

# **Bayview Water & Sewer District**

16401 E Emerson Dr., Bayview, ID 83803

Broadcasted over ZOOM

## **REGULAR MEETING MINUTES**

August 20, 2026

**Call to Order and Roll Call:** Madam Chairman Jeanna Hofmeister opened the meeting at 3:30 PM and a roll call confirmed 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 July 16 & 21, 2026, approval to pay the August monthly bills as listed and the July 2026 financial reports. The motion was seconded by Mr. Luoma. All were in favor, motion carried.

### **Reports:**

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

**Operator Report:** Mr. Kuchenski reported on the District's operations from July 17, 2026 to August 20, 2026 (attached). He reported that an emergency hydrant repair was required on 4th Street after a hydrant could not be shut off following hydrant flow testing by the Timberlake Fire District. The hydrant has since been serviced and repaired. Mr. Kuchenski also informed the Timberlake Fire District to avoid hydrant flowing in the Northshore area and on Cape Horn Road beyond the slide area due to concerns regarding potential water line splits in those locations.

### **New Business:**

- 1.) Located Waterlines at the Naval Base – Scope of Work and Quotes: One service line remains uncertain as to its exact location, making it difficult to determine the most appropriate location for a meter due to the topography of the area. It was noted that these conditions could potentially increase the cost of the installation. Ms. Howard stated that she will need a formal Scope of Work (SOW) and cost estimate before she can submit the project for a planning grant through the Defense Community Infrastructure Program (DCIP). The system operators asked whether the District could proceed with the project using its own funds and seek reimbursement from DCIP at a later date. Ms. Howard stated that she believed this would be unlikely. She explained that once the SOW and cost estimate are submitted, a DCIP representative is assigned to the project and conducts a formal analysis as part of the planning process. Beginning construction or incurring project costs before completing this process could potentially affect the District's

eligibility for grant funding. Ms. Howard also noted that Davis-Bacon prevailing wage requirements and associated wage tracking could become a factor if the project receives federal funding. Whether those requirements apply would need to be established before any work begins or costs are incurred, as proceeding beforehand could also affect the eligibility of those costs or the project for reimbursement. Ms. Howard further reported that DCIP advised her that its planning process is very comprehensive and is intended to develop the project to a level where much of the resulting information and language can be incorporated directly into the Letter of Intent (LOI) for a future construction grant application. Due to these requirements, the District will need to expedite obtaining the SOW and project quote so the DCIP planning process can move forward before any project work is initiated.

- 2.) Sewer Pressure Sensor and Valve at the Sewer Land Application Site: The system operators stated that they will coordinate with JADE Enterprises to move the project forward and ensure that the associated costs are incurred within the current fiscal year budget.
- 3.) 16538 E 6<sup>th</sup> St – Request to Cost Share Meter Replacement: The system operators will need to determine whether excavation from the existing meter location to the roadway will be necessary to replace the meter and meter set. They will also need to determine whether PVC or poly pipe will be required for the replacement.
- 4.) Recreational Vehicle (RV) Stub Outs & Use in the District: The Board discussed the ongoing issue and noted that surrounding cities and districts have provided few comparable examples from which the District can draw guidance. The District has been approaching the matter cautiously but has not yet reached a clear resolution. It was noted that Spirit Lake currently does not allow RV connections to its system, providing a clear and enforceable standard. If the District were to consider a similar approach, the existing ordinance would need to be amended. The Board continues to weigh this option along with other potential approaches. Not all Board members were present for the discussion, and members have expressed differing views regarding how the District should proceed. No decision was made, and the matter will continue to be discussed at future meetings.
- 5.) Equivalent Residential Unit (ERU)/Sewer Connection Buy-Back: The District would like to work with its attorney to further develop a clear and enforceable process and ensure that the ordinance language appropriately supports the direction ultimately determined by the Board. This matter will be added to the Board Action Item List (BAIL) for continued review and future discussion.
- 6.) Survey to be Sent to all Customers Regarding District Priorities: Madam Chairman Hofmeister expressed the District's desire to develop a community survey to gather public input regarding priorities and the future direction of the District. She noted that a previous survey was conducted through a community program in Bayview, with the understanding that the results would be shared with the Board; however, those results have not been provided to date. The Board discussed the importance of developing the survey in a neutral and unbiased manner so as not to influence responses toward a particular outcome. The Board also wants to ensure that customers understand that some priorities or services identified through the survey may have associated costs and could ultimately result in increased rates or fees, depending on the direction supported by the community.

