

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

REGULAR MEETING MINUTES
September 18, 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 Dan Tindall were also present.

Others Present: District administrative treasurer Jessie Howard, District clerk Logan Todhunter, District operators Bob Kuchenski and Bob Hansen, and District engineer Zack Wallin (via Zoom).

Guests Present: Members of the public.

Consent Agenda: Ms. Hofmeister motioned to approve the consent agenda: approval of the minutes for August 5, 14 & 21, 2025, approval to pay the September monthly bills as listed and the August 2025 financial reports. The motion was seconded by Chairman Luoma. All were in favor, motion carried.

Reports:

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

Operator Report: Mr. Kuchenski reported on the District's operations from August 22, 2025 to September 18, 2025 (attached).

Engineering Report – Update/Discussion: Mr. Wallin updated the Board on ongoing agenda items related to backflow prevention assemblies for marinas and the sewer pressure sensor at the land application site. He then requested direction from the Board regarding the installation of Variable Frequency Drives (VFDs) for Wells #7 and #8. The Board advised Keller to postpone any engineering for the installation of the VFDs until other items are completed and the budget can be further reviewed. Mr. Wallin then provided updates on the Water Improvement Project (WIP), informing the Board that the District is still awaiting as-builts and lien releases from LaRiviere for Phase One. Regarding Phase Two, Award Construction is scheduled to be onsite beginning September 26, 2025, to complete the rehabilitation of the water tank, with an anticipated completion timeline of two weeks. Lastly, Lakestone is continuing to incorporate all comments received from the Idaho Department of Environmental Quality (IDEQ). Once finalized, the updated documents will be submitted to the District for review and feedback.

New Business:

- 1.) Elect a New Chair and Vice Chair for the District Board of Directors: Chairman Luoma informed the Board that he would like to step down from his position as Chair but remain as a Director on the Board. He nominated Ms. Jeanna Hofmeister to serve as Chair, and she accepted the nomination. After discussion, Mr. Luoma motioned to appoint Ms. Hofmeister as the new Chair of the Board, followed by a second from Mr. Lewis. All were in favor; motion carried.

Chairwoman Hofmeister then nominated Mr. Lewis for the position of Vice-Chair, noting his extensive experience serving on various Boards. Mr. Lewis accepted the nomination. Following discussion, Chairwoman Hofmeister motioned to appoint Mr. Lewis as Vice-Chair, seconded by Mr. Tindall. All were in favor; motion carried. The Board agreed that Mr. Luoma will remain the District's Supervising Elected Official (SEO), responsible for overseeing personnel matters.

- 2.) Customer Meter Reading History – B.Lennick: Ms. Howard informed the Board that she met with Mr. Lennick a few days after the last meeting and reached an agreement that was satisfactory to both parties. The District agreed to replace his existing meter with a new cellular-read meter, which will allow the customer to monitor usage on an ongoing basis. Additionally, the District approved a credit of 8,000 gallons to be applied to his account.
- 3.) Memorandum of Understanding (MOU) with Farragut State Park: The Board discussed the District's working relationship with Farragut State Park (FSP) and was informed that FSP would be unable to assist the District with the use of their tank during the two-week period when Award Construction returns for final inspection and repairs. This decision is primarily due to internal projects FSP is undertaking within their system, as well as concerns about pump longevity after their pumps ran continuously while supplying the District with water in the spring. Chairwoman Hofmeister stated she would reach out to Ms. Palfini at FSP to coordinate a meeting and discuss how the District can support FSP's system needs and express appreciation for the assistance they have previously provided.
- 4.) USDA Sunset Fire – Request to Use Hydrant and Fees: Mr. Luoma motioned to waive all fees and extend the District's appreciation to the firefighting crews for their efforts in protecting the homes and community. The motion was seconded by Mr. Tindall. All were in favor; motion carried.
- 5.) Well #7 & Well #8 Pump House Lighting Repairs: Mr. Kuchenski informed the Board that the existing cloth wiring from the 1940s at Well #7 and Well #8 is beginning to deteriorate. This issue was identified during recent repair work. He recommended replacing the wiring to prevent potential system failures. The Board directed staff to proceed with the replacement.
- 6.) Camera for Land Application Site and Water Tower: Mr. Kuchenski informed the Board that the 6-foot ladder at the land application site has recently gone missing. He noted that this is not the first instance of theft at the site. The Board directed staff to research the cost of installing security cameras at the land application site.
- 7.) Janitorial Services Bids: Ms. Howard reported that she received several emails expressing interest; however, only one formal bid was submitted by Floors n' More. The Board reviewed the bid and approved it following a motion by Mr. Luoma, seconded by Mr. Lewis. All were in favor, motion carried.
- 8.) System Operator – Request For Proposal (RFP): Ms. Howard reported that no submission were received. After much discussion the Board opted to send it back out for bid with a submission deadline of November 14, 2025 at 3:00 PM.

Old/Ongoing Business:

- 1.) Backflow Prevention Assemblies for Marinas: Keller performed a site tour of marina connections. The Board directed Keller Associates to develop the list of standards that can be sent out to the commercial accounts and potential contractors. Mr. Kuchenski suggested that a list of UFC approved options be provided for the device. The Board discussed getting a letter to these affected commercial account regarding IDEQ rules and regulations.

- 2.) Sewer Pressure Sensor at the Sewer Land Application Site: Mr. Wallin reported that he has been working with his engineering team, as well as the District's system operators, to develop two plan sheets with details and location of the improvements to be made. The Board agreed that the documents provided will be sufficient for moving into the next phase of the project and going out for bid.
- 3.) Rate Increase for the State Revolving Fund (SRF) Loan: Still waiting on Phase Two of the WIP to be closed out.
- 4.) Request to Replace Meter – K.Burdick: Ms. Burdick is still working on supplying the Board with documentation. The item will be placed on the Board Action Item List.
- 5.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 6.) Review Board Action Item List: The Board reviewed and updated the BAIL where applicable.

