

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

**REGULAR MEETING MINUTES**

October 17, 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 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 September 19 & 25, 2024, approval to pay the October monthly bills as listed and the September 2024 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried. Chairman Luoma motioned to amend the agenda to move: Public Comments and Old Business to before the executive session. This was seconded by Mr. Franz. All were in favor, motion carried.

**Reports:**

**Treasurer's Report:** Ms. Roe was not present for the meeting, but the treasurer's report was given to the Board for review (attached).

**Operator Report:** Mr. Kuchenski reported on the District's operations from September 20, 2024 to October 17, 2024 (attached).

**Engineering Report – Update/Discussion:** Mr. Davis said that he and Ms. Roe will be attending a meeting with Department of Environmental Quality to discuss the potential for more funding to stay within budget and finish the remaining items on the Water Improvement Project.

**New Business:**

- 1.) Update on the Progression and Complications from the Cape Horn Tie-in for the Water Improvement Project (WIP): The Board would like to remove the only two meter sets (without active meters) connected into a 4-inch line running alongside the new 8-inch line and go ahead and make connection into the new 8-inch line to eliminate the 4-inch entirely.
- 2.) 16538 E 6<sup>th</sup> – Septic Tank Abandonment Bill; Reimbursement Request: Tabled until new information is gathered.
- 3.) Surplus Material from Water Improvement Project: The generator is valued at \$4,000 but the District would like to keep it on hand at this time.
- 4.) Ralph's Coffee Shop - Septic Tank Quotes: After reviewing the three quotes that Mr. Kuchenski obtained, Mr. Franz motioned to accept the lowest bid of \$2,250 from Cat's Eye Excavation, followed by a second from Mr. Tindall. All were in favor, motion carried.

- 5.) District Office Building - Skirting Quotes: After reviewing the two quotes that Ms. Roe obtained, the board moved to accept the bid from Gilly's Construction, Option A, for \$8,150, with the understanding that all licenses are in place. This was approved following a motion from Mr. Franz and seconded by Ms. Hofmeister. All were in favor, motion carried.
- 6.) Meeting Decorum; *Tabled to November 21, 2024 Meeting*: No Discussion or decision on this for this meeting.

**Old/Ongoing Business:**

- 1.) Delinquent List: The Board reviewed the current delinquent list.
- 2.) Review Board Action Item List: The Board did not review the list this month, as there are no changes or updates at this time.

**Public Matters/Guests:** One customer mentioned that his pressure has decreased recently with the Water Improvement Project. Mr. Kuchenski let him know that there is still some fine tuning with the pressure reducing valves (PRVs) and it is not a final project yet. The customer also expressed his displeasure with the company, LaRiviere, Inc., that was hired to complete the project. The Board informed him that the District was required, by law, to accept the lowest responsive bidder and that was the company who was awarded based on the requirements.

- 7.) **EXECUTIVE SESSION Idaho Code §74-206(1)(b):** The Board entered into executive session at 4:37 PM following a roll call vote: Shon Luoma; aye, Ted Bare; aye, Jeanna Hofmeister; aye, Dan Tindall; aye, Paul Franz; aye. All were in favor, motion carried. The Board exited executive session at 5:00 PM and resumed the regular meeting.
- 8.) Decision Resulting from Discussion Inside Executive Session: The Board voted to accept the employee evaluations as submitted by Chairman Luoma following a motion from Mr. Franz and seconded by Ms. Hofmeister.

With no further business to discuss the regular meeting was adjourned at 5:01 PM following a motion from Mr. Franz and seconded by Ms. Hofmeister. 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**  
**September 2024**

