

Bayview Water & Sewer District

16401 E Emerson Dr., Bayview, ID 83803

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Broadcasted over Zoom

SPECIAL MEETING MINUTES

June 12, 2025 – 10:00 AM

Call to Order and Roll Call: Chairman Shon Luoma opened the meeting at 12:00 PM and a roll call confirmed, directors Ted Bare, Mark Lewis, Dan Tindall and Jeanna Hofmeister were also present.

Others Present: District treasurer Jessie Howard and District operators Bob Hansen and Bob Kuchenski (via Zoom).

Guests Present: A few members of the public.

Agenda Items

1. Equivalent Residential Unit (ERU); Sewer Connection – Violations & Multi-Family Dwellings: Ms. Hofmeister informed the Board that she has been conducting research with other districts and surrounding cities regarding enforcement of unauthorized connections. Presently, Bottle Bay is the only other district actively taking corrective measures in this area and may serve as the District's primary source for insight and potential examples. The Board discussed the possibility that pursuing corrective action could result in significant expenses and acknowledged the need to proceed with financial caution. Any decisions will need legal review and authorization. If the District intends to implement any fines or fees related to unauthorized connections, the Board agreed that these should be introduced concurrently with the upcoming public hearing to finalize the rate increase associated with the State Revolving Fund (SRF) loan. Looking ahead, the Board expressed interest in further exploring the option of hiring a contracted system operator rather than a full-time employee with benefits, such as health insurance, retirement, vacation, and the purchase of a vehicle. This approach would provide the District with a dedicated individual to perform inspections, generate a formal list of violations, and assist with in-office operations during open office hours.
2. Rescind Letter to Lakes Highway District Regarding Abandonment of Public Right-of-Way at the Northwest Corner of Schaeffer's First Addition: Ms. Hofmeister presented the letter of rescission, and it was approved following a motion from Ms. Hofmeister and seconded by Mr. Lewis. All were in favor, motion carried. The Board directed Ms. Howard to send a copy of the letter to Ms. Sheryl Puckett.
3. Lakes Highway District Public Hearing Regarding Abandonment of Public Right-of-Way on a Portion of 2nd Street (Section 34, Township 54 North, Range 02 West, Boise Meridian, Kootenai County, Idaho, with the plat of Bayview): The Board reviewed the District's GIS maps and discussed the potential for any issues or interference related to servicing existing water and/or sewer lines. It was determined that all current lines are located within alleyway easements, and this layout will likely continue moving forward. As a result, the Board decided to dismiss the letter of opposition to the Lakes Highway District. The motion was made by Ms. Hofmeister and seconded by Mr. Tindall. All were in favor. Motion carried.
4. Office Safety Protocol: Ms. Hofmeister presented the idea for the District to implement some safety measures for the office building as well as office staff. Mr. Tindall and Mr. Lewis agreed to work on drafting up some office safety protocols and the Board directed Ms. Howard to purchase a camera security system.

5. Proposed Letter to the District's Contracted Professionals Regarding Customer Communication:
The Board reviewed a letter intended for distribution to all professional contractors engaged by the District. The purpose of the letter is to address the ongoing issue of customer(s) contacting contractors directly to express concerns or ask questions related to District agenda items. These interactions not only incur additional District costs but may also place contractors in uncomfortable or inappropriate positions. The letter was approved as submitted and authorized for distribution to the appropriate contractors, following a motion by Chairman Luoma and seconded by Mr. Tindall. All were in favor. Motion carried.
6. Public Comment Period: None.

With no further business to discuss the special meeting was adjourned at 11:02 AM 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
Chairperson of the Board