

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

REGULAR MEETING MINUTES
February 20, 2025

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

Others Present: District administrative treasurer Jessie Roe, District clerk Logan Todhunter, District operators Bob Kuchenski and Bob Hansen, 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 January 20, 2025, approval to pay the February monthly bills as listed and the January 2025 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 financial report for January 2025 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from January 17, 2025 to February 20, 2025 (attached).

Engineering Report – Update/Discussion: Mr. Davis said they are following up with LaRiviere regarding installation of the new variable frequency drive (VFD) at the new Dromore booster station; this work would complete Phase One of the Water Improvement Project (WIP) as this portion is at 99% completion. The Phase Two contract with Award Construction, has been signed. Keller will enact a change order eliminating a new roof for the tank to bring the price of the contract down from \$1,451,000. Instead, the project will include rehabilitating the existing roof on the tank. The preconstruction meeting is set for March 4, 2025 and Farragut State Park representatives have been invited.

New Business:

- 1.) Customer Reimbursement Request for Damages After Pressurizing Lines: The Board directed Ms. Roe to make contact with the customer in regards to their insurance company's existing communication with LaRiviere and to verify the progress in that claim. Mr. Franz motioned to authorize a payment of \$5,000 to the customer for their deductible, pursuant to a finalized agreement with their insurance company. The motion was seconded by Mr. Tindall and all were in favor. Motion passed.
- 2.) Sewer Connections/Equivalent Residence (ER) Units & Multi-Family Dwellings: Ms. Hofmeister informed the Board of her and Ms. Roe's meeting with Kootenai County and the City of Coeur d'Alene regarding unauthorized ERU's and how to process them. Ms. Hofmeister

presented an example document provided by the City of CDA of a “clouded title”. This would be filed with the recorder's office in Kootenai County and would notify potential buyers that an unauthorized ERU is on the property and a violation has been issued. The Board then discussed the use of imposing initial violation fines, ongoing monthly fines and the notification process. Much discussion was had surrounding what compliance looks like and what an informational letter to the customers should say. Ms. Hofmeister will draft a letter for the Board to review at the March 20, 2025 regular Board meeting.

- 3.) Sewer Reuse Permit 10-Year Renewal: Mr. Hansen and Mr. Kuchenski said they are unable to find a printed or electronic copy of the Technical Report Outline for Wastewater Land Application (WLA) for Wastewater Reuse Permit # M-105-04 done in 2014/2015. Mr. Hansen suggested that Chairman Luoma send a letter to Department of Environmental Quality (DEQ) explaining why the District is late on the renewal. Mr. Hansen then suggested the District contract the former engineer, Ellery Howard, to get the District compliance with DEQ. Mr. Howard performed the most recent renewal that expired January 1, 2025. Mr. Franz motioned to direct Ms. Roe to reach out to Ellery Howard and his existing engineering firm to engage in a contract with a not-to-exceed of \$7,500. The motion was seconded by Mr. Bare. All were in favor, motion carried.
- 4.) Vehicle Access to the Limekiln Booster Station: Mr. Kuchenski said that it is very difficult to get a vehicle in the parking space at the booster station and he is worried about future needs of getting a repair vehicle onsite. The Board directed Ms. Roe to find the easements for the site and reach out to Keller to determine alternative solutions for this obstacle.

Old/Ongoing Business:

- 1.) Delinquent List: The Board reviewed the current delinquent list.
- 2.) Review Board Action Item List: The Board reviewed the list and made comments and updates as necessary.

Public Matters/Guests: None

With no further business to discuss the regular meeting was adjourned at 5:15 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
January 2025

