Bayview Water & Sewer District

16401 E Emerson Dr., Bayview, ID 83803
Broadcasted over ZOOM

REGULAR MEETING MINUTES
September 17, 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 (via Zoom), District clerk Logan Todhunter, and District operators Bob Hansen, and Bob Kuchenski.

Guests Present: Members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for August 20, 2026, approval to pay the September monthly bills as listed and the August 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 August 2026 (attached).

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

New Business:

1.) Timberlake Fire District – Boundary Line Adjustment Request: The Board reviewed the discussion held during the September 15, 2026 Special Meeting Workshop, at which the proposed boundary line adjustment was discussed in greater detail. During the workshop, the Board reached a general consensus that approving the boundary line adjustment would not be in the best long-term interest of the District or the Bayview community, as it could restrict the District's ability to utilize its property for a future well while meeting applicable Department of Environmental Quality (DEQ) setback requirements. Mr. Lewis motioned to deny the boundary line adjustment request from Timberlake Fire District (TFD), followed by a second from Mr. Luoma. All were in favor; motion carried. The Board emphasized that, although it denied the boundary line adjustment request, it supports TFD's goal of staffing the Bayview fire station with two full-time firefighters. The Board encouraged TFD to explore alternative options for accomplishing this goal, including the potential use of FEMA trailer housing that could be placed on TFD property. The District also expressed a willingness to consider allowing the existing pickleball court to be relocated onto District property, which could provide TFD with greater flexibility to utilize its existing property for the proposed fire station improvements.

2.) Purchase Geographic Information System (GIS) Mapping Equipment: The Board inquired whether sufficient funds were available within the current fiscal year to purchase the equipment. Ms. Howard confirmed that funding is available within the current fiscal year, although the purchase could also be planned for the next fiscal year as well. The estimated cost of the equipment ranges from approximately $2,100 to $2,900, depending on the type and level of equipment the District ultimately determines is appropriate for its needs. Additional GPS mapping work with the Idaho Rural Water Association (IRWA) is scheduled for the first week of October. Ms. Howard and Ms. Todhunter will use this opportunity to learn more about the available equipment, its operation, and which equipment would best meet the District's specific mapping needs. This additional information will allow the District to make a more informed purchasing decision.

3.) Wastewater Reuse Permit Application; Revising Operations & Maintenance Manual to Conform with Department of Environmental Quality Requests and Standards – Contract Amendment: The Board reviewed the previous discussion regarding the District's land application site and the ongoing Wastewater Reuse Permit update. The prior discussion included the site's current operating capacity, infrastructure, piezometer monitoring requirements, vegetation coverage, and the potential to increase the permitted loading rate based on the site's improved nutrient uptake capacity as the overstory has matured. The Board had expressed general support for pursuing the proposed increase and requested that Maul Foster & Alongi (MFA) prepare the necessary contract amendment for the additional work. The District is currently awaiting the contract amendment from MFA, which will be presented to the Board for formal review and approval once received.

Old/Ongoing Business:

1.) Update: Sewer Pressure Sensor and Valve at the Sewer Land Application Site: The system operators reported that they are continuing to make progress toward completing the project within the current fiscal year. They will coordinate with the District engineer to confirm their understanding of the existing infrastructure and determine the specific materials and parts required. Once confirmed, the necessary parts will be ordered with the goal of completing the project within the current fiscal year.

2.) Update: Located Waterlines at the Naval Base – Scope of Work and Quotes: There were no new updates on this project. However, the system operators noted that the Scope of Work (SOW) and associated bids should also include the installation of appropriate backflow prevention devices.

3.) Update: Equivalent Residential Unit (ERU)/Sewer Connection Buy-Back: There are no new updates on this item. However, Ms. Howard will schedule a meeting with the District attorney to allow the Chair and Vice-Chair to present their ideas and questions and obtain legal guidance to assist in moving this matter forward.

4.) Delinquent List: The Board reviewed the current delinquent list for the month.

5.) 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 4:36 PM following a motion from Mr. Tindall and seconded by Mr. Louma. All were in favor, motion carried.

