

Bayview Water & Sewer District

16401 E Emerson Dr., Bayview, ID 83803

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REGULAR MEETING MINUTES

June 18, 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, Mark Thayer 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 May 21, 2026, approval to pay the June monthly bills as listed and the May 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 Budget Vs. Actual financial report for the first half of the 2025-2026 fiscal year (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from May 22, 2026 to June 18, 2026 (attached).

New Business:

- 1.) **Water Loss – Unaccounted for Water Increasing Annually:** Mr. Hansen stated that addressing the District's water loss should become its highest operational priority. He explained that installing meters on the service lines serving the Naval Base would provide valuable data by determining the base's actual water usage, better defining its contribution to the District's overall water loss percentage, and helping identify potential leaks within the Naval Base's service lines. The District is aware of at least three service lines serving the Naval Base: one 6-inch water line and two 8-inch water lines. There may already be a meter on one of the 6-inch lines; however, it is located behind the Naval Base security fence and is not readily accessible to the District.
- 2.) **Utilizing Free Services with Idaho Rural Water Association (IRWA):** Ms. Howard stated that she has been in regular communication with Dion Holton of the Idaho Rural Water Association to coordinate his time in the area and to work on obtaining security clearance to access the Naval Base. She reported that the Naval Base Facility Manager is currently on vacation and that those efforts will resume upon his return. Ms. Howard reported that the District is currently utilizing Ground Penetrating Radar (GPR) to locate underground water lines and leak detection equipment to investigate potential leaks. No leak detection efforts have been conducted within the Naval Base at this time. In the meantime, IRWA

is assisting the District by performing leak detection on the recently installed water lines to verify that the new infrastructure remains leak-free and that all connections are performing as intended.

- 3.) Lead & Copper Sample Site Plan: Mr. Hansen reported that homes constructed after 1986 will not require lead service line inspections because the 1986 amendments to the Safe Drinking Water Act prohibited the use of lead in new public water systems and plumbing used to provide water for human consumption.
- 4.) Wastewater Permit Renew Status: Mr. Hansen reported that he is awaiting official approval of the site analysis for the Germain well. Once the approval is received, he will begin preparing the submittal for the reuse permit.
- 5.) Resolution 2026-003 – Approve New Rate Schedule: The item was tabled until Section 10 can be reworded for clarity. It will be placed on a future meeting agenda for further consideration.
- 6.) Set a Workshop Date to Discuss ERUs and Violations: The Board set the workshop date for June 25, 2026 at 10:00 AM.
- 7.) 2025 Water Quality Report: The report was approved following a motion by Mr. Luoma and a second by Mr. Tindall. All were in favor, motion carried. Ms. Howard will notify customers of the report's availability in the next monthly billing and will post the report on the District's website.
- 8.) Approve Fiscal Year 2024-2025 Audit: The audit was approved following a motion from Mr. Tindall and seconded by Mr. Luoma. Ms Howard will post the report on the District's website.

Old/Ongoing Business:

- 1.) Timberlake Fire District - Request for Land Donation: Mr. Lewis suggested that the Timberlake Fire District contact the sheriff's department to explore the possibility of partnering on a shared facility. He noted that such a partnership could provide additional funding for the project and allow both agencies to pool resources for the construction of the building.
- 2.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 3.) Review Board Action Item List: The Board reviewed and updated the BAIL where applicable.

Public Matters/Guests: None

With no further business to discuss, the regular meeting was adjourned at 4:46 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 Budget vs. Actual

December 2025 through May 2026

	TOTAL			
	Dec '25 - May 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Certified Fees				
4001 · Certified User Fees	6,409.64	6,300.00	109.64	101.74%
Total 4000 · Certified Fees	6,409.64	6,300.00	109.64	101.74%
4100 · Sewer				
4102 · Sewer Late Fees	1,871.30	3,700.00	-1,828.70	50.58%
4100 · Sewer - Other	155,754.36	309,371.00	-153,616.64	50.35%
Total 4100 · Sewer	157,625.66	313,071.00	-155,445.34	50.35%
4103 · Sewer Inspection Fees	90.00	180.00	-90.00	50.0%
4104 · Sewer Hook Up Fees	1,200.00	2,400.00	-1,200.00	50.0%
4200 · Water				
4202 · Water Late Fees	1,989.69	4,500.00	-2,510.31	44.22%
4206 · Water Charge - Water Bond	32,856.00	65,280.00	-32,424.00	50.33%
4200 · Water - Other	126,090.00	293,881.00	-167,791.00	42.91%
Total 4200 · Water	160,935.69	363,661.00	-202,725.31	44.25%
4203 · Water Hook Up Fees	10,000.00	10,000.00	0.00	100.0%
4204 · Water Cap Fee	2,080.00	4,160.00	-2,080.00	50.0%
Total Income	338,340.99	699,772.00	-361,431.01	48.35%
Expense				
6001 · Sewer System Expense	39,879.18	125,000.00	-85,120.82	31.9%
7001 · Water System Expense	71,101.11	138,200.00	-67,098.89	51.45%
8001 · Vehicle Expense	529.20	3,000.00	-2,470.80	17.64%
8002 · Contract Labor	1,085.00	3,350.00	-2,265.00	32.39%
8003 · Director's Fees	1,200.00	3,000.00	-1,800.00	40.0%
8004 · Dues & Subscriptions	4,430.81	6,017.00	-1,586.19	73.64%
8005 · Office Supplies	329.42	1,000.00	-670.58	32.94%
8006 · System Operator	45,956.00	108,000.00	-62,044.00	42.55%
8009 · Property Taxes	58.40	340.00	-281.60	17.18%
8010 · Training/Conferences	0.00	3,000.00	-3,000.00	0.0%
8011 · Postage & Delivery	3,191.45	5,700.00	-2,508.55	55.99%
8012 · Printing & Reproduction	0.00	1,300.00	-1,300.00	0.0%
8099 · Miscellaneous	-1.36	0.00	-1.36	100.0%
8100 · Equipment & Tools				
8101 · Office Equipment	118.71	1,000.00	-881.29	11.87%
Total 8100 · Equipment & Tools	118.71	1,000.00	-881.29	11.87%
8200 · Insurance Expense				
8201 · Liability Insurance	0.00	20,000.00	-20,000.00	0.0%
Total 8200 · Insurance Expense	0.00	20,000.00	-20,000.00	0.0%
8300 · Fees & Charges				
8301 · Bank Fees	137.00	400.00	-263.00	34.25%
8302 · Assessment Fees	998.00	1,900.00	-902.00	52.53%
Total 8300 · Fees & Charges	1,135.00	2,300.00	-1,165.00	49.35%

