

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

REGULAR MEETING MINUTES

October 16, 2025

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

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

Guests Present: Members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for September 5, 14 & 21, 2025, approval to pay the October monthly bills as listed and the September 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 September 2025 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from September 19, 2025 to October 16, 2025 (attached) and noted that there was no water use comparison for the month because the main reservoir was offline while finalizing Phase 2 of the Water Improvement Project (WIP) and rehabbing the tank.

Engineering Report – Update/Discussion: Mr. Meschko reported that work continues on developing the standards for backflow prevention devices required at all District marinas. He further noted that the engineers are coordinating with District staff to collect all outstanding closeout items from LaRiviere. The District issued a demand letter on October 9, 2025, with a submission deadline of November 7, 2025. He also stated that a warranty walkthrough at the new Dromore Booster Station has been scheduled and one punch-list item has already been identified: a leaking 4-inch valve that must be replaced by LaRiviere.

New Business:

- 1.) Acct. 1767 – Meter Reading Dispute: Ms. Erwin addressed the Board via Zoom and detailed her concerns regarding the meter readings she received over the past two months. She explained that the dwelling is currently unlivable and not occupied by anyone, as they are in demolition mode and making repairs. She stated that the meter had been turned on and off to check for leaks, but the operator confirmed that the meter was not moving. The Board asked whether she had been turning the meter on or off during the repair process, noting that the property has a long history of no recorded usage until she purchased it and began making improvements to what had

previously been an abandoned residence. Ms. Erwin stated that she has not turned the water on or off since taking ownership in June 2025. Mr. Luoma motioned to reduce her overage charges by 50%, followed by a second from Chairman Hofmeister. All were in favor; motion carried.

- 2.) Memorandum of Understanding (MOU) with Farragut State Park: Chairman Hofmeister reported that she and Mr. Lewis held a meeting with Farragut State Park (FSP) Park Manager, Liz Palfini. During the meeting, she expressed the District's appreciation for FSP's critical assistance during the initial work of Phase Two of the WIP and while the District's tank was offline. She noted that without the use of FSP's sister tank, the District would not have been able to provide continuous water service to residents without incurring significant expense or risking potential service issues. In recognition of this support, the District would like to extend goodwill back to FSP and offer assistance with their need for an upgraded SCADA system or provide a \$20,000 pledge toward a new pump, acknowledging that the District's usage placed continuous demand and potential strain on FSP's pump to maintain water service in Bayview. Ms. Palfini stated she would speak with the additional FSP representative involved and follow up with the District regarding how they can best assist FSP's future needs.
- 3.) Unauthorized Equivalent Residential Units (ERUs) and Multi-Family Dwelling Water Connections – Fines and Fees for Violations: Chairman Hofmeister presented a list of fines, fees, and processes to the Board for review. She stated that she would like to ensure the District is not tacitly approving violations through ongoing monthly fees. Mr. Lewis suggested that the Board could consider reducing the initial fine if a customer self-reports or performs an immediate fix to bring the violation into compliance.
- 4.) Resolution 2025-001; Dept. of Environmental Quality (DEQ) & Water Improvement Project (WIP) Authorizing Signature; Jeanna Hofmeister & Mark Lewis: The resolution was approved following a motion from Mr. Bare and seconded by Mr. Tindall. All were in favor, motion carried.
- 5.) Preliminary Budget Review & Approval: The preliminary budget was approved following a motion from Mr. Lewis and seconded by Mr. Tindall. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Backflow Prevention Assemblies for Marinas: Mr. Meschko reported that work continues on developing the standards for backflow prevention devices required at all District marinas.
- 2.) Sewer Pressure Sensor at the Sewer Land Application Site: Mr. Kuchenski is working on obtaining quotes for Board review.
- 3.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 4.) Review Board Action Item List: Tabled for next month's review.

Public Matters/Guests: Ms. Brennan requested that the Board discuss the current annual allowance of 60,000 gallons (based on 5,000 gallons per month) and consider allowing customers to use that total amount flexibly throughout the year. She noted that customers typically use less water during winter months, and allowing unused gallons to roll forward could accommodate higher summer usage.

Ms. Burdick stated that she felt the Board was heading in the right direction and emphasized the need to plan for annual meter replacements, as she believes aging meters are contributing to the District's water loss.

Mr. Hamilton asked why his sister is now being billed for a meter on her property after it was recently identified, and he questioned when an Additional Dwelling Unit (ADU) is permitted. Office staff will follow up with him via email on the next open office day.

Executive Session: Idaho Code 74-206 (j) To consider labor contract matters authorized under section 74-206A (1)(a) and (b): The Board entered into executive session at 5:27 PM after a motion from Mr. Lewis and a second from Mr. Tindall. Roll call vote as follows: Jeanna Hofmeister; aye, Mark Lewis; aye, Shon Luoma; aye, Ted Bare; aye, Dan Tindall; aye. All were in favor motion carried. The Board exited executive session at 5:43 PM.

