

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

REGULAR MEETING MINUTES

December 18, 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 clerk Logan Todhunter, District operators Bob Kuchenski and Bob Hansen, District engineer Kyle Meschko (via Zoom).

Guests Present: Members of the public.

Consent Agenda: Mr. Lewis motioned to approve the consent agenda: approval of the minutes for November 14, 20 & 25, 2025, approval to pay the December monthly bills as listed and the November 2025 financial reports. The motion was seconded by Mr. Luoma. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Howard presented the Profit and Loss Budget Vs. Actual financial report for fiscal year end 2025 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from November 21, 2025 to December 18, 2025 (attached).

Engineering Report – Update/Discussion: Mr. Meschko informed the Board that the Department of Environmental Quality (DEQ) conducted a final walkthrough for completion of the Water Improvement Project (WIP) on December 12, 2025. A follow-up visit will be scheduled due to a leak observed at the water tower. The District is coordinating with the Phase Two contractors to return on-site to complete final leak repairs that were not identified during their previous visit. He also reported that LaRiviere is scheduled to be at the new Dromore Booster Station for a warranty-covered leak repair during the week following next. The Board then informed Keller Associates that their monthly attendance is no longer required as the WIP is nearing completion. The Board expressed its appreciation for Keller Associates' work and stated that the District will continue to utilize their engineering services on an as-needed basis.

New Business:

- 1.) Discuss Pressure Issue - Customer Repairs: The Board discussed correspondence received from customers regarding damages resulting from the failure of a pressure-reducing valve (PRV). Mr. Tindall motioned to approve reimbursement of all verified

expenses supported by receipts and documentation, followed by a second from Mr. Lewis. All were in favor; motion carried.

- 2.) **New Connections/Builds and the Requirement of Pressure Reducing Valves (PRVs):** Madam Chairman Hofmeister proposed requiring all new service connections to install a pressure-reducing valve (PRV) on the customer's side of the meter. She noted that the system is aging and that PRV malfunctions are a normal occurrence with older infrastructure. This requirement would help protect customers from pressure fluctuations and potential damage. Mr. Lewis motioned to require all new connections to install a PRV on the customer's side of the meter and to update all applicable ordinances and connection paperwork accordingly. The motion was seconded by Mr. Luoma. All were in favor; motion carried.
- 3.) **Annual Water Allowance of 60,000; Winter/Summer Usage Roll Forward Flexibility:** The Board requested that a workshop meeting be scheduled for January 8, 2026, at 10:00 a.m. to discuss the feasibility of this request.
- 4.) **District Facebook Account Creation and Rules:** After discussion, the Board voted to direct staff to create a Facebook page for the District. The page will have comments disabled on all posts, and messaging through the platform will not be permitted. The purpose of the page is to provide an additional method for disseminating important and ongoing information to the public. All posts will direct customers to the District's website for further information. The motion was made by Mr. Lewis and seconded by Mr. Lewis. All were in favor; motion carried.
- 5.) **Adopt Ordinance 21-2; Amended:** The amended ordinance was adopted following a motion by Mr. Luoma and a second by Mr. Tindall. All were in favor; motion carried.
- 6.) **Review District Rate Schedule – Water Turn On/Off Fees; General Vs. Delinquency:** The Board discussed the benefits and drawbacks of allowing customers one voluntary, or requested, water shutoff and turn-on per year. The Board clarified that customers should not access the meter box to perform shutoffs or turn-ons themselves, as this could create a liability risk to the District. The Board further noted that if a customer damages District infrastructure, the cost of repair has historically been billed to the customer. After discussion, the Board voted to amend the water ordinance and rate structure to allow one voluntary water shutoff and turn-on per calendar year at no charge. This fee waiver would not apply to delinquent customers or accounts. Mr. Tindall made the motion, which was seconded by Mr. Lewis. All were in favor; motion carried.
- 7.) **Adopt Resolution 2025-002; DEQ Authorized Responsible Official:** Resolution 2025-002 was adopted following a motion from Mr. Lewis and seconded by Mr. Tindall. All were in favor; motion carried.
- 8.) **Appoint Supervising Elected Official (SEO):** The Board voted to designate Madam Chairman Hofmeister and Vice President Mr. Lewis as the Supervising Elected Officials, responsible for managing the affairs of the District and directing employees in accordance with duly adopted District policies. Mr. Luoma made the motion, which was seconded by Mr. Tindall. All were in favor; motion carried.
- 9.) **Review Quote to Repair Dromore Booster Station Landscaping:** The Board discussed an incident involving a vehicle damaging the newly landscaped grounds at the Dromore Booster Station and noted that the District's insurance would not cover the damages, as the deductible exceeds the quoted repair cost. The Board approved the repair quote of

