

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

REGULAR MEETING MINUTES
July 17, 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, Mark Lewis and Ted Bare were also present.

Others Present: District administrative treasurer Jessie Howard, District operators Bob Kuchenski and Bob Hansen, and District engineer Kyle Meschko (via Zoom).

Guests Present: Members of the public.

Consent Agenda: Ms. Hofmeister motioned to approve the consent agenda: approval of the minutes for June 12 & 19, 2025, approval to pay the July monthly bills as listed and the June 2025 financial reports. The motion was seconded by Mr. Bare. All were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District's operations from June 20, 2025 to July 17, 2025 (attached). He noted that this is the first full month the District has been operating with all repairs completed and the newly installed transmission and distribution lines from the Water Improvement Project (WIP). Water loss has improved by 19%, decreasing from 67% to 48%. The District would like to further discuss the option of metering the three lines servicing the Naval Base to track all usage there, with the goal of reducing the loss percentage even further.

Engineering Report – Update/Discussion: Keller has provided comments to LaRiviere on the Operation & Maintenance (O&M) manuals and is awaiting the incorporation of those edits for final review. In addition, LaRiviere has not yet submitted the as-builts. These are the final two items required to close out Phase One of the Water Improvement Project.

Phase Two has completed the substantial completion walkthrough with Award Construction, who will return in late fall to repair a few minor leaks in the tank. To make these repairs, the District will need to switch back over to the Farragut State Park (FSP) tank. Keller will coordinate with FSP to determine when their tank will be available for District use again.

New Business:

- 1.) Quote – Backflow Prevention Assemblies for Marinas: The operators reported to the Board that each marina connection is unique and will require a specific method for the installation of backflow prevention devices. It was further noted that an engineer's review will be necessary to develop a formal Scope of Work (SOW), which will then be provided to contractors in order to

obtain comprehensive bids. The system operators will work with Mr. Meschko on this item in order to present a plan to the Board.

- 2.) Increase Engineering On-Call Budget: This item, previously listed as Item #8, was moved up on the agenda to allow for discussion with the engineers prior to their departure from the meeting. Upon motion by Ms. Hofmeister, seconded by Mr. Lewis, the Board voted to increase the on-call engineering services authorization by an additional \$30,000. All were in favor; motion carried. It was noted that this action does not change the District's budget figures but allows for additional time before updating paperwork with the engineering firm is required.
- 3.) Cross-Connection Control Program: Ms. Howard will work with Mr. Hansen to update the crossflow connection program Resolution. Once it is completed, it will be back on the agenda as an action item for approval by the Board.
- 4.) Quote – Sewer Pressure Sensor at the Sewer Land Application Site: The system operators are still working with the engineers to develop a plan. Once that has been done, it will be brought back to the Board for review and consideration.
- 5.) Quote – Stairs and Handicap Ramp at District Office: After careful review of the three bids provided, the Board voted to award Fix-It Construction following a motion from Mr. Lewis and seconded by Ms. Hofmeister. All were in favor, motion carried.
- 6.) Quote – Dromore Booster Station on Limekiln: The Board asked Ms. Howard to obtain pictures of previous jobs done and referenced for Max Force, LLC.
- 7.) Update: Sewer Reuse Permit 10-Year Renewal: The O&M manual for permit is currently being reviewed by Mr. Hansen and he is about halfway through his review. He will arrange a meeting with Mr. Howard to discuss DEQs updated requirements for the permit renewal.
- 8.) Request For Proposal (RFP) for GIS Mapping; Handheld Device: The Board directed Ms. Howard to draft an RFP and have it on the agenda for approval at the next regular board meeting.
- 9.) Approve Certification Lists to the Counties: The list was approved, with the ability to remove names from the list if a customer makes payments, following a motion from Chairman Luoma and seconded by Ms. Hofmeister. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Delinquent List: There was no delinquent list this month presented because the certification list took it's place.
- 2.) Review Board Action Item List: The Board reviewed and updated the BAIL where applicable.

Public Matters/Guests: Ms. Puckett commented that the District could call the customers on the Certification List. Ms. Burdick commented that the backflow devices at the marinas should be at the customer's cost.

