

Bayview Water & Sewer District

16401 E Emerson Dr., Bayview, ID 83803

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REGULAR MEETING MINUTES

July 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, Mark Thayer 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. Lewis motioned to approve the consent agenda: approval of the minutes for June 15, 18 & 25, 2026, approval to pay the July monthly bills as listed and the June 2026 financial reports. The motion was seconded by Mr. Tindall. All were in favor, motion carried.

Reports:

Treasurer's Report: Ms. Howard presented the Profit and Loss financial report for June 2026 (attached).

Operator Report: Mr. Kuchenski reported on the District's operations from June 19, 2026 to July 16, 2026 (attached). Mr. Kuchenski informed the Board that Ziply Fiber is installing new fiber optic lines throughout Bayview. As a result, the system operators are spending a significant amount of time performing utility locates, which may result in an increase in contract hours during the project. Mr. Kuchenski also reported that he has begun obtaining quotes for replacement of the sewer valve on the line leading to the land application site.

New Business:

- 1.) **Backflow Prevention Assemblies for Marinas:** Mr. Hansen stated that backflow prevention devices should be located on the District side of the meter, as it is ultimately the water purveyor's responsibility to ensure that required backflow devices are installed, maintained, and tested annually. He explained, however, that installing the devices on District infrastructure would require shutting down the affected section of the water system during installation. If a device is installed after the meter on the customer's side, only that individual customer's water service would need to be shut off. Mr. Hansen identified several items for the Board to consider: 1) whether devices should be installed on the customer or District side of the meter; 2) the type of backflow prevention device to be installed; and 3) the amount the District is willing to spend. The Board scheduled a workshop for September 15, 2026, at 10:00 a.m. to continue the discussion.

- 2.) Water Loss Investigation: Mr. Kuchenski and Mr. Hansen met with Dion Holton of the Idaho Rural Water Association (IRWA) to locate the water lines serving the Naval Base. They believe they have successfully identified all of the service lines, which will allow the District to begin obtaining quotes for installing meters on the lines. There is an existing meter on one of the service lines; however, they recommended upgrading it to a cellular-read meter for improved monitoring and data collection.
- 3.) Water Standby Fee – Vacant Land Vs. Backside of the Meter Connection: The Board heard from a customer requesting that the property be billed the newly instituted Water Standby Fee rather than the standard water base rate, as there is no structure connected on the customer side of the meter. Mr. Lewis asked whether a yard hydrant was connected to the customer side of the meter. The customer confirmed that a yard hydrant is connected but stated that no water usage has been recorded on the meter. Mr. Kuchenski explained that the District's monthly charges help offset the cost of maintaining water availability and fire suppression capacity. He noted that these services represent an ongoing cost to the District, which is why other water systems may assess the full base rate once a connection has been made. Mr. Lewis motioned to lock the meter to prevent water usage and assess the property at one-half of the standard base rate under the Water Standby Fee, followed by a second from Mr. Luoma. All were in favor, motion carried.
- 4.) Review Historical Billing Practices for Consistency and Equity: The Board agreed to place this matter on the Board Action Item List for inclusion on a future agenda for further review and discussion. The Board noted that several previously dormant accounts will need to be reviewed on a case-by-case basis to determine the appropriate billing classification.
- 5.) Defense Community Infrastructure Program (DCIP) Grant Funding Potential: Ms. Howard informed the Board that she has reinitiated contact with the Defense Community Infrastructure Program (DCIP) regarding potential funding for future meter installation and service line location work specifically associated with the Naval Base. DCIP is a federal grant program that provides funding for community infrastructure projects that support nearby military installations. The District has successfully received funding through this program in the past, including a \$900,000 DCIP grant during the Water Improvement Project. Ms. Howard stated that she will work closely with the system operators to obtain cost estimates and develop a Scope of Work (SOW) for the proposed Naval Base meter and service line work for submission to DCIP for consideration.
- 6.) Purchase Handheld Device for Meter Reading; Integrated with Billing Software: The Board approved the purchase following a motion from Mr. Tindall and seconded by Mr. Lewis. All were in favor, motion carried.
- 7.) Approve Certification List: Mr. Luoma motioned to approve this year's certification list as presented, with the understanding that customers may be removed from the list if their accounts are paid in full prior to the certification date of July 30, 2026. The motion was seconded by Mr. Tindall. All were in favor; motion carried.

Old/Ongoing Business:

- 1.) Update: District-Wide Property Inspection and Account Review; Changes Coming to Meet IDEQ Regulations for Lead-Service Line Inventory (LSLI): Inspections are continuing as scheduled and proceeding as previously discussed and planned.

- 2.) Review Board Action Item List (September 2026): Review and discussion will be held at the September meeting.

