

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

REGULAR MEETING MINUTES
May 15, 2025

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

Oath of Office: Mr. Mark Lewis stood and read his oath of office aloud, officially being sworn in as a member of the Board of Directors.

Others Present: District administrative treasurer Jessie Howard, 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 April 17, 2025, approval to pay the May monthly bills as listed and the April 2025 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Howard presented the Profit and Loss financial report for April 2025 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from April 18, 2025 to May 15, 2025 (attached).

Engineering Report – Update/Discussion: Mr. Davis stated that Phase One of the Water Improvement Project (WIP) is 99% complete. The District will hold a mandatory meeting with LaRiviere to establish the necessary steps to formally close out this phase. Phase Two is progressing on schedule. Tomorrow, the contractors will disinfect the tank and prepare it to be brought back online. This process involves a series of filling and draining cycles. Once completed, water samples will be taken. The District must pass two consecutive tests before the tank can be returned to service.

New Business:

The Board moved item #3 into the #1 position on the agenda to allow Mr. Davis to participate in the discussion before signing off.

- 1.) Quote - Backflow Prevention Assemblies for Marinas: The system operator, Mr. Hansen, noted that the Department of Environmental Quality (DEQ), under IDAPA rules [IDAPA 58.01.08.543], states: *“There must be no connection between the distribution system and any pipes, pumps, hydrants, water loading stations, or tanks whereby unsafe water or other contaminating materials may be discharged or drawn into a public water system (PWS).”* He

emphasized that the potential for contamination alone is sufficient to require a backflow prevention assembly, which must then be tested regularly. The District has requested that Mr. Kuchenski provide a comprehensive list of all metered connections that extend service into the lake.

- 2.) Request for Tree Removal – Bob Weaver: After extensive discussion, the Board denied Mr. Weaver’s request for the District to either remove the trees or assume responsibility should the trees fall. Furthermore, the Board directed staff to issue a letter informing Mr. Weaver that he should have the trees’ integrity assessed by a professional arborist, or a similarly qualified expert, to obtain a knowledgeable opinion. If the assessment results in a recommendation for action, he should submit that request to the party responsible for the alleged damage to the trees. The motion was made by Chairman Luoma and seconded by Mr. Tindall. All were in favor, motion carried.
- 3.) Leak Forgiveness – Maureen Carl: The Board heard from an attending customer who reported that a four-million-gallon leak resulted in a water bill exceeding \$7,000. She explained that she is unable to pay the bill, as the necessary repairs had already cost her over \$4,000. She requested that the Board reconsider the charge and grant forgiveness. She noted that the leak was repaired promptly upon notification. Mr. Tindall motioned to issue a full forgiveness, followed by a second from Mr. Lewis. All were in favor, motion carried.
- 4.) Quote - Sewer Pressure Sensor at the Sewer Land Application Site: The Board directed Mr. Hansen to open communication with the District engineers to review the design of this proposed addition and possible cost savings measures.
- 5.) Quote - Shop Garage Doors: The Board reviewed both quotes placed in front of them by Mr. Kuchenski. The first quote was from North Idaho Garage Door for \$3,200 and the second quote was from Garage Door Center for \$2,256. The quote for Garage Door Center was accepted by the Board following a motion from Ms. Hofmeister and seconded by Chairman Luoma. All were in favor, motion carried. Ms. Howard will coordinate the work to be completed.
- 6.) Quote - Ralph’s Septic Tank Replacement: Ms. Howard reported that the owner of Ralph’s Coffee Shop expressed interest in determining whether the third tank is necessary and whether the connection be relocated to the second tank. The Board directed Ms. Howard to obtain another quote for services that align with this request to see if they could be a cost saving measure for the District.
- 7.) Lakestone Development Update: Ms. Howard reported that the District engineers have reviewed the plans given to them by Lakestone’s engineer and provided comments to align with the District’s requirements. The Board approved the letter following a motion from Mr. Bare and seconded by Ms. Hofmeister. All were in favor, motion carried.
- 8.) Letter to Lakes Highway District Regarding Abandonment to the Public Right of Way Located at the Northwest Corner of Schaeffer’s First Addition: Ms. Hofmeister presented a letter to be submitted to the Lakes Highway District (LHD), opposing the proposed abandonment due to existing and potential waterline placements and easements. The Board approved the letter, contingent upon information to be received from KEC regarding the possibility of “piggy-backing” on their utility easement. The motion was made by Ms. Hofmeister and seconded by Chairman Luoma. All were in favor, motion carried.
- 9.) Adopt District Procurement Policies and Procedures: Ms. Howard presented the District’s new procurement policies and procedures for board review and approval. The policies were adopted

following a motion from Ms. Hofmeister and seconded by Chairman Luoma. All were in favor, motion carried.

- 10.) Discussion Regarding the Final Rate Increase for the State Revolving (SRF) Loan Pertaining to the Closeout of the Water Improvement Project: Ms. Howard presented a financial breakdown that included the final loan amount, principal forgiveness, loan term, number of connected customers, and the cost per customer (both annually and monthly). The preliminary final cost to increase the monthly Water Bond line item on customer billing has decreased from \$24.21 to \$13.63. This means that the current \$8 Water Bond charge will increase by \$5.63, resulting in a new total of \$13.63 per month. As new customers are added or connected to the system, this amount will decrease accordingly to ensure equitable cost distribution among all customers.