With no further business to discuss the regular meeting was adjourned at 5:05 PM following a motion from Ms. Hofmeister and seconded by Mr. Lewis. 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
June 2025

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	1,084.03	1,084.03
Total 4000 · Certified Fees	0.00	1,084.03	1,084.03
4100 · Sewer			
4102 · Sewer Late Fees	243.87	0.00	243.87
4100 · Sewer - Other	25,791.06	0.00	25,791.06
Total 4100 · Sewer	26,034.93	0.00	26,034.93
4200 · Water			
4202 · Water Late Fees	0.00	388.75	388.75
4206 · Water Charge - Water Bond	0.00	5,408.00	5,408.00
4200 · Water - Other	0.00	29,893.68	29,893.68
Total 4200 · Water	0.00	35,690.43	35,690.43
Total Income	26,034.93	36,774.46	62,809.39
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	11,020.00	0.00	11,020.00
6001 · Sewer System Expense - Other	9.94	0.00	9.94
Total 6001 · Sewer System Expense	11,029.94	0.00	11,029.94
7001 · Water System Expense	0.00	36,150.50	36,150.50
8001 · Vehicle Expense	115.15	115.15	230.30
8002 · Contract Labor	108.59	108.59	217.18
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	425.48	425.50	850.98
8005 · Office Supplies	79.49	79.50	158.99
8006 · System Operator	4,676.50	2,800.00	7,476.50
8011 · Postage & Delivery	211.63	211.63	423.26
8300 · Fees & Charges			
8301 · Bank Fees	6.00	12.00	18.00
Total 8300 · Fees & Charges	6.00	12.00	18.00
8400 · Maintenance			
8401 · Janitorial	20.00	20.00	40.00
8402 · Office	1,128.00	1,128.00	2,256.00
Total 8400 · Maintenance	1,148.00	1,148.00	2,296.00
8500 · Professional Fees			
8501 · Accounting	5,500.00	5,500.00	11,000.00
8502 · Engineering	38.67	0.00	38.67
Total 8500 · Professional Fees	5,538.67	5,500.00	11,038.67
8600 · Telephone			
8601 · Auto Dialers	155.68	155.68	311.36
8602 · Office	112.50	112.50	225.00
Total 8600 · Telephone	268.18	268.18	536.36
8700 · Utilities			
8701 · Electric	1,313.19	5,879.91	7,193.10
8703 · Garbage	43.15	43.15	86.30
Total 8700 · Utilities	1,356.34	5,923.06	7,279.40
8800 · Payroll Expenses			
8801 · PERSI	285.98	285.98	571.96
8800 · Payroll Expenses - Other	3,206.12	3,206.13	6,412.25

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total 8800 · Payroll Expenses	3,492.10	3,492.11	6,984.21
Total Expense	<u>28,581.07</u>	<u>56,359.22</u>	<u>84,940.29</u>
Net Ordinary Income	-2,546.14	-19,584.76	-22,130.90
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	138.29	641.75	780.04
Total Other Income	<u>138.29</u>	<u>641.75</u>	<u>780.04</u>
Net Other Income	<u>138.29</u>	<u>641.75</u>	<u>780.04</u>
Net Income	<u><u>-2,407.85</u></u>	<u><u>-18,943.01</u></u>	<u><u>-21,350.86</u></u>

7/17/25 Bayview Systems Report

A. Water Production update.

15,835,000 gallons produced by the wells during June. 8,272,000 gallons of consumption registered through customers meters. This works out to 546,000 gallons per day produced by the wells of which 285,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 545 gallons per day, per service connection. (523 service connections). Unaccounted for water lost is 7,563,000 gallons or 48% of production totals by the wells.

12,929,000 gallons produced by the wells during June last year. 4,185,000 gallons of consumption registered through customers meters. This works out to 446,000 gallons per day produced by the wells of which 144,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 276 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 8,744,000 gallons or 67% of production totals by the wells.

15,530,000 gallons produced by the wells during June 2 years ago. 5,977,000 gallons of consumption registered through customers meters. This works out to 457,000 gallons per day produced by the wells of which 176,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 340 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,553,000 gallons or 62% of production totals by the wells. Some unaccounted for water lost occurred during construction & a main break, and reservoir overflows at Cape Horn Estates reservoirs.

9,718,000 gallons produced by the wells during June 3 years ago. 3,438,000 gallons of consumption registered through customers meters. This works out to 294,000 gallons per day produced by the wells of which 104,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 208 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 6,280,000 gallons or 65% of production totals by the wells.

13,328,000 gallons produced by the wells during June 4 years ago. 7,935,000 gallons of consumption registered through customers meters. This works out to 430,000 gallons per day produced by the wells of which 256,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 513 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 5,393,000 gallons or 40% of production totals by the wells.

8,076,000 gallons produced by the wells during June 5 years ago. 4,857,000 gallons of consumption registered through customers meters. This works out to 261,000 gallons per day produced by the wells of which 157,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 333 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,219,000 gallons or 40% of production totals by the wells.

B. Water system items:

- 1- Major leak located and repaired on North Shore Lane.
- 2- Leak repaired on Flattery Road.

- 3- Back flow device quotes for two marinas (see agenda).
- 4- Phase 1 project punch list (engineer's report).
- 5- Phase 2 project 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- All commercial tanks checked & pumped prior to Bayview Days. Three septic tanks, other than commercial tanks, have been pumped in the past month.
- 2- Land Application Treatment startup happening now. Full operations expected next week.
- 3- Update on new valve proposed for land app site more efficient operations (main agenda).