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Profit & Loss Budget vs. Actual

December 2025 through May 2026

TOTAL				
	Dec '25 - May 26	Budget	\$ Over Budget	% of Budget
8400 · Maintenance				
8401 · Janitorial	1,080.00	2,160.00	-1,080.00	50.0%
8402 · Office	125.00	8,940.00	-8,815.00	1.4%
Total 8400 · Maintenance	1,205.00	11,100.00	-9,895.00	10.86%
8500 · Professional Fees				
8501 · Accounting	18,487.50	20,000.00	-1,512.50	92.44%
8502 · Engineering	4,994.52	13,125.00	-8,130.48	38.05%
8503 · Legal Fees	21,088.00	7,800.00	13,288.00	270.36%
Total 8500 · Professional Fees	44,570.02	40,925.00	3,645.02	108.91%
8600 · Telephone				
8601 · Auto Dialers	2,162.46	0.00	2,162.46	100.0%
8602 · Office	1,461.07	0.00	1,461.07	100.0%
Total 8600 · Telephone	3,623.53	0.00	3,623.53	100.0%
8700 · Utilities				
8701 · Electric	35,530.27	0.00	35,530.27	100.0%
8703 · Garbage	353.89	0.00	353.89	100.0%
8700 · Utilities - Other	0.00	84,000.00	-84,000.00	0.0%
Total 8700 · Utilities	35,884.16	84,000.00	-48,115.84	42.72%
8800 · Payroll Expenses	37,412.32	87,000.00	-49,587.68	43.0%
Total Expense	291,707.95	644,232.00	-352,524.05	45.28%
Net Ordinary Income	46,633.04	55,540.00	-8,906.96	83.96%
Other Income/Expense				
Other Income				
4306 · Interest & Penalties Income	3,890.11	8,300.00	-4,409.89	46.87%
4400 · Miscellaneous Income	1,447.43	1,440.00	7.43	100.52%
Total Other Income	5,337.54	9,740.00	-4,402.46	54.8%
Net Other Income	5,337.54	9,740.00	-4,402.46	54.8%
Net Income	51,970.58	65,280.00	-13,309.42	79.61%

6/18/26 Bayview Systems Report

A. Water Production update.

10,007,000 gallons produced by the wells during May. 2,063,000 gallons registered through customer meters. This works out to 334,000 gallons per day produced by the wells and 69,000 gallons per day registered through customer meters. This is the equivalent customer consumption of 132 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 7,944,000 gallons or 79% of production by the wells.

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

11,166,000 gallons produced by the wells during May 2 years ago. 3,381,000 gallons of consumption registered through customers meters. This works out to 360,000 gallons per day produced by the wells of which 109,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 209 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 7,785,000 gallons or 70% of production totals by the wells. One million gallons unaccounted for water lost increased this past month due to controls glitch, lightning strikes & reservoir overflows.

10,522,000 gallons produced by the wells during May 3 years ago. 4,247,000 gallons of consumption registered through customers meters. This works out to 351,000 gallons per day produced by the wells of which 142,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 275 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 6,275,000 gallons or 60% of production totals by the wells. Some unaccounted for water lost occurred during construction which caused a main break, and reservoir overflows at the Pend Oreille Pines & Cape Horn Estates reservoirs.

7,638,000 gallons produced by the wells during May 4 years ago. 3,448,000 gallons of consumption registered through customers meters. This works out to 263,000 gallons per day produced by the wells of which 119,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 238 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 4,190,000 gallons or 55% of production totals by the wells.

11,270,000 gallons produced by the wells during May 5 years ago. 7,406,000 gallons of consumption registered through customers meters. This works out to 419,000 gallons per day produced by the wells of which 265,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 538 gallons per day, per service connection. (493 service connections). Unaccounted for water lost is 3,864,000 gallons or 34% of production totals by the wells.

B. Water system items:

- 1- 2025 Annual Water Quality Report.
- 2- Transient voltage surges affecting Cape Horn Estates & Dromore booster stations.
- 3- DEQ Sanitary Survey action items 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.
- 2- Three septic tanks have been pumped in the past month.
- 3- Land app site update.
- 4- Timber sale near land app site update.