

Bayview Water & Sewer District

16401 E Emerson Dr., Bayview, ID 83803

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REGULAR MEETING MINUTES

May 21, 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 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 April 16, 2026, approval to pay the May monthly bills as listed and the April 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 April 2026 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from April 17, 2026 to May 21, 2026 (attached).

New Business:

- 1.) Discussion Regarding Appointing a New Board Member; Mark Thayer - Oath of Office: Mr. Thayer introduced himself to the Board and provided an overview of his background and experience, including diesel engines, electric motors, hydraulics, pneumatics, valves, plumbing, AC and DC electrical systems, engine shutdown systems, and engine monitoring systems. Mr. Lewis motioned to appoint Mr. Thayer to Seat No. 4, followed by a second from Mr. Luoma. All were in favor, motion carried. Mr. Thayer then read the Oath of Office and joined the Board at the directors table.
- 2.) Timberlake Fire District - Request for Land Donation: The Board heard from Chief Cody Wright regarding a request for the District to consider donating a small strip of land that would allow the Bayview Fire Department to expand its current building and construct living quarters for two full-time firefighters. Chief Wright explained that the Fire Department has explored several alternatives; however, none of the options fit within the budget available through collected impact fees. The Fire Department also wishes to preserve both the pickleball court used by the community center and the helicopter landing area utilized for life flight services. Chief Wright stated that the proposed expansion requires a 25-foot setback, which would necessitate the District donating approximately 12 feet of adjacent land. The Board informed him that the District's

property currently provides a 50-foot setback requirement that could be necessary should the District need to drill a new well on its property in the future. The Board determined that additional research and discussion are warranted before any decision is made. Chief Wright stated that he would coordinate with a land surveying company and provide additional information to the District for further evaluation.

- 3.) Approve State Revolving Fund (SRF) Loan Closeout Documents from Idaho Department of Environmental Quality (IDEQ): Mr. Luoma motioned to approve the documents as presented, followed by a second from Mr. Tindall. All were in favor, motion carried.
- 4.) Pass Resolution 2026-002; Water Revenue Bond - \$3,400,000: The resolution was approved and adopted following a motion from Mr. Lewis and seconded by Mr. Luoma. All were in favor, motion carried.
- 5.) Idaho Rural Water Association (IRWA) – Leak Detection Services: Ms. Howard informed the Board that she has been working with Dion Holton of the Idaho Rural Water Association (IRWA) to perform leak detection near a customer's meter. The leak was quickly identified, allowing repairs to be completed immediately. Mr. Holton also had additional time available to conduct investigative work in the area surrounding the Naval Base to determine whether any leaks could be identified. No leaks were found during the preliminary investigation. Ms. Howard reported that she is working to schedule additional time with Mr. Holton, who plans to return to the area with Ground Penetrating Radar (GPR) equipment to help identify the locations of the Naval Base service lines. She noted that all services provided by IRWA are included with the District's annual membership and are provided at no additional cost to the District.
- 6.) Enforcement & Compliance with Current Constraints on Equivalent Residential Unit (ERU) Violations: Ms. Howard reported that she is working with the District's attorney to develop a formal process for compliance enforcement within the District. The Board emphasized the importance of ensuring that all procedures comply with Department of Environmental Quality (DEQ) requirements. The Board also expressed its desire to ensure that any compliance measures adopted are fair, consistent, and focused on achieving compliance rather than being punitive in nature.
- 7.) Put Meeting Recordings, in their Entirety, on the Website: The Board discussed the potential benefits of making meeting recordings available to the public. Providing access to full recordings would allow members of the public to review past meetings in their entirety and help reduce the possibility of portions of meetings being shared out of context. The District would utilize YouTube to host the recordings in order to minimize file storage requirements on the District's website. Links to the recordings would then be posted on the website for public access. Madam Chairman Hofmeister motioned to make future meeting recordings available on the District's website for public viewing, followed by a second from Mr. Lewis. Mr. Tindall and Mr. Thayer voted in favor of the motion. Mr. Luoma voted against the motion. With a majority of the Board voting in favor, the motion carried.
- 8.) Reconciling Two Meters that Have Been Switched Since 2010: Ms. Howard reported to the Board that she discovered two customers' meter readings had been assigned to the wrong accounts for a number of years. The issue came to light after a large leak occurred on one of the properties. Based on the District's investigation, the meter reading switch likely occurred in 2010, prior to either Ms. Howard or Mr. Kuchenski working for the

District. To correct the error, the District will need to reimburse one customer for overpayments resulting from the incorrect billing. Additionally, the District will reimburse costs associated with leak investigation services incurred by the customer who was believed to have the leak but was later determined not to have been responsible for the water loss. The Board reviewed the proposed reimbursements. The reimbursements were approved following a motion by Mr. Lewis and a second by Mr. Luoma, All were in favor, motion carried.

- 9.) Schedule Public Hearing – Customer Billing; Final State Revolving Fund (SRF) Loan Increase & Water Standby for Empty Lots with a Meter Installed: The public hearing was tentatively scheduled for June 16 at 6:00 p.m. at the Bayview Community Center, contingent upon facility availability.
- 10.) Setting a Workshop Date to Discuss ERUs and Violations: Tabled until the regular Board meeting on June 18, 2026.