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · Sewer			
4102 · Sewer Late Fees	202.35	0.00	202.35
4100 · Sewer - Other	25,077.53	0.00	25,077.53
<b>Total 4100 · Sewer</b>	<b>25,279.88</b>	<b>0.00</b>	<b>25,279.88</b>
4103 · Sewer Inspection Fees	90.00	0.00	90.00
4200 · Water			
4202 · Water Late Fees	0.00	366.26	366.26
4206 · Water Charge - Water Bond	0.00	5,368.00	5,368.00
4200 · Water - Other	0.00	23,940.22	23,940.22
<b>Total 4200 · Water</b>	<b>0.00</b>	<b>29,674.48</b>	<b>29,674.48</b>
<b>Total Income</b>	<b>25,369.88</b>	<b>29,674.48</b>	<b>55,044.36</b>
<b>Expense</b>			
6001 · Sewer Maintenance			
6020 · Residential Tank Maintenance	5,410.00	0.00	5,410.00
6001 · Sewer Maintenance - Other	12,045.60	0.00	12,045.60
<b>Total 6001 · Sewer Maintenance</b>	<b>17,455.60</b>	<b>0.00</b>	<b>17,455.60</b>
7001 · Water Maintenance	0.00	2,240.45	2,240.45
8001 · Vehicle Expense	188.50	171.52	360.02
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	7.99	8.00	15.99
8005 · Office Supplies	103.84	103.84	207.68
8006 · System Operator	4,600.00	3,000.00	7,600.00
8010 · Training/Conferences	547.89	547.89	1,095.78
8011 · Postage & Delivery	334.84	334.84	669.68
8200 · Insurance Expense			
8201 · Liability Insurance	3,004.50	3,004.50	6,009.00
<b>Total 8200 · Insurance Expense</b>	<b>3,004.50</b>	<b>3,004.50</b>	<b>6,009.00</b>
8300 · Fees & Charges			
8301 · Bank Fees	6.00	7.00	13.00
8302 · Assessment Fees	0.00	470.00	470.00
<b>Total 8300 · Fees &amp; Charges</b>	<b>6.00</b>	<b>477.00</b>	<b>483.00</b>
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
<b>Total 8400 · Maintenance</b>	<b>20.00</b>	<b>20.00</b>	<b>40.00</b>
8500 · Professional Fees			
8502 · Engineering	0.00	920.00	920.00
8503 · Legal Fees	94.00	59.00	153.00
<b>Total 8500 · Professional Fees</b>	<b>94.00</b>	<b>979.00</b>	<b>1,073.00</b>
8600 · Telephone			
8601 · Auto Dialers	146.22	146.22	292.44
8602 · Office	107.48	107.48	214.96
<b>Total 8600 · Telephone</b>	<b>253.70</b>	<b>253.70</b>	<b>507.40</b>
8700 · Utilities			
8701 · Electric	1,446.68	5,225.44	6,672.12
8703 · Garbage	44.25	44.25	88.50
<b>Total 8700 · Utilities</b>	<b>1,490.93</b>	<b>5,269.69</b>	<b>6,760.62</b>
8800 · Payroll Expenses			
8801 · PERSI	246.22	246.22	492.44
8800 · Payroll Expenses - Other	2,781.03	2,781.03	5,562.06

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
**September 2024**

	01 - Sewer	02 - Water	TOTAL
Total 8800 · Payroll Expenses	3,027.25	3,027.25	6,054.50
Total Expense	31,260.04	19,562.68	50,822.72
Net Ordinary Income	-5,890.16	10,111.80	4,221.64
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	264.80	615.38	880.18
Total Other Income	264.80	615.38	880.18
Net Other Income	264.80	615.38	880.18
Net Income	<b>-5,625.36</b>	<b>10,727.18</b>	<b>5,101.82</b>

## 10/17/24 Bayview Systems Report

### A. Water Production update.

13,182,000 gallons produced by the wells during September. 5,602,000 gallons of consumption registered through customers meters. This works out to 455,000 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 370 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 7,580,000 gallons or 58% of production totals by the wells.

13,029,000 gallons produced by the wells during September last year. 4,330,000 gallons of consumption registered through customers meters. This works out to 449,000 gallons per day produced by the wells of which 149,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 288 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 8,699,000 gallons or 67% of production totals by the wells. Unaccounted for water lost increased this past month due to reservoir overflows and line flushing. These issues have been corrected.

11,259,000 gallons produced by the wells during September 2 years ago. 5,536,000 gallons of consumption registered through customers meters. This works out to 375,000 gallons per day produced by the wells of which 185,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 361 gallons per day, per service connection. (513 service connections). Unaccounted for water lost is 5,723,000 gallons or 51% of production totals by the wells.

8,934,000 gallons produced by the wells during September 3 years ago. 4,763,000 gallons of consumption registered through customers meters. This works out to 298,000 gallons per day produced by the wells of which 159,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 317 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,171,000 gallons or 47% of production totals by the wells.

10,999,000 gallons produced by the wells during September 4 years ago. 6,991,000 gallons of consumption registered through customers meters. This works out to 324,000 gallons per day produced by the wells of which 206,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 437 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,008,000 gallons or 36% of production totals by the wells.

7,560,000 gallons produced by the wells during September 5 years ago. 3,881,000 gallons of consumption registered through customers meters. This works out to 236,000 gallons per day produced by the wells of which 121,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 260 gallons per day, per service connection. (465 service connections). Unaccounted for water lost is 3,679,000 gallons or 49% of production totals by the wells.

B. Water system items:

- 1- EPA mandated water service line composition (see main agenda).
- 2- Dromore project (engineer's report).
- 3- Well #8 & Dromore/Limekiln generators installation & startup update.
- 4- Well #7 mystery transmission lines 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- 2 septic tanks were pumped in the past month.
- 2- Land Application Treatment to be shutdown for the season.
- 3- Sewer Triplex and Land App treatment site SCADA controls update.
- 4- Sand filter beds actuators on order from RC Worst.
- 5- New valve proposed for land app site more efficient operations.