\$3,150.00, with the option to install additional rocks to help prevent similar incidents in the future followed by a motion from Mr. Luoma and seconded by Mr. Lewis. All were in favor; motion approved.

- 10.) Notification of Unknown Water Service Line Composition Mailing: The operators informed the Board that the Department of Environmental Quality (DEQ) requires a mandatory mailing to all customers notifying them of the potential risks associated with lead service lines. District staff agreed to include this notice with the monthly user bills mailed at the end of December.

Old/Ongoing Business:

- 1.) Backflow Prevention Assemblies for Marinas: The Board agreed to add this item to the Board Action Item List (BAIL).
- 2.) Sewer Pressure Sensor at the Sewer Land Application Site: The Board agreed to add this item to the Board Action Item List (BAIL).
- 3.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 4.) Review Board Action Item List: The Board requested this be placed on the agenda for a quarterly review. The next meeting to review will be in March 2026.

Public Matters/Guests: One customer noted that the meetings are going well and staying on track.

With no further business to discuss, the regular meeting was adjourned at 4:52 PM following a motion from Mr. Tindall and seconded by Mr. Luoma. 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 Budget vs. Actual December 2024 through November 2025

	TOTAL			
	Dec '24 - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Certified Fees				
4001 · Certified User Fees	21,261.52	6,400.00	14,861.52	332.21%
Total 4000 · Certified Fees	21,261.52	6,400.00	14,861.52	332.21%
4100 · Sewer				
4102 · Sewer Late Fees	3,608.48	3,700.00	-91.52	97.53%
4100 · Sewer - Other	309,412.92	308,266.00	1,146.92	100.37%
Total 4100 · Sewer	313,021.40	311,966.00	1,055.40	100.34%
4103 · Sewer Inspection Fees	450.00	0.00	450.00	100.0%
4104 · Sewer Hook Up Fees	4,800.00	1,290.00	3,510.00	372.09%
4200 · Water				
4202 · Water Late Fees	5,159.42	4,500.00	659.42	114.65%
4206 · Water Charge - Water Bond	64,928.00	64,000.00	928.00	101.45%
4200 · Water - Other	294,771.21	274,120.00	20,651.21	107.53%
Total 4200 · Water	364,858.63	342,620.00	22,238.63	106.49%
4203 · Water Hook Up Fees	25,000.00	10,000.00	15,000.00	250.0%
4204 · Water Cap Fee	8,320.00	4,160.00	4,160.00	200.0%
Total Income	737,711.55	676,436.00	61,275.55	109.06%
Expense				
6001 · Sewer System Expense	4,485.79	131,861.00	-127,375.21	3.4%
7001 · Water System Expense	219,561.63	135,000.00	84,561.63	162.64%
8001 · Vehicle Expense	5,861.48	2,000.00	3,861.48	293.07%
8002 · Contract Labor	1,802.18	3,350.00	-1,547.82	53.8%
8003 · Director's Fees	2,600.00	3,000.00	-400.00	86.67%
8004 · Dues & Subscriptions	7,856.35	5,600.00	2,256.35	140.29%
8005 · Office Supplies	1,060.15	1,000.00	60.15	106.02%
8006 · System Operator	88,149.25	87,400.00	749.25	100.86%
8009 · Property Taxes	218.56	340.00	-121.44	64.28%
8010 · Training/Conferences	1,093.45	3,000.00	-1,906.55	36.45%
8011 · Postage & Delivery	5,554.39	5,700.00	-145.61	97.45%
8012 · Printing & Reproduction	515.89	1,300.00	-784.11	39.68%
8100 · Equipment & Tools				
8101 · Office Equipment	1,910.98	1,000.00	910.98	191.1%
Total 8100 · Equipment & Tools	1,910.98	1,000.00	910.98	191.1%
8200 · Insurance Expense				
8201 · Liability Insurance	18,858.00	13,400.00	5,458.00	140.73%
8200 · Insurance Expense - Other	0.00	0.00	0.00	0.0%
Total 8200 · Insurance Expense	18,858.00	13,400.00	5,458.00	140.73%
8300 · Fees & Charges				
8301 · Bank Fees	359.00	300.00	59.00	119.67%
8302 · Assessment Fees	1,880.00	1,900.00	-20.00	98.95%