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	1,507.01	2,064.02	3,571.03
Total 4000 · Certified Fees	1,507.01	2,064.02	3,571.03
4100 · Sewer			
4102 · Sewer Late Fees	221.52	0.00	221.52
4100 · Sewer - Other	25,694.46	0.00	25,694.46
Total 4100 · Sewer	25,915.98	0.00	25,915.98
4200 · Water			
4202 · Water Late Fees	0.00	333.83	333.83
4206 · Water Charge - Water Bond	0.00	5,384.00	5,384.00
4200 · Water - Other	0.00	19,604.50	19,604.50
Total 4200 · Water	0.00	25,322.33	25,322.33
Total Income	27,422.99	27,386.35	54,809.34
Expense			
6001 · Sewer System Expense			
6010 · Commercial Tank Maintenance	2,120.00	0.00	2,120.00
6020 · Residential Tank Maintenance	520.00	0.00	520.00
6001 · Sewer System Expense - Other	2.92	0.00	2.92
Total 6001 · Sewer System Expense	2,642.92	0.00	2,642.92
7001 · Water System Expense	0.00	25,308.46	25,308.46
8001 · Vehicle Expense	32.16	32.16	64.32
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	87.99	87.99	175.98
8005 · Office Supplies	124.38	124.40	248.78
8006 · System Operator	4,600.00	0.00	4,600.00
8011 · Postage & Delivery	0.00	94.44	94.44
8300 · Fees & Charges			
8301 · Bank Fees	21.00	27.00	48.00
Total 8300 · Fees & Charges	21.00	27.00	48.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
Total 8400 · Maintenance	20.00	20.00	40.00
8500 · Professional Fees			
8502 · Engineering	0.00	3,490.00	3,490.00
8503 · Legal Fees	212.50	212.50	425.00
Total 8500 · Professional Fees	212.50	3,702.50	3,915.00
8600 · Telephone			
8601 · Auto Dialers	155.63	155.63	311.26
8602 · Office	107.48	107.48	214.96
Total 8600 · Telephone	263.11	263.11	526.22
8700 · Utilities			
8701 · Electric	1,367.77	5,596.28	6,964.05
8703 · Garbage	10.25	10.25	20.50
Total 8700 · Utilities	1,378.02	5,606.53	6,984.55
8800 · Payroll Expenses			
8801 · PERSI	247.06	247.07	494.13
8800 · Payroll Expenses - Other	2,964.27	2,964.28	5,928.55
Total 8800 · Payroll Expenses	3,211.33	3,211.35	6,422.68

Bayview Water & Sewer District
Profit & Loss by Class
January 2025

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total Expense	12,718.41	38,602.94	51,321.35
Net Ordinary Income	14,704.58	-11,216.59	3,487.99
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	161.61	625.38	786.99
Total Other Income	161.61	625.38	786.99
Net Other Income	161.61	625.38	786.99
Net Income	<u>14,866.19</u>	<u>-10,591.21</u>	<u>4,274.98</u>

2/20/25 Bayview Systems Report

A. Water Production update.

10,542,000 gallons produced by the wells during January. This works out to 340,000 gallons per day produced by the wells. This is the equivalent customer consumption of 653 gallons per day, per service connection. (521 service connections).

9,556,000 gallons produced by the wells during January last year. This works out to 308,000 gallons per day produced by the wells. This is the equivalent customer consumption of 591 gallons per day, per service connection. (521 service connections).

9,871,000 gallons produced by the wells during January 2 years ago. This works out to 318,000 gallons per day produced by the wells. This is the equivalent customer consumption of 620 gallons per day, per service connection. (513 service connections).

10,123,000 gallons produced by the wells during January 3 years ago. This works out to 327,000 gallons per day produced by the wells. This is the equivalent customer consumption of 653 gallons per day, per service connection. (501 service connections).

6,025,000 gallons produced by the wells during January 4 years ago. This works out to 194,000 gallons per day produced by the wells. This is the equivalent customer consumption of 200 gallons per day, per service connection. (471 service connections).

5,026,000 gallons produced by the wells during January 5 years ago. This works out to 162,000 gallons per day produced by the wells. This is the equivalent customer consumption of 345 gallons per day, per service connection. (470 service connections).

B. Water system items:

- 1- While there were significant leaks on the Well #7 transmission line, there are still significant leaks somewhere.
- 2- Replaced one broken water meter in January.
- 3- A couple of homeowners have report frozen water lines on their side of the meter.
- 4- Dromore project punch list updates (engineer's report).

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- One septic tank repair was completed in the past month.
- 2- Land Application Treatment has been shutdown for the season. Startup, weather permitting, will be anytime between the beginning of April and the end of June.
- 3- New valve proposed for land app site more efficient operations (to be revisited in the Spring).