Old/Ongoing Business:

- 1.) Update: Land Application Site Buffer Zone & Private Well on Neighboring Property: Mr. Hansen reported that the Germain well analysis has been submitted to DEQ for their review and approval. If approved by DEQ it will enable the District to reduce their setback limits from 500-feet to 100-feet. The analysis supports that the well is hydrologically isolated from the District's land application site. If approved, the District can submit the 10-year reuse permit.
- 2.) Update: District-Wide Property Inspection and Account Review: Mr. Hansen requested that the District's inspections include identification and documentation of water service line materials to assist with the Department of Environmental Quality's (DEQ) Lead Service Line Inventory requirements. As a result, the District will need to revisit and update inspections that have already been completed to ensure the necessary information is collected and recorded.
- 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 June 2026.

Public Matters/Guests: None

With no further business to discuss, the regular meeting was adjourned at 4:53 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 by Class

April 2026

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	387.06	0.00	387.06
4100 · Sewer - Other	25,959.06	0.00	25,959.06
Total 4100 · Sewer	26,346.12	0.00	26,346.12
4200 · Water			
4202 · Water Late Fees	0.00	352.34	352.34
4206 · Water Charge - Water Bond	0.00	5,480.00	5,480.00
4200 · Water - Other	0.00	20,973.00	20,973.00
Total 4200 · Water	0.00	26,805.34	26,805.34
4203 · Water Hook Up Fees	0.00	5,000.00	5,000.00
Total Income	26,346.12	31,805.34	58,151.46
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	3,917.97	0.00	3,917.97
6001 · Sewer System Expense - Other	7,532.92	0.00	7,532.92
Total 6001 · Sewer System Expense	11,450.89	0.00	11,450.89
7001 · Water System Expense	0.00	2,402.98	2,402.98
8001 · Vehicle Expense	50.40	50.40	100.80
8003 · Director's Fees	100.00	100.00	200.00
8004 · Dues & Subscriptions	323.43	323.44	646.87
8005 · Office Supplies	46.00	25.05	71.05
8006 · System Operator	4,515.50	4,893.50	9,409.00
8011 · Postage & Delivery	317.44	317.45	634.89
8100 · Equipment & Tools			
8101 · Office Equipment	59.35	59.36	118.71
Total 8100 · Equipment & Tools	59.35	59.36	118.71
8300 · Fees & Charges			
8301 · Bank Fees	6.00	12.00	18.00
8302 · Assessment Fees	0.00	528.00	528.00
Total 8300 · Fees & Charges	6.00	540.00	546.00
8400 · Maintenance			
8401 · Janitorial	90.00	90.00	180.00
Total 8400 · Maintenance	90.00	90.00	180.00
8500 · Professional Fees			
8502 · Engineering	256.25	256.25	512.50
8503 · Legal Fees	68.00	68.00	136.00
Total 8500 · Professional Fees	324.25	324.25	648.50
8600 · Telephone			
8601 · Auto Dialers	181.76	181.76	363.52
8602 · Office	126.36	126.36	252.72
Total 8600 · Telephone	308.12	308.12	616.24
8700 · Utilities			
8701 · Electric	1,521.45	5,736.77	7,258.22
8703 · Garbage	7.70	7.70	15.40
Total 8700 · Utilities	1,529.15	5,744.47	7,273.62
8800 · Payroll Expenses			
8801 · PERSI	283.78	283.78	567.56
8800 · Payroll Expenses - Other	3,329.62	3,329.63	6,659.25

11:59 AM

05/19/26

Accrual Basis

Bayview Water & Sewer District

Profit & Loss by Class

April 2026

	01 - Sewer	02 - Water	TOTAL
Total 8800 · Payroll Expenses	3,613.40	3,613.41	7,226.81
Total Expense	22,733.93	18,792.43	41,526.36
Net Ordinary Income	3,612.19	13,012.91	16,625.10
Other Income/Expense			
Other Income			
4306 · Interest & Penalties Income	69.85	526.87	596.72
4400 · Miscellaneous Income	723.71	723.72	1,447.43
Total Other Income	793.56	1,250.59	2,044.15
Net Other Income	793.56	1,250.59	2,044.15
Net Income	4,405.75	14,263.50	18,669.25

5/21/26 Bayview Systems Report

A. Water Production update.

6,963,000 gallons produced by the wells during April. 2,033,000 gallons registered through customer meters. This works out to 240,000 gallons per day produced by the wells and 70,000 gallons per day registered through customer meters. This is the equivalent customer consumption of 134 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 4,930,000 gallons or 71% of production by the wells.

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

9,132,000 gallons produced by the wells during April 2 years ago. 2,877,000 gallons of consumption registered through customers meters. This works out to 285,000 gallons per day produced by the wells of which 90,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 173 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 6,255,000 gallons or 68% of production totals by the wells. Unaccounted for water lost increased this past month due to controls glitch & reservoir overflow.

8,838,000 gallons produced by the wells during April 3 years ago.* This works out to 295,000 gallons per day produced by the wells. This is the equivalent customer consumption of 573 gallons per day, per service connection. (515 service connections). *Includes an overflow at the Pend Oreille Pines reservoir.

7,128,000 gallons produced by the wells during April 4 years ago. This works out to 238,000 gallons per day produced by the wells. This is the equivalent customer consumption of 475 gallons per day, per service connection. (501 service connections).

B. Water system items:

- 1- DEQ Sanitary Survey action items update.
- 2- Water line leak on Navigator Court.
- 3- Update on GPS project for water meters.

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