

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

**REGULAR MEETING MINUTES**

November 20, 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, and Dan Tindall were also present.

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

**Guests Present:** Members of the public.

**Consent Agenda:** Mr. Lewis motioned to approve the consent agenda: approval of the minutes for October 9, 16, 23 & 29, 2025, approval to pay the November monthly bills as listed and the October 2025 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried.

**Reports:**

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

**Operator Report:** Mr. Kuchenski reported on the District's operations from October 17, 2025 to November 20, 2025 (attached).

**Engineering Report – Update/Discussion:** Mr. Wallin informed the Board that LaRiviere has submitted all requested close-out documents for Phase One of the Water Improvement Project, and that the materials are currently under review. LaRiviere will submit its Final Pay Application once Keller confirms that the close-out documentation is complete.

**New Business:**

- 1.) **Open Board Member Position:** The Board announced that Mr. Ted Bare has resigned from the Board, creating a current vacancy. The District will post notice of the open position on its website and include a flyer in the upcoming monthly customer billing.
- 2.) **Pressure Reducing Valve (PRV) Issues and System Pressure Resolution:** Mr. Kuchenski informed the Board that the failing Pressure Reducing Valve (PRV) is located near 17974 and 17926 E Highway 54. He explained that multiple repair attempts have been made; however, the repairs have not held, and the PRV must be replaced. As a result, a new PRV has been ordered and is scheduled for installation on November 24, 2025. Mr. Kuchenski advised that this repair will require a temporary shutdown of water service to

approximately 15–20 homes, and that he is preparing notifications for all affected customers.

- 3.) Well #7 Generator Failing: Mr. Kuchenski informed the Board that the water pump on the generator at Well #7 is no longer functioning. He further explained that the generator is quite old and is a Detroit Diesel unit, for which replacement parts are becoming increasingly difficult, if not impossible, to obtain. He also noted that the number of technicians knowledgeable in servicing this type of generator is limited and continuing to decline. Mr. Kuchenski stated that the water pump for the existing generator is still available at an estimated cost of \$3,000. He asked the Board whether they preferred to proceed with replacing the water pump or to begin planning for the replacement of the generator in the near future. Mr. Luoma made a motion to proceed with repairing the water pump on the existing Well #7 generator, which was seconded by Mr. Tindall. All were in favor, motion carried. The Board further requested that the potential replacement of the Well #7 generator be included in the developing District five-year plan.
- 4.) Annual Water Allowance of 60,000; Winter/Summer Usage Roll Forward Flexibility: The Board agreed to table this item pending further consideration and feasibility research.

#### **Old/Ongoing Business:**

- 1.) Backflow Prevention Assemblies for Marinas: The Board agreed to table this item for now.
- 2.) Sewer Pressure Sensor at the Sewer Land Application Site: The Board received sample letters from the District engineers and will work to implement a plan to be initiated in Spring 2026.
- 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. Burdick stated that she believes the fees for customer meter shutoffs are too high and requested that the Board discuss the matter. She also asked the Board to consider the possibility of implementing higher charges for customers with greater water usage, noting that other systems utilize tiered rate structures for higher water consumption. Lastly, she inquired about Board policy regarding the buyback of unused ERUs, stating that she has two ERUs she does not plan to use.

Executive Session: Idaho Code 74-206(b)(j) - To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student

The Board entered executive session at 4:32 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, Dan Tindall; aye. All were in favor, motion carried. The Board exited executive session at 5:17 PM.

#### **New Business (Continued)**

- 6.) Decision Resulting from Executive Session: Mr. Lewis motioned to approve the employee evaluations as presented by Mr. Luoma and was seconded by Mr. Tindall. All were in favor, motion carried.
- 7.) System Operator Contract Approval: The Board decided to schedule a follow-up meeting with Mr. Hansen regarding final contract negotiations.

With no further business to discuss, the regular meeting was adjourned at 5:18 PM following a motion from Mr. Tindall and seconded by Mr. Lewis. All were in favor, motion carried.

Respectfully Submitted and Approved:

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Jessie Howard  
Administrative/Treasurer

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Jeanna Hofmeister  
Chair of the Board

