%
4206 · Water Charge - Water Bond	36,792.00	0.00	36,792.00	100.0%
4200 · Water - Other	147,413.87	220,000.00	-72,586.13	67.01%
Total 4200 · Water	187,642.09	223,840.00	-36,197.91	83.83%
4203 · Water Hook Up Fees	55,000.00	60,000.00	-5,000.00	91.67%
4204 · Water Cap Fee	14,560.00	0.00	14,560.00	100.0%
Total Income	412,278.50	482,800.00	-70,521.50	85.39%
Expense				
6001 · Sewer Maintenance	38,056.59	103,800.00	-65,743.41	36.66%
7001 · Water Maintenance	120,224.01	80,172.00	40,052.01	149.96%
8001 · Vehicle Expense	2,251.22	4,000.00	-1,748.78	56.28%
8002 · Contract Labor	2,275.00	11,000.00	-8,725.00	20.68%
8003 · Director's Fees	1,700.00	3,000.00	-1,300.00	56.67%
8004 · Dues & Subscriptions	2,945.89	3,000.00	-54.11	98.2%
8005 · Office Supplies	820.07	1,000.00	-179.93	82.01%
8006 · System Operator	63,000.00	84,000.00	-21,000.00	75.0%
8009 · Property Taxes	58.40	200.00	-141.60	29.2%
8010 · Training/Conferences	0.00	2,400.00	-2,400.00	0.0%
8011 · Postage & Delivery	4,006.97	4,620.00	-613.03	86.73%
8012 · Printing & Reproduction	297.42	1,500.00	-1,202.58	19.83%
8100 · Equipment & Tools				
8101 · Office Equipment	239.72	500.00	-260.28	47.94%
Total 8100 · Equipment & Tools	239.72	500.00	-260.28	47.94%
8200 · Insurance Expense				
8201 · Liability Insurance	4,147.00	8,300.00	-4,153.00	49.96%
8202 · Workman's Compensation	408.00	0.00	408.00	100.0%
Total 8200 · Insurance Expense	4,555.00	8,300.00	-3,745.00	54.88%
8300 · Fees & Charges				
8301 · Bank Fees	160.01	194.00	-33.99	82.48%
8302 · Assessment Fees	1,410.00	1,890.00	-480.00	74.6%
Total 8300 · Fees & Charges	1,570.01	2,084.00	-513.99	75.34%
8400 · Maintenance				
8401 · Janitorial	280.00	480.00	-200.00	58.33%
8402 · Office	1,073.10	1,020.00	53.10	105.21%

Bayview Water & Sewer District
Profit & Loss Budget vs. Actual
 December 2021 through August 2022

	TOTAL			
	Dec '21 - Aug 22	Budget	\$ Over Budget	% of Budget
8400 · Maintenance - Other	0.00	0.00	0.00	0.0%
Total 8400 · Maintenance	1,353.10	1,500.00	-146.90	90.21%
8500 · Professional Fees				
8501 · Accounting	12,046.25	12,000.00	46.25	100.39%
8502 · Engineering	7,392.50	20,000.00	-12,607.50	36.96%
8503 · Legal Fees	8,800.50	14,000.00	-5,199.50	62.86%
Total 8500 · Professional Fees	28,239.25	46,000.00	-17,760.75	61.39%
8600 · Telephone				
8601 · Auto Dialers	1,872.91	0.00	1,872.91	100.0%
8602 · Office	2,099.60	0.00	2,099.60	100.0%
Total 8600 · Telephone	3,972.51	0.00	3,972.51	100.0%
8700 · Utilities				
8701 · Electric	42,565.44	0.00	42,565.44	100.0%
8702 · Propane	64.56	0.00	64.56	100.0%
8703 · Garbage	228.95	0.00	228.95	100.0%
8700 · Utilities - Other	0.00	70,000.00	-70,000.00	0.0%
Total 8700 · Utilities	42,858.95	70,000.00	-27,141.05	61.23%
8800 · Payroll Expenses	43,839.47	56,874.00	-13,034.53	77.08%
Total Expense	362,263.58	483,950.00	-121,686.42	74.86%
Net Ordinary Income	50,014.92	-1,150.00	51,164.92	-4,349.12%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	157.61	250.00	-92.39	63.04%
4400 · Miscellaneous Income	9,826.21	900.00	8,926.21	1,091.8%
Total Other Income	9,983.82	1,150.00	8,833.82	868.16%
Net Other Income	9,983.82	1,150.00	8,833.82	868.16%
Net Income	59,998.74	0.00	59,998.74	100.0%