

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

REGULAR MEETING MINUTES

January 15, 2025

Call to Order and Roll Call: Madam Chairman Jeanna Hofmeister 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, and District operators Bob Kuchenski and Bob Hansen.

Guests Present: Members of the public.

Consent Agenda: Mr. Tindall motioned to approve the consent agenda: approval of the minutes for December 18, 2025, approval to pay the January monthly bills as listed and the December 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 December 2025 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from December 19, 2025 to January 19, 2026 (attached).

New Business:

- 1.) Land Application Site Clearing – Conservation Program Application: Rob with MaxForce presented information on a program that may assist the District with the land maintenance and clearing required at the land application site. The program offers an estimated 60/40 cost-share opportunity if the District applies and is deemed eligible through the Natural Resources Conservation Service (NRCS) grant. He further explained that, should the District choose to sell timber from the site, the proceeds could help offset the remaining 40% of project costs. Mr. Hansen advised that the District will need to carefully review its silvicultural plan, as it governs how timber at the land application site must be processed and treated. The next funding cycle is scheduled for October 2027. Applications must be submitted by February 2027, with funding decisions anticipated in March 2027.
- 2.) Lakestone – Revised Plans and Review Letter to be Submitted by Keller: The District received an updated and revised set of plans from Lakestone Estates Development, LLC on January 5, 2026, and directed the District engineers, Keller Associates, to review the plans and provide questions or comments. The Board reviewed the final determination letter prepared by Keller Associates. Upon examination of the documents, Keller

identified the following general notes and requests that must be addressed prior to the District accepting the improvements, “Sheets 7 and 8: For the pressure sustaining/pressure reducing vault, please utilize the City of Coeur d’Alene W-19 standard, which incorporates a bypass provision. Additionally, shift the PRV to the south side of Perimeter Drive at approximately Station 0+75. In addition to the above comments, provide final approval from IDEQ and the Timberlake Fire District confirming their acceptance of the proposed improvements.” Following discussion, Mr. Tindall made a motion to approve the determination letter for submittal. The motion was seconded by Mr. Luoma. All were in favor; motion carried.

- 3.) Sewer Ordinance - Determination of Equivalent Residence Factors for Specific Uses; Fire Station: Timberlake Fire District Division Chief, Kody Wright, addressed the Board and explained that the Fire District is exploring the use of Impact Fees to fund Capital Improvement Projects (CIP) at the local fire station in Bayview. The proposed improvements would allow the station to house two (2) full-time firefighters. The interior modifications would include the addition of a kitchenette, one bathroom, a washer and dryer, and two sleeping rooms. Ms. Howard stated that she consulted with the District engineers to obtain a preliminary determination of the appropriate Equivalent Residential Unit (ERU) factor for a fire station. The engineers recommended allocating 1.0 ERU, plus 0.50 ERU for each additional living unit in excess of two (2). Following discussion, Mr. Lewis made a motion to adopt the recommended ERU allocation. The motion was seconded by Mr. Tindall. All were in favor; motion carried. Furthermore, the Board requested that an agenda item be added to next month’s meeting to discuss the potential discontinuance of the monthly bill for the Fire Station’s account as a community service.
- 4.) Property Owner Well Located Within Setbacks of Land Application Site: A representative from Maul Foster & Alongi, the engineering firm contracted to administer the District’s 10-year sewer reuse permit renewal, attended the meeting via Zoom to present a map of the land application site and discuss concerns identified by the Idaho Department of Environmental Quality (DEQ) regarding a private well located on an adjoining parcel. The well is reported to be within the required 500-foot setback from the land application spray area, which may present a compliance consideration under reuse permit requirements. Following discussion, the Board directed Ms. Howard to obtain a title report to determine whether any recorded easements or encumbrances exist that may affect the setback or have previously been overlooked. To support further evaluation, the Board scheduled a workshop meeting for February 5, 2026, at 10:00 a.m. to review the title report and discuss potential next steps.
- 5.) Approve Resolution 2026-001; Supervising Elected Official(s): The resolution was approved following a motion from Mr. Luoma and seconded by Mr. Lewis. All were in favor; motion carried.
- 6.) Adopt Amended Ordinance 24-1 – Voluntary Service Suspension & Restoration, Pressure Reducing Valve (PRV) Requirements, & Adopted Fine Schedule for Unauthorized Use and Related Violations: The ordinance amendments were approved following a motion from Mr. Lewis and seconded by Mr. Tindall. All were in favor; motion carried.
- 7.) Adopt New Rate Schedule: The new rate schedule was adopted following a motion from Mr. Luoma and seconded by Mr. Lewis. All were in favor; motion carried.

