

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

REGULAR MEETING MINUTES
September 19, 2024

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, directors, Dan Tindall, Jeanna Hofmeister and Ted Bare were also present.

Others Present: District treasurer Jessie Roe, District operators Bob Hansen and Bob Kuchenski and 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 August 15 & September 4 & 6, 2024, approval to pay the September monthly bills as listed and the August 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 August 2024 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from August 16, 2024 to September 19, 2024 (attached).

Engineering Report – Update/Discussion: Mr. Davis presented their engineering report and discussed the ongoing progress of the Water Improvement Project (WIP) and schedule. The date for substantial project completion was September 17, 2024 and has not been reached due to a delay at Limekiln Booster Station and the generator needing a second 1,000 gallon propane tank in order to have adequate startup. Along with the second propane tank, a second pad will need to be poured for the tank.

New Business:

- 1.) 34005 Corbin – ER Use and Septic Pumping Bill: The property owner was heard by the Board and she protested paying for the pumping bill because the outlet baffle was not set properly and likely caused the tank to not drain; therefore, required more frequent pumping. The Board voted to pay for the pumping bill dated May 13, 2024 following a motion from Mr. Franz and seconded by Ms. Hofmeister. All were in favor, motion carried.
- 2.) 16538 E 6th – Septic Tank Abandonment Bill; Reimbursement Request: After much discussion with the Board and property owner it was determined that more information was needed on both sides to discover what the history of the property is, how many tanks may be on the property and how many ER's the property holds now that lots have been consolidated.

- 3.) Sewer Ordinance 21-2; Section 4 – ER Use and Multi-Family Dwellings: The Board discussed their existing sewer ordinance and decided there were no changes to be made and, therefore, no action to be taken at this time.
- 4.) Surplus Material from Water Improvement Project: The Board directed Mr. Kuchenski to obtain the specification of the unused generator to determine whether the District could, or should, sell it at auction. Item tabled until next month.
- 5.) SCADA System Upgrade Quote for Land Application Site: The bid for the Land Application SCADA Integration in the amount of \$6,058.67 and the bid for the Triplex Lift Station Telemetry in the amount of \$13,447.07 was approved following a motion from Mr. Franz and seconded by Chairman Luoma. All were in favor, motion carried.
- 6.) Meeting Decorum: Item tabled until the November 21, 2024 Board meeting so director Hofmeister can attend the ICRMP training workshop “Navigating Idaho’s Open Meeting Law: Your Guide to Transparency & Compliance” on October 30, 2024.

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 5:53 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 by Class
August 2024