Old/Ongoing Business:

- 1.) Update: Sewer Reuse Permit 10-Year Renewal: No updates at this time.
- 2.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 3.) Review Board Action Item List: The Board reviewed and updated the BAIL where applicable.

Public Matters/Guests: None

With no further business to discuss the regular meeting was adjourned at 6:01 PM following a motion from Mr. Bare and seconded by Mr. Tindall. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Howard
Administrative/Treasurer

Shon Luoma
Chair of the Board

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	1.26	1.26
Total 4000 · Certified Fees	0.00	1.26	1.26
4100 · Sewer			
4102 · Sewer Late Fees	455.37	0.00	455.37
4100 · Sewer - Other	25,707.06	0.00	25,707.06
Total 4100 · Sewer	26,162.43	0.00	26,162.43
4103 · Sewer Inspection Fees	180.00	0.00	180.00
4104 · Sewer Hook Up Fees	2,400.00	0.00	2,400.00
4200 · Water			
4202 · Water Late Fees	0.00	510.16	510.16
4206 · Water Charge - Water Bond	0.00	5,384.00	5,384.00
4200 · Water - Other	0.00	29,915.50	29,915.50
Total 4200 · Water	0.00	35,809.66	35,809.66
4203 · Water Hook Up Fees	0.00	10,000.00	10,000.00
4204 · Water Cap Fee	0.00	4,160.00	4,160.00
Total Income	28,742.43	49,970.92	78,713.35
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	4,429.00	0.00	4,429.00
6001 · Sewer System Expense - Other	89.36	0.00	89.36
Total 6001 · Sewer System Expense	4,518.36	0.00	4,518.36
7001 · Water System Expense	0.00	9,698.90	9,698.90
8001 · Vehicle Expense	174.98	174.98	349.96
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	7.99	8.00	15.99
8005 · Office Supplies	7.94	7.95	15.89
8006 · System Operator	4,702.00	3,425.00	8,127.00
8011 · Postage & Delivery	289.77	289.78	579.55
8100 · Equipment & Tools			
8101 · Office Equipment	119.94	119.94	239.88
Total 8100 · Equipment & Tools	119.94	119.94	239.88
8300 · Fees & Charges			
8301 · Bank Fees	6.00	12.00	18.00
8302 · Assessment Fees	0.00	470.00	470.00
Total 8300 · Fees & Charges	6.00	482.00	488.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
8402 · Office	1,575.00	1,575.00	3,150.00
Total 8400 · Maintenance	1,595.00	1,595.00	3,190.00
8500 · Professional Fees			
8502 · Engineering	603.75	0.00	603.75
Total 8500 · Professional Fees	603.75	0.00	603.75
8600 · Telephone			
8601 · Auto Dialers	155.71	155.71	311.42
8602 · Office	112.50	112.50	225.00
Total 8600 · Telephone	268.21	268.21	536.42
8700 · Utilities			
8701 · Electric	1,369.57	4,367.60	5,737.17

9:00 AM

05/13/25

Accrual Basis

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
8703 · Garbage	11.67	11.68	23.35
Total 8700 · Utilities	1,381.24	4,379.28	5,760.52
8800 · Payroll Expenses			
8801 · PERSI	272.09	272.10	544.19
8800 · Payroll Expenses - Other	3,133.74	3,133.74	6,267.48
Total 8800 · Payroll Expenses	3,405.83	3,405.84	6,811.67
Total Expense	17,181.01	23,954.88	41,135.89
Net Ordinary Income	11,561.42	26,016.04	37,577.46
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	120.24	536.59	656.83
Total Other Income	120.24	536.59	656.83
Net Other Income	120.24	536.59	656.83
Net Income	11,681.66	26,552.63	38,234.29

5/15/25 Bayview Systems Report

A. Water Production update.

No water production as the wells were shut down in April for the tank rehabilitation project. All water provided to Bayview by Farragut State Park up to Memorial Day weekend.

Winter time production and consumption for 2025:

No accurate well production readings through the Winter due to Farragut State Park wells supplying water to our system since March. 16,296,000 gallons of consumption registered through customers meters. This works out to 89,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 171 gallons per day, per service connection. (521 service connections).

9,132,000 gallons produced by the wells during April last year. 2,877,000 gallons of consumption registered through customers meters. This works out to 285,000 gallons per day produced by the wells of which 90,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 173 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 6,255,000 gallons or 68% of production totals by the wells. Unaccounted for water lost increased this past month due to controls glitch & reservoir overflow.

8,838,000 gallons produced by the wells during April last year.* This works out to 295,000 gallons per day produced by the wells. This is the equivalent customer consumption of 573 gallons per day, per service connection. (515 service connections). *Includes an overflow at the Pend Oreille Pines reservoir.

7,128,000 gallons produced by the wells during April 2 years ago. This works out to 238,000 gallons per day produced by the wells. This is the equivalent customer consumption of 475 gallons per day, per service connection. (501 service connections).

B. Water system items:

- 1- One customer had a 4,000,000 gallon (20 gpm) leak over the Winter.
- 2- Well controls update.
- 3- The original water mains in Farragut State Park remain online until the tank rehabilitation project is completed (project updates on main agenda).
- 4- Update on Dromore booster pumps 3 & 4. (engineers report).
- 5- 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- Two septic tanks have been pumped in the past month.
- 2- Land Application Treatment has been shut down for the season. Startup is now weather permitting.
- 3- Update on new valve proposed for land app site more efficient operations (main agenda).