- 7.) Cybersecurity: The Board discussed recent reports of cyberattacks affecting water systems across the nation. These events prompted the District to proactively review its own cybersecurity measures and system protections. Mr. Luoma reported that he has been reviewing the District's Programmable Logic Controller (PLC) systems and remote access capabilities. He noted that the systems are protected by firewalls and that he is working with the District's system controls provider, Bigfoot Technologies, to ensure that appropriate updates and upgrades are performed regularly. Mr. Luoma is also working to develop a hard-copy Operations and Maintenance (O&M) Manual that can be maintained at the District's facilities and used in the event electronic systems or remote access become unavailable. Preliminary findings from the review have been favorable. The District will continue implementing these measures and monitoring its systems to ensure appropriate cybersecurity protections remain in place.

**Old/Ongoing Business:**

- 1.) Delinquent List: The Board reviewed the current delinquent list for the month.
- 2.) Review Board Action Item List: The Board will review the BAIL again in September 2026.

**Public Matters/Guests:** None

With no further business to discuss, the regular meeting was adjourned at 4:26 PM following a motion from Mr. Tindall and seconded by Mr. Louma. 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

### July 2026

|                                           | 01 - Sewer       | 02 - Water       | TOTAL            |
|-------------------------------------------|------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b>            |                  |                  |                  |
| <b>Income</b>                             |                  |                  |                  |
| 4000 · Certified Fees                     |                  |                  |                  |
| 4001 · Certified User Fees                | 1,703.88         | 60.70            | 1,764.58         |
| <b>Total 4000 · Certified Fees</b>        | <b>1,703.88</b>  | <b>60.70</b>     | <b>1,764.58</b>  |
| 4100 · Sewer                              |                  |                  |                  |
| 4102 · Sewer Late Fees                    | 334.36           | 0.00             | 334.36           |
| 4100 · Sewer - Other                      | 25,917.06        | 0.00             | 25,917.06        |
| <b>Total 4100 · Sewer</b>                 | <b>26,251.42</b> | <b>0.00</b>      | <b>26,251.42</b> |
| 4103 · Sewer Inspection Fees              | 90.00            | 0.00             | 90.00            |
| 4104 · Sewer Hook Up Fees                 | 1,200.00         | 0.00             | 1,200.00         |
| 4200 · Water                              |                  |                  |                  |
| 4202 · Water Late Fees                    | 0.00             | 385.19           | 385.19           |
| 4206 · Water Charge - Water Bond          | 0.00             | 12,183.36        | 12,183.36        |
| 4200 · Water - Other                      | 0.00             | 29,502.77        | 29,502.77        |
| <b>Total 4200 · Water</b>                 | <b>0.00</b>      | <b>42,071.32</b> | <b>42,071.32</b> |
| 4203 · Water Hook Up Fees                 | 0.00             | 5,000.00         | 5,000.00         |
| 4204 · Water Cap Fee                      | 0.00             | 2,080.00         | 2,080.00         |
| <b>Total Income</b>                       | <b>29,245.30</b> | <b>49,212.02</b> | <b>78,457.32</b> |
| <b>Expense</b>                            |                  |                  |                  |
| 6001 · Sewer System Expense               |                  |                  |                  |
| 6010 · Commercial Tank Maintenance        | 1,820.00         | 0.00             | 1,820.00         |
| 6020 · Residential Tank Maintenance       | 10,413.92        | 0.00             | 10,413.92        |
| 6001 · Sewer System Expense - Other       | 157.90           | 0.00             | 157.90           |
| <b>Total 6001 · Sewer System Expense</b>  | <b>12,391.82</b> | <b>0.00</b>      | <b>12,391.82</b> |
| 7001 · Water System Expense               | 0.00             | 20,278.80        | 20,278.80        |
| 8001 · Vehicle Expense                    | 50.40            | 50.40            | 100.80           |
| 8002 · Contract Labor                     | 112.50           | 112.50           | 225.00           |
| 8003 · Director's Fees                    | 125.00           | 125.00           | 250.00           |
| 8004 · Dues & Subscriptions               | 71.48            | 71.50            | 142.98           |
| 8005 · Office Supplies                    | 80.70            | 80.70            | 161.40           |
| 8006 · System Operator                    | 5,302.00         | 5,718.00         | 11,020.00        |
| 8011 · Postage & Delivery                 | 254.35           | 254.35           | 508.70           |
| 8100 · Equipment & Tools                  |                  |                  |                  |
| 8101 · Office Equipment                   | 179.13           | 179.13           | 358.26           |
| <b>Total 8100 · Equipment &amp; Tools</b> | <b>179.13</b>    | <b>179.13</b>    | <b>358.26</b>    |
| 8200 · Insurance Expense                  |                  |                  |                  |
| 8201 · Liability Insurance                | 61.00            | 61.00            | 122.00           |
| <b>Total 8200 · Insurance Expense</b>     | <b>61.00</b>     | <b>61.00</b>     | <b>122.00</b>    |
| 8300 · Fees & Charges                     |                  |                  |                  |
| 8301 · Bank Fees                          | 6.00             | 12.00            | 18.00            |
| 8302 · Assessment Fees                    | 0.00             | 528.00           | 528.00           |
| <b>Total 8300 · Fees &amp; Charges</b>    | <b>6.00</b>      | <b>540.00</b>    | <b>546.00</b>    |
| 8400 · Maintenance                        |                  |                  |                  |
| 8401 · Janitorial                         | 90.00            | 90.00            | 180.00           |
| <b>Total 8400 · Maintenance</b>           | <b>90.00</b>     | <b>90.00</b>     | <b>180.00</b>    |
| 8500 · Professional Fees                  |                  |                  |                  |
| 8502 · Engineering                        | 78.75            | 78.75            | 157.50           |
| <b>Total 8500 · Professional Fees</b>     | <b>78.75</b>     | <b>78.75</b>     | <b>157.50</b>    |
| 8600 · Telephone                          |                  |                  |                  |