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
**October 2025**

	01 - Sewer	02 - Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Certified Fees</b>			
4001 · Certified User Fees	0.00	272.66	272.66
<b>Total 4000 · Certified Fees</b>	0.00	272.66	272.66
<b>4100 · Sewer</b>			
4102 · Sewer Late Fees	267.34	0.00	267.34
4100 · Sewer - Other	25,875.06	0.00	25,875.06
<b>Total 4100 · Sewer</b>	26,142.40	0.00	26,142.40
<b>4200 · Water</b>			
4202 · Water Late Fees	0.00	359.06	359.06
4206 · Water Charge - Water Bond	0.00	5,456.00	5,456.00
4200 · Water - Other	0.00	20,079.31	20,079.31
<b>Total 4200 · Water</b>	0.00	25,894.37	25,894.37
<b>Total Income</b>	26,142.40	26,167.03	52,309.43
<b>Expense</b>			
<b>6001 · Sewer System Expense</b>			
6020 · Residential Tank Maintenance	1,640.00	0.00	1,640.00
6001 · Sewer System Expense - Other	2,235.93	0.00	2,235.93
<b>Total 6001 · Sewer System Expense</b>	3,875.93	0.00	3,875.93
<b>7001 · Water System Expense</b>	0.00	17,554.89	17,554.89
<b>8001 · Vehicle Expense</b>	112.00	112.00	224.00
<b>8003 · Director's Fees</b>	125.00	125.00	250.00
<b>8004 · Dues &amp; Subscriptions</b>	8.49	8.50	16.99
<b>8005 · Office Supplies</b>	60.57	60.56	121.13
<b>8006 · System Operator</b>	4,676.50	3,250.00	7,926.50
<b>8010 · Training/Conferences</b>	-196.62	-196.62	-393.24
<b>8011 · Postage &amp; Delivery</b>	230.49	230.49	460.98
<b>8012 · Printing &amp; Reproduction</b>	195.37	195.36	390.73
<b>8300 · Fees &amp; Charges</b>			
8301 · Bank Fees	6.00	12.00	18.00
<b>Total 8300 · Fees &amp; Charges</b>	6.00	12.00	18.00
<b>8400 · Maintenance</b>			
8401 · Janitorial	90.00	90.00	180.00
<b>Total 8400 · Maintenance</b>	90.00	90.00	180.00
<b>8500 · Professional Fees</b>			
8502 · Engineering	1,048.75	1,048.75	2,097.50
<b>Total 8500 · Professional Fees</b>	1,048.75	1,048.75	2,097.50
<b>8600 · Telephone</b>			
8601 · Auto Dialers	172.03	172.02	344.05
8602 · Office	112.50	112.50	225.00
<b>Total 8600 · Telephone</b>	284.53	284.52	569.05
<b>8700 · Utilities</b>			
8701 · Electric	1,360.57	6,357.35	7,717.92
8703 · Garbage	3.97	3.98	7.95
<b>Total 8700 · Utilities</b>	1,364.54	6,361.33	7,725.87
<b>8800 · Payroll Expenses</b>			
8801 · PERSI	252.73	252.73	505.46
8800 · Payroll Expenses - Other	3,018.86	3,018.86	6,037.72
<b>Total 8800 · Payroll Expenses</b>	3,271.59	3,271.59	6,543.18

**Bayview Water & Sewer District**  
**Profit & Loss by Class**  
**October 2025**

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	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Total Expense	15,153.14	32,408.37	47,561.51
Net Ordinary Income	10,989.26	-6,241.34	4,747.92
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	139.91	602.60	742.51
Total Other Income	139.91	602.60	742.51
Net Other Income	139.91	602.60	742.51
Net Income	<u>11,129.17</u>	<u>-5,638.74</u>	<u>5,490.43</u>

# 11/20/25 Bayview Systems Report

## A. Water Production update.

14,374,000 gallons produced by the wells during October.\* This works out to 464,000 gallons per day produced by the wells. This is the equivalent customer consumption of 885 gallons per day, per service connection. (524 service connections). \*Wells were pumping to waste as a part of the Phase 2 construction project for the first half of the month.

12,227,000 gallons produced by the wells during October last year. This works out to 408,000 gallons per day produced by the wells. This is the equivalent customer consumption of 783 gallons per day, per service connection. (521 service connections).

9,054,000 gallons produced by the wells during October 2 years ago. This works out to 283,000 gallons per day produced by the wells. This is the equivalent customer consumption of 543 gallons per day, per service connection. (521 service connections).

7,480,000 gallons produced by the wells during October 3 years ago. This works out to 258,000 gallons per day produced by the wells. This is the equivalent customer consumption of 503 gallons per day, per service connection. (513 service connections).

7,422,000 gallons produced by the wells during October 4 years ago. This works out to 239,000 gallons per day produced by the wells. This is the equivalent customer consumption of 477 gallons per day, per service connection. (501 service connections).

6,805,000 gallons produced by the wells during October 5 years ago. This works out to 220,000 gallons per day produced by the wells. This is the equivalent customer consumption of 467 gallons per day, per service connection. (471 service connections). This reflects a water line break on Navigator Court.

## B. Water system items:

- 1- Update on failing PRV on Highway 54.
- 2- Possible replacement generator at well #7, due to replacement parts with long lead times or no longer available.
- 3- All annual samples passed, including all lead/copper samples.
- 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- One septic tank has been pumped in the past month.
- 2- Update on land app site and check valve installation.