

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

REGULAR MEETING MINUTES

March 19, 2026

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 Dan Tindall, and Shon Luoma were also present.

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

Guests Present: Members of the public.

Consent Agenda: Mr. Tindall motioned to approve the consent agenda: approval of the minutes for February 5 & 18, 2026, approval to pay the March monthly bills as listed and the February 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 February 2026 (attached).

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

New Business:

- 1.) 16538 E 6th – Meter Replacement; Cost Share: Ms. Burdick informed the Board that she will be completing renovations, which will include relocating the driveway. As a result, the current location of the meter will need to be moved, and she noted that the existing meter is also very old. She expressed concern that older meters may be contributing to water loss, as they may not measure usage as accurately as newer meters. Ms. Burdick proposed that the District share the cost of a new meter on a 50/50 basis. She also proposed trading her two unused Equivalent Residential Units (ERUs)/sewer connections. Madam Chairman Hofmeister stated that the District may be interested in purchasing the two unused ERUs; however, the District does not wish to barter. She noted that any funds paid to Ms. Burdick could be used at her discretion, including toward her portion of the new meter.
- 2.) Diamond Maps – GIS Mapping System: Ms. Howard informed the Board of her research into a newly discovered GIS mapping system that is both user-friendly and cost-efficient. Currently, the District pays \$700 annually to ArcGIS to host the GIS map link. Diamond Maps would be \$480. Any edits or additions require coordination with the engineering firm, which results in additional costs. She reported that she has spoken with neighboring

cities regarding their experience with Diamond Maps and received a full overview and demonstration of the program. She believes it would greatly benefit the District. The Board agreed that the program is highly needed and could help advance several projects the District has been wanting to move forward. Mr. Luoma motioned to approve the purchase, followed by a second from Mr. Tindall. All were in favor; motion carried.

- 3.) District-Wide Property Inspection and Account Review: Ms. Howard stated that she is preparing to begin District-wide inspections to determine the current and actual usage of both water and sewer services. The newly authorized system operator contract provides for increased operator availability on a regular weekly basis, which will allow the District to complete projects that have been on its to-do list for some time. She explained that inspections will begin with two blocks at a time. Notices will be sent to customers in advance to inform them of the scheduled inspection dates. This process will continue until all properties within the District have been inspected.
- 4.) Safety Risk Management Policy: The Department of Environmental Quality (DEQ) is requiring the District to develop and adopt a formal Safety Risk Management Policy. Ms. Howard presented the proposed policy, which has been reviewed and approved by DEQ, to the Board for consideration. The policy was approved following a motion by Mr. Luoma and a second by Mr. Lewis. All were in favor; motion carried.

Old/Ongoing Business:

- 1.) Update: Land Application Site Buffer Zone & Private Well on Neighboring Property: Mr. Hansen said he will check with Maul Foster & Alongi to see if it is possible to get the Land Application Reuse Permit to DEQ one month earlier than scheduled, as DEQ has reported they will likely take six (6) months in their office for review. Mr. Hansen does not want to be pushing too close to the start of next years operational startup window.
- 2.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 3.) 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 4:29 PM following a motion from Mr. Luoma 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
February 2026