Old/Ongoing Business:

- 1.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 2.) 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: A customer requested that the Board engage in further discussion regarding water loss and asked whether the system operators could provide recommendations on how the issue might be addressed. Madam Chair Hofmeister responded that the Board is currently addressing several significant projects involving compliance and long-term system reliability. She acknowledged that water loss remains an important matter for the District. However, at this time, it is not having a direct negative impact on the District or its customers. She noted that current priority is being given to projects that have more immediate regulatory and long-term implications, including matters related to the land application site and the 10-year permit renewal. Madam Chair Hofmeister reiterated that the Board's focus remains on prioritizing tasks necessary to maintain compliance and ensure reliable service to District customers.

With no further business to discuss, the regular meeting was adjourned at 4:50 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

Jeanna Hofmeister
Chair of the Board

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	715.38	715.38
Total 4000 · Certified Fees	0.00	715.38	715.38
4100 · Sewer			
4102 · Sewer Late Fees	219.56	0.00	219.56
4100 · Sewer - Other	25,959.06	0.00	25,959.06
Total 4100 · Sewer	26,178.62	0.00	26,178.62
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	259.39	259.39
4206 · Water Charge - Water Bond	0.00	5,456.00	5,456.00
4200 · Water - Other	0.00	19,847.75	19,847.75
Total 4200 · Water	0.00	25,563.14	25,563.14
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	27,468.62	33,358.52	60,827.14
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	5,693.73	0.00	5,693.73
6001 · Sewer System Expense - Other	47.85	0.00	47.85
Total 6001 · Sewer System Expense	5,741.58	0.00	5,741.58
7001 · Water System Expense	0.00	21,644.67	21,644.67
8001 · Vehicle Expense	33.60	33.60	67.20
8002 · Contract Labor	120.00	120.00	240.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	8.49	8.50	16.99
8005 · Office Supplies	77.19	9.38	86.57
8006 · System Operator	4,676.50	0.00	4,676.50
8009 · Property Taxes	0.00	58.40	58.40
8011 · Postage & Delivery	294.60	305.09	599.69
8099 · Miscellaneous	0.00	0.00	0.00
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	90.00	90.00	180.00
Total 8400 · Maintenance	90.00	90.00	180.00
8500 · Professional Fees			
8502 · Engineering	393.13	393.12	786.25
Total 8500 · Professional Fees	393.13	393.12	786.25
8600 · Telephone			
8601 · Auto Dialers	172.03	172.02	344.05
8602 · Office	112.50	112.50	225.00
Total 8600 · Telephone	284.53	284.52	569.05
8700 · Utilities			
8701 · Electric	1,266.12	4,994.78	6,260.90
Total 8700 · Utilities	1,266.12	4,994.78	6,260.90

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

	01 - Sewer	02 - Water	TOTAL
8800 · Payroll Expenses			
8801 · PERSI	267.61	267.62	535.23
8800 · Payroll Expenses - Other	3,101.31	3,101.30	6,202.61
Total 8800 · Payroll Expenses	3,368.92	3,368.92	6,737.84
Total Expense	16,460.66	31,892.98	48,353.64
Net Ordinary Income	11,007.96	1,465.54	12,473.50
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	69.67	569.44	639.11
Total Other Income	69.67	569.44	639.11
Net Other Income	69.67	569.44	639.11
Net Income	11,077.63	2,034.98	13,112.61

1/15/26 Bayview Systems Report

A. Water Production update.

8,187,000 gallons produced by the wells during Dec ember. This works out to 273,000 gallons per day produced by the wells. This is the equivalent customer consumption of 521 gallons per day, per service connection. (524 service connections).

7,997,000 gallons produced by the wells during December last year. This works out to 267,000 gallons per day produced by the wells. This is the equivalent customer consumption of 512 gallons per day, per service connection. (521 service connections).

8,615,000 gallons produced by the wells during December 2 years ago. This works out to 287,000 gallons per day produced by the wells. This is the equivalent customer consumption of 559 gallons per day, per service connection. (513 service connections).

7,686,000 gallons produced by the wells during December 3 years ago. This works out to 248,000 gallons per day produced by the wells. This is the equivalent customer consumption of 495 gallons per day, per service connection. (501 service connections).

7,483,000 gallons produced by the wells during December 4 years ago. This works out to 241,000 gallons per day produced by the wells. This is the equivalent customer consumption of 541 gallons per day, per service connection. (471 service connections).

5,176,000 gallons produced by the wells during December 5 years ago. This works out to 167,000 gallons per day produced by the wells. This is the equivalent customer consumption of 356 gallons per day, per service connection. (469 service connections).

B. Water system items:

- 1- Radio failure at Limekiln booster station caused 3 emergency service calls on Saturday, January 3rd.
- 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- Two septic tanks have been pumped in the past month.
- 2- Update on land app site and check valve installation.