Public Matters/Guests: Ms. Puckett expressed her disappointment regarding the public comments section not being open for a question and answer period and requested this be changed as she doesn't want to bother the District office with questions. She then let the Board know that she is pleased to see the District Clerk, Logan, at the meetings and said she is great at customer service. Next, Ms. Brennan commented that she too would like to be able to ask the Board questions and suggested a regular public hearing time where the residents can be heard on a regular basis.

Chairwoman Hofmeister let the public know that they hold regular monthly meetings, sometimes more, and the public is invited every meeting to be heard. Mr. Lewis reminded the public that if they have a matter they would like the board to provide input on, they may request be to on the next agenda.

With no further business to discuss, the regular meeting was adjourned at 5:26 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
August 2025

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	12.22	8,167.87	8,180.09
Total 4000 · Certified Fees	12.22	8,167.87	8,180.09
4100 · Sewer			
4102 · Sewer Late Fees	118.93	0.00	118.93
4100 · Sewer - Other	25,875.06	0.00	25,875.06
Total 4100 · Sewer	25,993.99	0.00	25,993.99
4200 · Water			
4202 · Water Late Fees	0.00	336.10	336.10
4206 · Water Charge - Water Bond	0.00	5,440.00	5,440.00
4200 · Water - Other	0.00	26,985.88	26,985.88
Total 4200 · Water	0.00	32,761.98	32,761.98
Total Income	26,006.21	40,929.85	66,936.06
Expense			
6001 · Sewer System Expense			
6010 · Commercial Tank Maintenance	235.50	0.00	235.50
6020 · Residential Tank Maintenance	6,380.60	0.00	6,380.60
6001 · Sewer System Expense - Other	5,375.01	0.00	5,375.01
Total 6001 · Sewer System Expense	11,991.11	0.00	11,991.11
7001 · Water System Expense	0.00	17,042.59	17,042.59
8001 · Vehicle Expense	156.10	156.10	312.20
8002 · Contract Labor	100.00	100.00	200.00
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	341.49	341.50	682.99
8005 · Office Supplies	48.54	48.56	97.10
8006 · System Operator	4,842.25	2,800.00	7,642.25
8010 · Training/Conferences	188.09	188.10	376.19
8011 · Postage & Delivery	226.26	236.75	463.01
8012 · Printing & Reproduction	15.17	15.16	30.33
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			
8402 · Office	3,925.00	3,925.00	7,850.00
Total 8400 · Maintenance	3,925.00	3,925.00	7,850.00
8500 · Professional Fees			
8502 · Engineering	3,396.25	0.00	3,396.25
Total 8500 · Professional Fees	3,396.25	0.00	3,396.25
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	1,438.09	6,884.09	8,322.18
8703 · Garbage	7.70	7.70	15.40
Total 8700 · Utilities	1,445.79	6,891.79	8,337.58
8800 · Payroll Expenses			
8801 · PERSI	255.68	255.68	511.36

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
8800 · Payroll Expenses - Other	3,025.32	3,025.33	6,050.65
Total 8800 · Payroll Expenses	<u>3,281.00</u>	<u>3,281.01</u>	<u>6,562.01</u>
Total Expense	<u>30,372.08</u>	<u>35,917.59</u>	<u>66,289.67</u>
Net Ordinary Income	-4,365.87	5,012.26	646.39
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	159.37	640.12	799.49
Total Other Income	<u>159.37</u>	<u>640.12</u>	<u>799.49</u>
Net Other Income	<u>159.37</u>	<u>640.12</u>	<u>799.49</u>
Net Income	<u><u>-4,206.50</u></u>	<u><u>5,652.38</u></u>	<u><u>1,445.88</u></u>

9/18/25 Bayview Systems Report

A. Water Production update.

16,883,000 gallons produced by the wells during August. 9,782,000 gallons of consumption registered through customers meters. This works out to 582,000 gallons per day produced by the wells of which 337,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 643 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 7,101,000 gallons or 42% of production totals by the wells.

16,290,000 gallons produced by the wells during August last year. 7,787,000 gallons of consumption registered through customers meters. This works out to 543,000 gallons per day produced by the wells of which 260,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 499 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 8,503,000 gallons or 52% of production totals by the wells.

18,933,000 gallons produced by the wells during August 2 years ago. 9,344,000 gallons of consumption registered through customers meters. This works out to 574,000 gallons per day produced by the wells of which 283,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 547 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,589,000 gallons or 51% of production totals by the wells.

15,913,000 gallons produced by the wells during August 3 years ago. 7,939,000 gallons of consumption registered through customers meters. This works out to 482,000 gallons per day produced by the wells of which 241,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (513 service connections). Unaccounted for water lost is 7,974,000 gallons or 50% of production totals by the wells.

17,221,000 gallons produced by the wells during August 4 years ago. 10,113,000 gallons of consumption registered through customers meters. This works out to 538,000 gallons per day produced by the wells of which 316,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 632 gallons per day, per service connection. (500 service connections). Unaccounted for water lost is 7,108,000 gallons or 41% of production totals by the wells.

12,103,000 gallons produced by the wells during August 5 years ago. 8,574,000 gallons of consumption registered through customers meters. This works out to 403,000 gallons per day produced by the wells of which 286,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 607 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,529,000 gallons or 29% of production totals by the wells.

B. Water system items:

- 1- Leak located and repaired, substandard service connections on Choppunish.
- 2- Phase 1 project punch list (engineer's report).
- 3- 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 pressure relief & check valves.
- 3- Update land app site projects (main agenda).