| | 01 - Sewer | 02 - Water | TOTAL |
|--|------------|------------|-----------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4000 · Certified Fees | | | |
| 4001 · Certified User Fees | 0.00 | 2,884.81 | 2,884.81 |
| Total 4000 · Certified Fees | 0.00 | 2,884.81 | 2,884.81 |
| 4100 · Sewer | | | |
| 4102 · Sewer Late Fees | 106.72 | 0.00 | 106.72 |
| 4100 · Sewer - Other | 25,077.53 | 0.00 | 25,077.53 |
| Total 4100 · Sewer | 25,184.25 | 0.00 | 25,184.25 |
| 4200 · Water | | | |
| 4202 · Water Late Fees | 0.00 | 275.11 | 275.11 |
| 4206 · Water Charge - Water Bond | 0.00 | 5,368.00 | 5,368.00 |
| 4200 · Water - Other | 0.00 | 27,673.21 | 27,673.21 |
| Total 4200 · Water | 0.00 | 33,316.32 | 33,316.32 |
| 4201 · Commercial Water | 0.00 | -50.00 | -50.00 |
| Total Income | 25,184.25 | 36,151.13 | 61,335.38 |
| Expense | | | |
| 6001 · Sewer Maintenance | | | |
| 6010 · Commercial Tank Maintenance | 1,000.00 | 0.00 | 1,000.00 |
| 6020 · Residential Tank Maintenance | 5,150.00 | 0.00 | 5,150.00 |
| 6001 · Sewer Maintenance - Other | 7,805.08 | 0.00 | 7,805.08 |
| Total 6001 · Sewer Maintenance | 13,955.08 | 0.00 | 13,955.08 |
| 7001 · Water Maintenance | 0.00 | 303.14 | 303.14 |
| 8001 · Vehicle Expense | 171.96 | 171.95 | 343.91 |
| 8002 · Contract Labor | 112.50 | 112.50 | 225.00 |
| 8003 · Director's Fees | 100.00 | 100.00 | 200.00 |
| 8004 · Dues & Subscriptions | 170.49 | 170.50 | 340.99 |
| 8006 · System Operator | 4,600.00 | 2,900.00 | 7,500.00 |
| 8011 · Postage & Delivery | 352.61 | 352.61 | 705.22 |
| 8300 · Fees & Charges | | | |
| 8301 · Bank Fees | 6.00 | 7.00 | 13.00 |
| Total 8300 · Fees & Charges | 6.00 | 7.00 | 13.00 |
| 8500 · Professional Fees | | | |
| 8501 · Accounting | 3,750.00 | 3,750.00 | 7,500.00 |
| 8503 · Legal Fees | 17.00 | 0.00 | 17.00 |
| Total 8500 · Professional Fees | 3,767.00 | 3,750.00 | 7,517.00 |
| 8600 · Telephone | | | |
| 8601 · Auto Dialers | 146.22 | 146.22 | 292.44 |
| 8602 · Office | 107.48 | 107.48 | 214.96 |
| Total 8600 · Telephone | 253.70 | 253.70 | 507.40 |
| 8700 · Utilities | | | |
| 8701 · Electric | 1,438.14 | 5,720.20 | 7,158.34 |
| 8703 · Garbage | 3.75 | 3.75 | 7.50 |
| Total 8700 · Utilities | 1,441.89 | 5,723.95 | 7,165.84 |
| 8800 · Payroll Expenses | | | |
| 8801 · PERSI | 249.47 | 249.47 | 498.94 |
| 8800 · Payroll Expenses - Other | 2,782.21 | 2,782.22 | 5,564.43 |
| Total 8800 · Payroll Expenses | 3,031.68 | 3,031.69 | 6,063.37 |
| Total Expense | 27,962.91 | 16,877.04 | 44,839.95 |
| Net Ordinary Income | -2,778.66 | 19,274.09 | 16,495.43 |

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

| | <u>01 - Sewer</u> | <u>02 - Water</u> | <u>TOTAL</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|
| Other Income/Expense | | | |
| Other Income | | | |
| 4306 · Interest & Penalties Income | <u>223.67</u> | <u>641.04</u> | <u>864.71</u> |
| Total Other Income | <u>223.67</u> | <u>641.04</u> | <u>864.71</u> |
| Net Other Income | <u>223.67</u> | <u>641.04</u> | <u>864.71</u> |
| Net Income | <u>-2,554.99</u> | <u>19,915.13</u> | <u>17,360.14</u> |

9/19/24 Bayview Systems Report

A. Water Production update.

16,290,000 gallons produced by the wells during August. 7,787,000 gallons of consumption registered through customers meters. This works out to 543,000 gallons per day produced by the wells of which 260,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 499 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 8,503,000 gallons or 52% of production totals by the wells.

18,933,000 gallons produced by the wells during August last year. 9,344,000 gallons of consumption registered through customers meters. This works out to 574,000 gallons per day produced by the wells of which 283,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 547 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,589,000 gallons or 51% of production totals by the wells.

15,913,000 gallons produced by the wells during August 2 years ago. 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 3 years ago. 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 4 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 5 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- EPA mandated water service line composition (see main agenda).
- 2- Cape Horn Road project (engineer's report).
- 3- Well #8 generator installation & startup update.
- 4- Well #7 mystery transmission lines located.

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- 7 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.
- 5- New valve proposed for land app site more efficient operations.