

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

REGULAR MEETING MINUTES

August 21, 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, Dan Tindall and Ted Bare were also present.

Others Present: District administrative treasurer Jessie Howard, District clerk Logan Todhunter, 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 July 10 & 17, 2025, approval to pay the August monthly bills as listed and the July 2025 financial reports. The motion was seconded by Mr. Lewis. All were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District's operations from July 18, 2025 to August 21, 2025 (attached). Mr. Hansen informed the Board that changes are coming from the Idaho Department of Environmental Quality (IDEQ) regarding instituted charges for the number of connections being served from a land application facility. This would mimic the existing charges from DEQ on the number of water connections.

Engineering Report – Update/Discussion: Mr. Meschko reported that he will be working with the operators in the next coming days reviewing and developing a plan to install backflow prevention assemblies at all the marina connections and their water service lines. He will also be reviewing the sewer pressure sensor for the mainline up to the land application site. Finally, he reported that Lakestone Development is still working through comments from IDEQ and the Fire Department. Once completed, or if changes are necessary, documents will be resubmitted to the District for final review and approval.

New Business:

- 1.) K.Burdick Request to Replace Meter: Ms. Burdick informed the Board of planned construction at her residence starting in the spring of 2026, which will include significant improvements. She requested that her water meter be relocated and replaced during the relocation, noting that the meter is very old and the timing would be optimal. She stated she is willing to pay half the cost. The Board tabled the item and requested that Ms. Burdick return to the next Board meeting with a proposed site plan for review.

- 2.) Scope of Work (SOW) for Office Janitorial Services: Ms. Howard presented the finalized draft, which was approved as presented, following a motion from Chairman Luoma and seconded by Ms. Hofmeister. All were in favor, motion carried. The deadline for submission was set for September 15, 2025 at 3:00 PM
- 3.) Request For Proposal (RFP) for GIS Mapping; Handheld Device: The Board directed Ms. Howard to include this project with the District's five-year plan to review during the upcoming budget workshop.
- 4.) Customer Meter Reading History – B.Lennick: This was originally listed as item #1 but was moved down the agenda until the customer was present. Mr. Lennick presented his meter reading history from 2022 to present and expressed concern that his monthly readings do not accurately reflect his true usage on a month-to-month basis. He confirmed that he and Mr. Kuchenski had ruled out the possibility of a broken meter and had also conducted a limited investigation into the possibility of a leak, which they did not believe was contributing to the reading error. However, Mr. Lennick noted new runoff occurring around his meter that remains unexplained. The Board directed Ms. Howard to arrange a meeting with Mr. Lennick to review his readings further and to present a corrective plan of action that would address his concerns.
- 5.) Quote – Dromore Booster Station on Limekiln: The Board reviewed and compared the two lowest of the responsive bidders: Cat's Eye Excavation and MaxForce. Although the bids were close in price, The Board noted that Cat's Eye Excavation's proposal did not include shrubbery around the generator as required in the SOW. Chairman Luoma motioned to approve the bid from MaxForce and was seconded by Mr. Lewis. The motion carried, with all Board members in favor except Mr. Bare.
- 6.) Wastewater System Review and Recommendations: Mr. Hansen presented the Wastewater Plan for recommendations as to what improvements might be considered in the future. The Board reviewed the list and directed Ms. Howard to include this list with the District's five-year plan to review during the upcoming budget workshop.
- 7.) Year-Round Billing for Meter Readings with Cellular Read Meters: The Board did not see any drawbacks to starting this process with the upcoming fall and winter reading procedures and was approved following a motion from Mr. Lewis and seconded by Ms. Hofmeister. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Update: Sewer Reuse Permit 10-Year Renewal: Mr. Hansen provided the Board with the finalized draft documents prepared for submission to DEQ. Following review, the Board authorized Mr. Hansen to proceed with the submission.
- 2.) Backflow Prevention assemblies for Marinas: The operators will meet with District engineers to further assess these areas.
- 3.) Sewer Pressure Sensor at the Sewer Land Application Site: The operators will meet with District engineers to further assess these areas.
- 4.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 5.) 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 5:42 PM following a motion from Mr. Tindall 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
July 2025