7:16 PM

08/17/26

Accrual Basis

# Bayview Water & Sewer District

## Profit & Loss by Class

### July 2026

|                                    | 01 - Sewer | 02 - Water | TOTAL     |
|------------------------------------|------------|------------|-----------|
| 8602 · Office                      | 126.53     | 126.54     | 253.07    |
| Total 8600 · Telephone             | 126.53     | 126.54     | 253.07    |
| 8700 · Utilities                   |            |            |           |
| 8701 · Electric                    | 2,370.18   | 6,267.58   | 8,637.76  |
| 8703 · Garbage                     | 33.07      | 33.07      | 66.14     |
| Total 8700 · Utilities             | 2,403.25   | 6,300.65   | 8,703.90  |
| 8800 · Payroll Expenses            |            |            |           |
| 8801 · PERSI                       | 276.76     | 276.77     | 553.53    |
| 8800 · Payroll Expenses - Other    | 3,194.80   | 3,194.79   | 6,389.59  |
| Total 8800 · Payroll Expenses      | 3,471.56   | 3,471.56   | 6,943.12  |
| Total Expense                      | 24,804.47  | 37,538.88  | 62,343.35 |
| Net Ordinary Income                | 4,440.83   | 11,673.14  | 16,113.97 |
| Other Income/Expense               |            |            |           |
| Other Income                       |            |            |           |
| 4306 · Interest & Penalties Income | 41.02      | 523.13     | 564.15    |
| Total Other Income                 | 41.02      | 523.13     | 564.15    |
| Net Other Income                   | 41.02      | 523.13     | 564.15    |
| Net Income                         | 4,481.85   | 12,196.27  | 16,678.12 |

## 8/20/26 Bayview Systems Report

### A. Water Production update.

16,544,000 gallons produced by the wells during July. 9,396,000 gallons registered through customer meters. This works out to 487,000 gallons per day produced by the wells and 276,000 gallons per day registered through customer meters. This is the equivalent customer consumption of 527 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 7,148,000 gallons or 43% of production by the wells.

20,319,000 gallons produced by the wells during July last year. 13,044,000 gallons of consumption registered through customers meters. This works out to 616,000 gallons per day produced by the wells of which 395,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 754 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 7,275,000 gallons or 36% of production totals by the wells.

18,156,000 gallons produced by the wells during July 2 years ago. 8,961,000 gallons of consumption registered through customers meters. This works out to 550,000 gallons per day produced by the wells of which 272,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 522 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 9,195,000 gallons or 51% of production totals by the wells.

16,188,000 gallons produced by the wells during July 3 years ago. 8,633,000 gallons of consumption registered through customers meters. This works out to 558,000 gallons per day produced by the wells of which 298,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 576 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 7,555,000 gallons or 47% of production totals by the wells.

13,870,000 gallons produced by the wells during July 4 years ago. 7,576,000 gallons of consumption registered through customers meters. This works out to 462,000 gallons per day produced by the wells of which 253,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (508 service connections). Unaccounted for water lost is 6,294,000 gallons or 45% of production totals by the wells.

17,524,000 gallons produced by the wells during July 5 years ago. 12,618,000 gallons of consumption registered through customers meters. This works out to 565,000 gallons per day produced by the wells of which 407,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 816 gallons per day, per service connection. (499 service connections). Unaccounted for water lost is 4,906,000 gallons or 38% of production totals by the wells.

B. Water system items:

- 1- Two water main breaks on North Shore Lane in July resulting from the Ziply Fiber project.
- 2- Main PLC replaced and false alarms have disappeared.
- 3- Timberlake Fire District fire hydrant testing ongoing.
- 4- Lightning strike @ Cape Horn Estates booster station.

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.