Bayview Water & Sewer District Profit & Loss Budget vs. Actual December 2024 through November 2025

	TOTAL			
	Dec '24 - Nov 25	Budget	\$ Over Budget	% of Budget
Total 8300 · Fees & Charges	2,239.00	2,200.00	39.00	101.77%
8400 · Maintenance				
8401 · Janitorial	680.00	480.00	200.00	141.67%
8402 · Office	18,436.00	8,920.00	9,516.00	206.68%
Total 8400 · Maintenance	19,116.00	9,400.00	9,716.00	203.36%
8500 · Professional Fees				
8501 · Accounting	13,450.00	20,000.00	-6,550.00	67.25%
8502 · Engineering	21,301.79	15,000.00	6,301.79	142.01%
8503 · Legal Fees	1,224.00	7,000.00	-5,776.00	17.49%
8500 · Professional Fees - Other	-1,548.12	0.00	-1,548.12	100.0%
Total 8500 · Professional Fees	34,427.67	42,000.00	-7,572.33	81.97%
8600 · Telephone				
8601 · Auto Dialers	3,896.26	0.00	3,896.26	100.0%
8602 · Office	2,669.88	0.00	2,669.88	100.0%
Total 8600 · Telephone	6,566.14	0.00	6,566.14	100.0%
8700 · Utilities				
8701 · Electric	79,830.04	0.00	79,830.04	100.0%
8703 · Garbage	380.75	0.00	380.75	100.0%
8700 · Utilities - Other	0.00	80,000.00	-80,000.00	0.0%
Total 8700 · Utilities	80,210.79	80,000.00	210.79	100.26%
8800 · Payroll Expenses	73,160.98	87,000.00	-13,839.02	84.09%
Total Expense	575,248.68	614,551.00	-39,302.32	93.61%
Net Ordinary Income	162,462.87	61,885.00	100,577.87	262.52%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	8,953.91	8,000.00	953.91	111.92%
4400 · Miscellaneous Income	1,471.49	1,800.00	-328.51	81.75%
Total Other Income	10,425.40	9,800.00	625.40	106.38%
Net Other Income	10,425.40	9,800.00	625.40	106.38%
Net Income	172,888.27	71,685.00	101,203.27	241.18%

12/18/25 Bayview Systems Report

A. Water Production update.

8,778,000 gallons produced by the wells during November This works out to 303,000 gallons per day produced by the wells. This is the equivalent customer consumption of 578 gallons per day, per service connection. (524 service connections).

10,364,000 gallons produced by the wells during November last year. This works out to 334,000 gallons per day produced by the wells. This is the equivalent customer consumption of 641 gallons per day, per service connection. (521 service connections).

8,605,000 gallons produced by the wells during November 2 years ago. This works out to 278,000 gallons per day produced by the wells. This is the equivalent customer consumption of 534 gallons per day, per service connection. (521 service connections).

7,946,000 gallons produced by the wells during November 3 years ago. This works out to 256,000 gallons per day produced by the wells. This is the equivalent customer consumption of 500 gallons per day, per service connection. (513 service connections).

7,236,000 gallons produced by the wells 4 years ago. This works out to 242,000 gallons per day produced by the wells. This is the equivalent customer consumption of 483 gallons per day, per service connection. (501 service connections).

5,906,000 gallons produced by the wells during 5 years ago. This works out to 199,000 gallons per day produced by the wells. This is the equivalent customer consumption of 426 gallons per day, per service connection. (471 service connections).

B. Water system items:

- 1- PRV on Highway 54 replaced, no loss of water service for customers.
- 2- Well #7 generator water pump replaced. Now back online.
- 3- Choppunish water main repair update.
- 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- Two septic tanks have been pumped in the past month.
- 2- Update on land app site and check valve installation.