With no further business to discuss, the regular meeting was adjourned at 5:45 PM following a motion from Mr. Luoma and seconded by Mr. Lewis. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Howard
Administrative/Treasurer

Jeanna Hofmeister
Chair of the Board

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	69.36	0.00	69.36
Total 4000 · Certified Fees	69.36	0.00	69.36
4100 · Sewer			
4102 · Sewer Late Fees	148.70	0.00	148.70
4100 · Sewer - Other	25,875.06	0.00	25,875.06
Total 4100 · Sewer	26,023.76	0.00	26,023.76
4200 · Water			
4202 · Water Late Fees	0.00	304.29	304.29
4206 · Water Charge - Water Bond	0.00	5,440.00	5,440.00
4200 · Water - Other	0.00	28,037.26	28,037.26
Total 4200 · Water	0.00	33,781.55	33,781.55
Total Income	26,093.12	33,781.55	59,874.67
Expense			
6001 · Sewer System Expense			
6010 · Commercial Tank Maintenance	11,530.00	0.00	11,530.00
6020 · Residential Tank Maintenance	3,621.72	0.00	3,621.72
6001 · Sewer System Expense - Other	2,130.81	0.00	2,130.81
Total 6001 · Sewer System Expense	17,282.53	0.00	17,282.53
7001 · Water System Expense	0.00	9,075.69	9,075.69
8001 · Vehicle Expense	117.60	117.60	235.20
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	8.49	8.50	16.99
8005 · Office Supplies	54.00	54.00	108.00
8006 · System Operator	4,702.00	2,800.00	7,502.00
8010 · Training/Conferences	406.94	703.56	1,110.50
8011 · Postage & Delivery	278.00	278.00	556.00
8200 · Insurance Expense			
8201 · Liability Insurance	6,372.50	6,372.50	12,745.00
Total 8200 · Insurance Expense	6,372.50	6,372.50	12,745.00
8300 · Fees & Charges			
8301 · Bank Fees	6.00	12.00	18.00
Total 8300 · Fees & Charges	6.00	12.00	18.00
8500 · Professional Fees			
8502 · Engineering	1,500.00	1,945.00	3,445.00
8503 · Legal Fees	221.00	221.00	442.00
Total 8500 · Professional Fees	1,721.00	2,166.00	3,887.00
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			
8701 · Electric	1,398.66	6,483.33	7,881.99
8703 · Garbage	3.97	3.98	7.95
Total 8700 · Utilities	1,402.63	6,487.31	7,889.94
8800 · Payroll Expenses			
8801 · PERSI	257.36	257.36	514.72
8800 · Payroll Expenses - Other	3,013.41	3,013.41	6,026.82

1:50 PM

10/13/25

Accrual Basis

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total 8800 · Payroll Expenses	3,270.77	3,270.77	6,541.54
Total Expense	36,006.49	31,729.96	67,736.45
Net Ordinary Income	-9,913.37	2,051.59	-7,861.78
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	287.44	553.27	840.71
Total Other Income	287.44	553.27	840.71
Net Other Income	287.44	553.27	840.71
Net Income	<u><u>-9,625.93</u></u>	<u><u>2,604.86</u></u>	<u><u>-7,021.07</u></u>

10/16/25 Bayview Systems Report

A. Water Production update.

15,422,000 gallons produced by the wells during September. 7,212,000 gallons of consumption registered through customers meters. This works out to 482,000 gallons per day produced by the wells of which 231,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 441 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 8,210,000 gallons or 53% of production totals by the wells.

13,182,000 gallons produced by the wells during September last year. 5,602,000 gallons of consumption registered through customers meters. This works out to 455,000 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 370 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 7,580,000 gallons or 58% of production totals by the wells.

13,029,000 gallons produced by the wells during September 2 years ago. 4,330,000 gallons of consumption registered through customers meters. This works out to 449,000 gallons per day produced by the wells of which 149,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 288 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 8,699,000 gallons or 67% of production totals by the wells. Unaccounted for water lost increased this past month due to reservoir overflows and line flushing. These issues have been corrected.

11,259,000 gallons produced by the wells during September 3 years ago. 5,536,000 gallons of consumption registered through customers meters. This works out to 375,000 gallons per day produced by the wells of which 185,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 361 gallons per day, per service connection. (513 service connections). Unaccounted for water lost is 5,723,000 gallons or 51% of production totals by the wells.

8,934,000 gallons produced by the wells during September 4 years ago. 4,763,000 gallons of consumption registered through customers meters. This works out to 298,000 gallons per day produced by the wells of which 159,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 317 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,171,000 gallons or 47% of production totals by the wells.

10,999,000 gallons produced by the wells during September 5 years ago. 6,991,000 gallons of consumption registered through customers meters. This works out to 324,000 gallons per day produced by the wells of which 206,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 437 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 4,008,000 gallons or 36% of production totals by the wells.

B. Water system items:

- 1- Leak located on Cape Horn Road and repaired. Groundwater continues to surface in the area of the leak.
- 2- All annual samples passed, including all lead/copper samples.
- 3- All meters insulated for the winter.
- 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- Seven septic tanks have been pumped in the past month.
- 2- Update on land app site and check valve installation.
- 3- Update land app site winterized.