Public Matters/Guests: None

With no further business to discuss, the regular meeting was adjourned at 4:47 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

June 2026

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	374.95	0.00	374.95
4100 · Sewer - Other	25,917.06	0.00	25,917.06
Total 4100 · Sewer	26,292.01	0.00	26,292.01
4200 · Water			
4202 · Water Late Fees	0.00	369.12	369.12
4206 · Water Charge - Water Bond	0.00	5,496.00	5,496.00
4200 · Water - Other	0.00	25,281.50	25,281.50
Total 4200 · Water	0.00	31,146.62	31,146.62
4203 · Water Hook Up Fees	0.00	5,000.00	5,000.00
Total Income	26,292.01	36,146.62	62,438.63
Expense			
6001 · Sewer System Expense			
6010 · Commercial Tank Maintenance	14,560.00	0.00	14,560.00
6020 · Residential Tank Maintenance	4,559.84	0.00	4,559.84
6001 · Sewer System Expense - Other	24.44	0.00	24.44
Total 6001 · Sewer System Expense	19,144.28	0.00	19,144.28
7001 · Water System Expense	0.00	10,117.09	10,117.09
8001 · Vehicle Expense	44.45	44.45	88.90
8003 · Director's Fees	125.00	125.00	250.00
8004 · Dues & Subscriptions	436.48	436.50	872.98
8005 · Office Supplies	61.09	81.79	142.88
8006 · System Operator	5,302.00	6,270.00	11,572.00
8011 · Postage & Delivery	253.84	264.42	518.26
8100 · Equipment & Tools			
8101 · Office Equipment	68.37	68.37	136.74
Total 8100 · Equipment & Tools	68.37	68.37	136.74
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
8402 · Office	425.03	425.03	850.06
Total 8400 · Maintenance	515.03	515.03	1,030.06
8600 · Telephone			
8601 · Auto Dialers	363.43	363.43	726.86
8602 · Office	126.31	126.32	252.63
Total 8600 · Telephone	489.74	489.75	979.49
8700 · Utilities			
8701 · Electric	1,513.99	5,502.36	7,016.35
8703 · Garbage	12.27	12.28	24.55
Total 8700 · Utilities	1,526.26	5,514.64	7,040.90
8800 · Payroll Expenses			
8801 · PERSI	277.03	277.04	554.07
8800 · Payroll Expenses - Other	3,190.79	3,190.80	6,381.59
Total 8800 · Payroll Expenses	3,467.82	3,467.84	6,935.66
Total Expense	31,440.36	27,406.88	58,847.24
Net Ordinary Income	-5,148.35	8,739.74	3,591.39

12:57 PM

07/15/26

Accrual Basis

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

	01 - Sewer	02 - Water	TOTAL
Other Income/Expense			
Other Income			
4306 - Interest & Penalties Income	53.53	523.83	577.36
Total Other Income	53.53	523.83	577.36
Net Other Income	53.53	523.83	577.36
Net Income	-5,094.82	9,263.57	4,168.75

7/16/26 Bayview Systems Report

A. Water Production update.

12,149,000 gallons produced by the wells during June. 5,617,000 gallons registered through customer meters. This works out to 368,000 gallons per day produced by the wells and 170,000 gallons per day registered through customer meters. This is the equivalent customer consumption of 324 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 6,532,000 gallons or 54% of production by the wells.

15,835,000 gallons produced by the wells during June last year. 8,272,000 gallons of consumption registered through customers meters. This works out to 546,000 gallons per day produced by the wells of which 285,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 545 gallons per day, per service connection. (523 service connections). Unaccounted for water lost is 7,563,000 gallons or 48% of production totals by the wells.

12,929,000 gallons produced by the wells during June 2 years ago. 4,185,000 gallons of consumption registered through customers meters. This works out to 446,000 gallons per day produced by the wells of which 144,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 276 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 8,744,000 gallons or 67% of production totals by the wells.

15,530,000 gallons produced by the wells during June 3 years ago. 5,977,000 gallons of consumption registered through customers meters. This works out to 457,000 gallons per day produced by the wells of which 176,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 340 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,553,000 gallons or 62% of production totals by the wells. Some unaccounted for water lost occurred during construction & a main break, and reservoir overflows at Cape Horn Estates reservoirs.

9,718,000 gallons produced by the wells during June 4 years ago. 3,438,000 gallons of consumption registered through customers meters. This works out to 294,000 gallons per day produced by the wells of which 104,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 208 gallons per day, per service connection. (501 service connections). Unaccounted for water lost is 6,280,000 gallons or 65% of production totals by the wells.

13,328,000 gallons produced by the wells during June 5 years ago. 7,935,000 gallons of consumption registered through customers meters. This works out to 430,000 gallons per day produced by the wells of which 256,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 513 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 5,393,000 gallons or 40% of production totals by the wells.

B. Water system items:

- 1- Update on leak repairs for main transmission line in Farragut State Park.
- 2- Possible replacement of main PLC due to increasing false alarms.
- 3- Ziply Fiber installation project in Bayview yields close to double digit locate tickets on certain days.

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.

D. Sewer maintenance items.

- 1- Triplex repairs update.
- 2- Multiple septic tanks, mostly commercial, have been pumped in the past month.
- 3- Land app site update.
- 4- Timber sale near land app site update.