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4000 · Certified Fees			
4001 · Certified User Fees	0.00	1,645.76	1,645.76
Total 4000 · Certified Fees	0.00	1,645.76	1,645.76
4100 · Sewer			
4102 · Sewer Late Fees	313.36	0.00	313.36
4100 · Sewer - Other	25,959.06	0.00	25,959.06
Total 4100 · Sewer	26,272.42	0.00	26,272.42
4200 · Water			
4202 · Water Late Fees	0.00	348.85	348.85
4206 · Water Charge - Water Bond	0.00	5,480.00	5,480.00
4200 · Water - Other	0.00	19,919.50	19,919.50
Total 4200 · Water	0.00	25,748.35	25,748.35
Total Income	26,272.42	27,394.11	53,666.53
Expense			
6001 · Sewer System Expense	3,809.77	0.00	3,809.77
7001 · Water System Expense	0.00	11,917.05	11,917.05
8001 · Vehicle Expense	42.00	42.00	84.00
8002 · Contract Labor	70.00	70.00	140.00
8003 · Director's Fees	75.00	75.00	150.00
8004 · Dues & Subscriptions	905.99	906.00	1,811.99
8005 · Office Supplies	68.99	8.47	77.46
8006 · System Operator	9,894.76	0.00	9,894.76
8011 · Postage & Delivery	224.22	224.23	448.45
8300 · Fees & Charges			
8301 · Bank Fees	23.50	29.50	53.00
Total 8300 · Fees & Charges	23.50	29.50	53.00
8400 · Maintenance			
8401 · Janitorial	90.00	90.00	180.00
Total 8400 · Maintenance	90.00	90.00	180.00
8500 · Professional Fees			
8501 · Accounting	1,743.75	1,743.75	3,487.50
8503 · Legal Fees	42.50	42.50	85.00
Total 8500 · Professional Fees	1,786.25	1,786.25	3,572.50
8600 · Telephone			
8601 · Auto Dialers	181.91	181.91	363.82
8602 · Office	126.43	126.43	252.86
Total 8600 · Telephone	308.34	308.34	616.68
8700 · Utilities			
8701 · Electric	1,550.84	5,743.08	7,293.92
8703 · Garbage	70.65	70.65	141.30
Total 8700 · Utilities	1,621.49	5,813.73	7,435.22
8800 · Payroll Expenses			
8801 · PERSI	264.18	264.18	528.36
8800 · Payroll Expenses - Other	3,009.31	3,009.32	6,018.63
Total 8800 · Payroll Expenses	3,273.49	3,273.50	6,546.99
Total Expense	22,193.80	24,544.07	46,737.87
Net Ordinary Income	4,078.62	2,850.04	6,928.66
Other Income/Expense			

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

	<u>01 - Sewer</u>	<u>02 - Water</u>	<u>TOTAL</u>
Other Income			
4306 - Interest & Penalties Income	<u>77.32</u>	<u>313.37</u>	<u>390.69</u>
Total Other Income	<u>77.32</u>	<u>313.37</u>	<u>390.69</u>
Net Other Income	<u>77.32</u>	<u>313.37</u>	<u>390.69</u>
Net Income	<u>4,155.94</u>	<u>3,163.41</u>	<u>7,319.35</u>

3/19/26 Bayview Systems Report

A. Water Production update.

7,865,000 gallons produced by the wells during February. This works out to 281,000 gallons per day produced by the wells. This is the equivalent customer consumption of 536 gallons per day, per service connection. (524 service connections).

9,899,000 gallons produced by the wells during February last year. This works out to 354,000 gallons per day produced by the wells. This is the equivalent customer consumption of 679 gallons per day, per service connection. (521 service connections).

6,997,000 gallons produced by the wells during February 2 years ago. This works out to 250,000 gallons per day produced by the wells. This is the equivalent customer consumption of 480 gallons per day, per service connection. (521 service connections).

8,983,000 gallons produced by the wells during February 3 years ago. This works out to 321,000 gallons per day produced by the wells. This is the equivalent customer consumption of 626 gallons per day, per service connection. (513 service connections).

6,883,000 gallons produced by the wells during February 4 years ago. This works out to 246,000 gallons per day produced by the wells. This is the equivalent customer consumption of 491 gallons per day, per service connection. (501 service connections).

6,399,000 gallons produced by the wells during February 5 years ago. This works out to 229,000 gallons per day produced by the wells. This is the equivalent customer consumption of 486 gallons per day, per service connection. (471 service connections).

B. Water system items:

- 1- DEQ Sanitary Survey action items.
- 2- Cape Horn Estates booster pump failure on February 8th.
- 3- Dromore booster station power surge/outage, failure of all 4 booster pumps on 3/12.
- 4- SCADA system failure at office on March 12th. New batteries & UPS installed.
- 5- Well #8 generator failure with additional power outage on March 13th. Broken oil pump shaft, warranty expired 5 months ago.
- 6- Power outage & UPS backup failure on March 14th.

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- Triplex discharge line seal leak. Repair scheduled for March 22nd.
- 2- No septic tanks have been pumped in the past month.
- 3- Land app site update (main agenda).