

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

REGULAR MEETING MINUTES
February 18, 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 director Dan Tindall were also present.

Others Present: District administrative treasurer Jessie Howard, District clerk Logan Todhunter, and District operator Bob Hansen.

Guests Present: Members of the public.

Consent Agenda: Mr. Tindall motioned to approve the consent agenda: approval of the minutes for January 8 & 15, 2026, approval to pay the February monthly bills as listed and the January 2026 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 January 2026 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from January 20, 2026 to February 18, 2026 (attached).

New Business:

- 1.) Elect Chair and Vice-Chair Position - Resolution 2020-007: Mr. Lewis nominated Ms. Hofmeister for the position of Chair, and she accepted the nomination. Madam Chairman Hofmeister was reelected to the position of Chair following a motion by Mr. Tindall and a second by Mr. Lewis. All were in favor; motion carried. Mr. Tindall nominated Mr. Lewis for the position of Vice Chair, and he accepted the nomination. Mr. Lewis was reelected to the position of Vice Chair following a motion by Madam Chairman Hofmeister and a second by Mr. Tindall. All were in favor; motion carried.
- 2.) Update Discussion w/ Department of Environmental Quality - Property Owner Well Located Within Setback Limits of Land Application Site: Madam Chairman Hofmeister recapped a meeting she attended with Maul Foster & Alongi (MFA) and DEQ. She informed the Board that DEQ will allow the District to operate solely on the drainfield for the season while the District gathers additional information regarding water quality at the well located near the land application site. The goal is to reduce the current setback requirement from 500 feet to 100 feet. If this reduction can be achieved, the reuse permit could be approved, and use of the land application site could resume. To support this request, the District will need to retain a hydrogeologist with MFA to analyze the soil

surrounding the land application site as well as the nearby homeowner's well. The Board directed Ms. Howard to contact the homeowner to inform him of the upcoming analysis.

- 3.) Idaho Department of Environmental Quality (IDEQ) - Sanitary Survey 2026: Mr. Hansen reported that he is preparing comments to submit to DEQ in response to the recent sanitary survey. He noted that seven items were identified that require attention but should be relatively straightforward to address.
- 4.) Timberlake Fire District - Waive Monthly Account/Billing Fee: Following discussion at the previous month's meeting regarding the assignment of an ERU to the Timberlake Fire District station, the Board determined that the monthly billing fee would be waived. The action was taken at the Board's discretion and was not requested by the Fire District. The waiver was approved following a motion by Mr. Lewis and a second by Mr. Tindall. All were in favor; motion carried. The Board directed Ms. Howard to write a letter to the Fire District informing them that the monthly bill has been waived; however, the cost for septic tank pumping will no longer be paid for by the District.
- 5.) Rescind and Replace Resolution 2003-003 with Resolution 2026-001 - Crossflow Connection Program: Ms. Howard reported that she is continuing to work with Mr. Hansen on a final document for the Board's review and approval. The matter was tabled.
- 6.) Reimbursement Mileage to Board Members for Meetings Outside of Bayview: Madam Chairman Hofmeister proposed that Board members be reimbursed for mileage when meetings require travel outside of Bayview. The Board approved mileage reimbursement for Board members following a motion by Mr. Tindall and a second 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: None

With no further business to discuss, the regular meeting was adjourned at 4:16 PM following a motion from Mr. Lewis and seconded by Mr. Tindall. 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
January 2026

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	60.70	60.70
Total 4000 · Certified Fees	0.00	60.70	60.70
4100 · Sewer			
4102 · Sewer Late Fees	282.01	0.00	282.01
4100 · Sewer - Other	25,959.06	0.00	25,959.06
Total 4100 · Sewer	26,241.07	0.00	26,241.07
4200 · Water			
4202 · Water Late Fees	0.00	280.44	280.44
4206 · Water Charge - Water Bond	0.00	5,472.00	5,472.00
4200 · Water - Other	0.00	19,800.50	19,800.50
Total 4200 · Water	0.00	25,552.94	25,552.94
Total Income	26,241.07	25,613.64	51,854.71
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	5,021.21	0.00	5,021.21
6001 · Sewer System Expense - Other	10.79	0.00	10.79
Total 6001 · Sewer System Expense	5,032.00	0.00	5,032.00
7001 · Water System Expense	0.00	26,281.78	26,281.78
8001 · Vehicle Expense	36.40	36.40	72.80
8002 · Contract Labor	240.00	240.00	480.00
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	73.49	73.49	146.98
8005 · Office Supplies	47.17	47.17	94.34
8006 · System Operator	8,500.00	0.00	8,500.00
8011 · Postage & Delivery	288.46	288.48	576.94
8300 · Fees & Charges			
8301 · Bank Fees	6.00	12.00	18.00
Total 8300 · Fees & Charges	6.00	12.00	18.00
8400 · Maintenance			
8401 · Janitorial	90.00	90.00	180.00
Total 8400 · Maintenance	90.00	90.00	180.00
8500 · Professional Fees			
8502 · Engineering	149.38	149.37	298.75
8503 · Legal Fees	76.50	76.50	153.00
Total 8500 · Professional Fees	225.88	225.87	451.75
8600 · Telephone			
8601 · Auto Dialers	181.91	181.91	363.82
8602 · Office	112.50	112.50	225.00
Total 8600 · Telephone	294.41	294.41	588.82
8700 · Utilities			
8701 · Electric	1,488.94	5,556.78	7,045.72
8703 · Garbage	51.47	51.48	102.95
Total 8700 · Utilities	1,540.41	5,608.26	7,148.67
8800 · Payroll Expenses			
8801 · PERSI	270.49	270.50	540.99
8800 · Payroll Expenses - Other	3,159.96	3,159.96	6,319.92
Total 8800 · Payroll Expenses	3,430.45	3,430.46	6,860.91

Bayview Water & Sewer District
Profit & Loss by Class
January 2026

	01 - Sewer	02 - Water	TOTAL
Total Expense	19,904.67	36,728.32	56,632.99
Net Ordinary Income	6,336.40	-11,114.68	-4,778.28
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	101.70	506.96	608.66
Total Other Income	101.70	506.96	608.66
Net Other Income	101.70	506.96	608.66
Net Income	6,438.10	-10,607.72	-4,169.62

2/19/26 Bayview Systems Report

A. Water Production update.

8,361,000 gallons produced by the wells during January. This works out to 279,000 gallons per day produced by the wells. This is the equivalent customer consumption of 521 gallons per day, per service connection. (524 service connections).

10,542,000 gallons produced by the wells during January last year. This works out to 340,000 gallons per day produced by the wells. This is the equivalent customer consumption of 653 gallons per day, per service connection. (521 service connections).

9,556,000 gallons produced by the wells during January 2 years ago. This works out to 308,000 gallons per day produced by the wells. This is the equivalent customer consumption of 591 gallons per day, per service connection. (521 service connections).

9,871,000 gallons produced by the wells during January 3 years ago. This works out to 318,000 gallons per day produced by the wells. This is the equivalent customer consumption of 620 gallons per day, per service connection. (513 service connections).

10,123,000 gallons produced by the wells during January 4 years ago. This works out to 327,000 gallons per day produced by the wells. This is the equivalent customer consumption of 653 gallons per day, per service connection. (501 service connections).

6,025,000 gallons produced by the wells during January 5 years ago. This works out to 194,000 gallons per day produced by the wells. This is the equivalent customer consumption of 200 gallons per day, per service connection. (471 service connections).

B. Water system items:

- 1- DEQ Sanitary Survey action items.
- 2- Phase 1 project updates (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 the drain fields 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- Land app site update (main agenda).