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	189.89	189.89
Total 4000 · Certified Fees	0.00	189.89	189.89
4100 · Sewer			
4102 · Sewer Late Fees	129.78	0.00	129.78
4100 · Sewer - Other	25,833.06	0.00	25,833.06
Total 4100 · Sewer	25,962.84	0.00	25,962.84
4103 · Sewer Inspection Fees	90.00	0.00	90.00
4104 · Sewer Hook Up Fees	1,200.00	0.00	1,200.00
4200 · Water			
4202 · Water Late Fees	0.00	392.95	392.95
4206 · Water Charge - Water Bond	0.00	5,416.00	5,416.00
4200 · Water - Other	0.00	37,667.93	37,667.93
Total 4200 · Water	0.00	43,476.88	43,476.88
4203 · Water Hook Up Fees	0.00	5,000.00	5,000.00
4204 · Water Cap Fee	0.00	2,080.00	2,080.00
Total Income	27,252.84	50,746.77	77,999.61
Expense			
6001 · Sewer System Expense			
6010 · Commercial Tank Maintenance	2,080.00	0.00	2,080.00
6020 · Residential Tank Maintenance	8,508.52	0.00	8,508.52
6001 · Sewer System Expense - Other	8,565.54	0.00	8,565.54
Total 6001 · Sewer System Expense	19,154.06	0.00	19,154.06
7001 · Water System Expense	0.00	43,871.25	43,871.25
8001 · Vehicle Expense	163.45	163.45	326.90
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	58.49	58.50	116.99
8006 · System Operator	4,746.50	2,800.00	7,546.50
8011 · Postage & Delivery	244.03	254.52	498.55
8200 · Insurance Expense			
8202 · Workman's Compensation	52.00	52.00	104.00
Total 8200 · Insurance Expense	52.00	52.00	104.00
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	52.50	52.50	105.00
Total 8400 · Maintenance	72.50	72.50	145.00
8500 · Professional Fees			
8502 · Engineering	0.00	1,548.12	1,548.12
8500 · Professional Fees - Other	0.00	-1,548.12	-1,548.12
Total 8500 · Professional Fees	0.00	0.00	0.00
8600 · Telephone			
8601 · Auto Dialers	171.53	171.53	343.06
8602 · Office	112.50	112.50	225.00
Total 8600 · Telephone	284.03	284.03	568.06
8700 · Utilities			

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
8701 · Electric	1,682.68	6,612.23	8,294.91
Total 8700 · Utilities	1,682.68	6,612.23	8,294.91
8800 · Payroll Expenses			
8801 · PERSI	286.19	286.20	572.39
8800 · Payroll Expenses - Other	3,277.92	3,277.92	6,555.84
Total 8800 · Payroll Expenses	3,564.11	3,564.12	7,128.23
Total Expense	30,127.85	58,314.60	88,442.45
Net Ordinary Income	-2,875.01	-7,567.83	-10,442.84
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	148.77	642.91	791.68
Total Other Income	148.77	642.91	791.68
Net Other Income	148.77	642.91	791.68
Net Income	-2,726.24	-6,924.92	-9,651.16

8/21/25 Bayview Systems Report

A. Water Production update.

20,319,000 gallons produced by the wells during July. 13,044,000 gallons of consumption registered through customers meters. This works out to 616,000 gallons per day produced by the wells of which 395,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 754 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 7,275,000 gallons or 36% of production totals by the wells.

18,156,000 gallons produced by the wells during July last year. 8,961,000 gallons of consumption registered through customers meters. This works out to 550,000 gallons per day produced by the wells of which 272,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 522 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 9,195,000 gallons or 51% of production totals by the wells.

16,188,000 gallons produced by the wells during July 2 years ago. 8,633,000 gallons of consumption registered through customers meters. This works out to 558,000 gallons per day produced by the wells of which 298,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 576 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 7,555,000 gallons or 47% of production totals by the wells.

13,870,000 gallons produced by the wells during July 3 years ago. 7,576,000 gallons of consumption registered through customers meters. This works out to 462,000 gallons per day produced by the wells of which 253,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (508 service connections). Unaccounted for water lost is 6,294,000 gallons or 45% of production totals by the wells.

17,524,000 gallons produced by the wells during July 4 years ago. 12,618,000 gallons of consumption registered through customers meters. This works out to 565,000 gallons per day produced by the wells of which 407,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 816 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 4,906,000 gallons or 38% of production totals by the wells.

10,250,000 gallons produced by the wells during July 5 years ago. 5,802,000 gallons of consumption registered through customers meters. This works out to 342,000 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 411 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,448,000 gallons or 43% of production totals by the wells.

B. Water system items:

- 1- Leak located and repaired on 5th Street.
- 2- Asphalt removed from main PRV.
- 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 2024, 6,480,000 gallons have been pumped into the drain fields. This averages out to 18,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- Three septic tanks have been pumped in the past month.
- 2- Land Application Treatment site update.
- 3- Update on new valve proposed for land app site more efficient operations (main agenda).