

Bayview Water & Sewer District

16401 E Emerson Dr., Bayview, ID 83803

Broadcasted over ZOOM

REGULAR MEETING MINUTES

April 16, 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 March 3 & 19, 2026, approval to pay the April monthly bills as listed and the March 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 March 2026 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from March 20, 2026 to April 16, 2026 (attached).

New Business:

- 1.) **Emergency Response Plan (ERP):** Madam Chairman Hofmeister informed the Board that she is in the process of reviewing the Emergency Response Plan (ERP). She stated that she has been discussing other districts' ERPs, including the Timberlake Fire District ERP, with Chief Cody Wright. He informed her of a Kootenai County planning committee meeting scheduled for May 27, 2026. Madam Chairman Hofmeister stated that she plans to attend the meeting and will continue to update the Board as she works through a draft of the updated ERP.
- 2.) **Idaho Department of Lands – Timber Sale Access Road Through Land Application Site:** Mr. Kuchenski informed the Board that he was contacted via email by Madison Sipes with the Idaho Department of Lands regarding plans to rehabilitate the service road leading to, and through, the land application site. This was received as positive news, as access to the land application site has become increasingly difficult over the years due to significant washouts and deterioration of the road.
- 3.) **Tri-Plex Pump Repair:** Mr. Kuchenski stated that the project could not be completed because a necessary part is not expected to arrive until July 1st. Once the part arrives, the crew will remobilize to the Tri-Plex building and complete repairs to the third pump.

- 4.) Evaluation of Meter Installation and Monthly Billing Applicability for Lot 7; Scenic Bay Tracts: Ms. Howard informed the Board that it was brought to her attention that a vacant lot has a water meter installed on the property despite there being no structure on the lot. This was discovered after the property was recently listed for sale and a potential buyer began inquiring about available services. Ms. Howard inspected the property and verified that a meter is installed and that water service has already been extended to the lot. According to District ordinances, a property is required to begin billing within 30 days of meter installation. It appears the installation occurred around the same time water service was extended to the Cape Horn area in 2002. The current homeowner requested that the Board consider not charging a monthly fee, as the land is vacant and the meter has reportedly never been used. Ms. Howard confirmed that the meter reading remains at 0. Mr. Kuchenski informed the Board that another district he works with charges what is referred to as a “water standby” fee. He explained that this is a reduced monthly base fee that reflects the increased property value and fire protection benefits provided by the District’s available water service. Mr. Lewis motioned to initiate a half-price base fee for all vacant lots with installed water meters, followed by a second from Mr. Luoma. All were in favor; motion carried. Ms. Howard stated that she would add this item to the upcoming public hearing regarding updates and increases to the final State Revolving Fund (SRF) “Water Bond” charge included on user billings.
- 5.) Final Rate Increase for Water Bond – State Revolving Fund (SRF) Loan; Closing the Water Improvement Project: Ms. Howard stated that she has been working closely with the District’s bond attorney and the Department of Environmental Quality (DEQ) to close out the loan, and she expects the documents to be ready by the next monthly Board meeting. This will allow the District to hold a public hearing to inform the public of the final Water Bond Fee increase required to meet DEQ repayment requirements for the SRF loan. Once the documents are approved and signed, a public hearing date will be scheduled and advertised to the public through monthly billings, the District website, and Facebook.

Old/Ongoing Business:

- 1.) Update: Land Application Site Buffer Zone & Private Well on Neighboring Property: Mr. Hansen reported that operations are going well and remain on schedule.
- 2.) Update: District-Wide Property Inspection and Account Review: Ms. Howard reported that inspections are underway and that the office will continue progressing through the inspection process. The Board discussed having a workshop meeting to discuss Equivalent Residential Units (ERUs) and proposed the date of May 7, 2026.
- 3.) Update: Diamond Maps – GIS Mapping System: Ms. Howard gave a full demonstration of the work she has completed over the last month to get the GIS map up and running. The system has already proven to be highly beneficial for both the operator and contractors working within the District’s system.
- 4.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 5.) 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 June 2026.

Public Matters/Guests: None

With no further business to discuss, the regular meeting was adjourned at 4:23 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
March 2026

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	325.91	0.00	325.91
4100 · Sewer - Other	26,043.06	0.00	26,043.06
Total 4100 · Sewer	26,368.97	0.00	26,368.97
4200 · Water			
4202 · Water Late Fees	0.00	362.58	362.58
4206 · Water Charge - Water Bond	0.00	5,480.00	5,480.00
4200 · Water - Other	0.00	23,318.00	23,318.00
Total 4200 · Water	0.00	29,160.58	29,160.58
Total Income	26,368.97	29,160.58	55,529.55
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	21,333.85	0.00	21,333.85
6001 · Sewer System Expense - Other	4,383.18	0.00	4,383.18
Total 6001 · Sewer System Expense	25,717.03	0.00	25,717.03
7001 · Water System Expense	0.00	2,990.65	2,990.65
8001 · Vehicle Expense	51.80	51.80	103.60
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	8.49	8.50	16.99
8006 · System Operator	4,579.00	4,737.50	9,316.50
8011 · Postage & Delivery	224.68	224.68	449.36
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
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	1,409.58	5,393.29	6,802.87
8703 · Garbage	7.70	7.70	15.40
Total 8700 · Utilities	1,417.28	5,400.99	6,818.27
8800 · Payroll Expenses			
8801 · PERSI	265.05	265.06	530.11
8800 · Payroll Expenses - Other	3,069.19	3,069.20	6,138.39
Total 8800 · Payroll Expenses	3,334.24	3,334.26	6,668.50
Total Expense	35,836.86	17,258.72	53,095.58
Net Ordinary Income	-9,467.89	11,901.86	2,433.97
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	77.36	359.80	437.16
Total Other Income	77.36	359.80	437.16
Net Other Income	77.36	359.80	437.16
Net Income	-9,390.53	12,261.66	2,871.13

4/16/26 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).

No water production as the wells were shut down in March, last year, for the tank rehabilitation project. All water provided to Bayview by Farragut State Park up to Memorial Day weekend.

8,433,000 gallons produced by the wells during March 2 years ago. This works out to 291,000 gallons per day produced by the wells. This is the equivalent customer consumption of 559 gallons per day, per service connection. (521 service connections).

9,698,000 gallons produced by the wells during March 3 years ago.* This works out to 313,000 gallons per day produced by the wells. This is the equivalent customer consumption of 610 gallons per day, per service connection. (513 service connections). *Includes an overflow at the Pend Oreille Pines reservoir.

9,004,000 gallons produced by the wells during March 4 years ago. This works out to 290,000 gallons per day produced by the wells. This is the equivalent customer consumption of 591 gallons per day, per service connection. (501 service connections).

6,583,000 gallons produced by the wells during March 5 years ago. This works out to 212,000 gallons per day produced by the wells. This is the equivalent customer consumption of 450 gallons per day, per service connection. (471 service connections).

B. Water system items:

- 1- DEQ Sanitary Survey action items.
- 2- Well #8 generator repair update.

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 repairs update (main agenda).
- 2- Three septic tanks have been pumped in the past month.
- 3- Land app site update (main agenda).
- 4- Timber sale near land app site.