Respectfully Submitted and Approved:

_____	_____
Jessie Howard	Jeanna Hofmeister
Administrative Treasurer	Chair of the Board

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

	01 - Sewer	02 - Water	TOTAL
Ordinary Income/Expense			
Income			
4100 · Sewer			
4102 · Sewer Late Fees	227.25	0.00	227.25
4100 · Sewer - Other	25,959.06	0.00	25,959.06
Total 4100 · Sewer	26,186.31	0.00	26,186.31
4200 · Water			
4202 · Water Late Fees	0.00	242.25	242.25
4206 · Water Charge - Water Bond	0.00	12,201.12	12,201.12
4200 · Water - Other	0.00	27,945.01	27,945.01
Total 4200 · Water	0.00	40,388.38	40,388.38
Total Income	26,186.31	40,388.38	66,574.69
Expense			
6001 · Sewer System Expense			
6020 · Residential Tank Maintenance	2,262.00	0.00	2,262.00
6001 · Sewer System Expense - Other	216.77	0.00	216.77
Total 6001 · Sewer System Expense	2,478.77	0.00	2,478.77
7001 · Water System Expense	0.00	19,333.38	19,333.38
8001 · Vehicle Expense	61.25	61.25	122.50
8002 · Contract Labor	112.50	112.50	225.00
8004 · Dues & Subscriptions	77.49	77.50	154.99
8006 · System Operator	5,510.00	7,200.00	12,710.00
8011 · Postage & Delivery	390.36	390.36	780.72
8100 · Equipment & Tools			
8101 · Office Equipment	3.14	3.14	6.28
Total 8100 · Equipment & Tools	3.14	3.14	6.28
8200 · Insurance Expense			
8201 · Liability Insurance	3,250.00	3,250.00	6,500.00
Total 8200 · Insurance Expense	3,250.00	3,250.00	6,500.00
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	182.56	182.55	365.11
8602 · Office	126.53	126.54	253.07
Total 8600 · Telephone	309.09	309.09	618.18
8700 · Utilities			
8701 · Electric	2,805.65	7,303.39	10,109.04
8703 · Garbage	41.09	41.10	82.19
Total 8700 · Utilities	2,846.74	7,344.49	10,191.23
8800 · Payroll Expenses			
8801 · PERSI	258.30	258.30	516.60
8800 · Payroll Expenses - Other	2,893.83	2,893.84	5,787.67
Total 8800 · Payroll Expenses	3,152.13	3,152.14	6,304.27
Total Expense	18,287.47	41,335.85	59,623.32
Net Ordinary Income	7,898.84	-947.47	6,951.37

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

	01 - Sewer	02 - Water	TOTAL
Other Income/Expense			
Other Income			
4306 · Interest & Penalities Income	44.04	533.61	577.65
Total Other Income	44.04	533.61	577.65
Net Other Income	44.04	533.61	577.65
Net Income	**7,942.88**	**-413.86**	**7,529.02**

9/17/26 Bayview Systems Report

A. Water Production update.

12,837,000 gallons produced by the wells during August. 7,589,000 gallons registered through customer meters. This works out to 458,000 gallons per day produced by the wells and 271,000 gallons per day registered through customer meters. This is the equivalent customer consumption of 517 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 5,248,000 gallons or 41% of production by the wells.

16,883,000 gallons produced by the wells during August last year. 9,782,000 gallons of consumption registered through customers meters. This works out to 582,000 gallons per day produced by the wells of which 337,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 643 gallons per day, per service connection. (524 service connections). Unaccounted for water lost is 7,101,000 gallons or 42% of production totals by the wells.

16,290,000 gallons produced by the wells during August 2 years ago. 7,787,000 gallons of consumption registered through customers meters. This works out to 543,000 gallons per day produced by the wells of which 260,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 499 gallons per day, per service connection. (521 service connections). Unaccounted for water lost is 8,503,000 gallons or 52% of production totals by the wells.

18,933,000 gallons produced by the wells during August 3 years ago. 9,344,000 gallons of consumption registered through customers meters. This works out to 574,000 gallons per day produced by the wells of which 283,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 547 gallons per day, per service connection. (517 service connections). Unaccounted for water lost is 9,589,000 gallons or 51% of production totals by the wells.

15,913,000 gallons produced by the wells during August 4 years ago. 7,939,000 gallons of consumption registered through customers meters. This works out to 482,000 gallons per day produced by the wells of which 241,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 498 gallons per day, per service connection. (513 service connections). Unaccounted for water lost is 7,974,000 gallons or 50% of production totals by the wells.

17,221,000 gallons produced by the wells during August 5 years ago. 10,113,000 gallons of consumption registered through customers meters. This works out to 538,000 gallons per day produced by the wells of which 316,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 632 gallons per day, per service connection. (500 service connections). Unaccounted for water lost is 7,108,000 gallons or 41% of production totals by the wells.

B. Water system items:

1- Fire hydrant maintenance & repairs update.
2- Main antenna at the Pend Oreille Pines reservoir replaced.
3- 31 locate tickets issued in 1 day for Ziply Fiber project.

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- Zero septic tanks have been pumped in the past month.
3- Land app site update.
4- Timber sale near land app site update.
5- Sewer lift station controls issues at Navy base.