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| **Bayview Water and Sewer - Meeting Agenda**  **P.O. Box 637 Bayview, Idaho 83803-0637**  **208 683-3948** | | | |
| **Date - Time:** **Tuesday, April 19, 2016; 3:30**  **Location:** Bayview Community Center    **Next Scheduled Meeting:** **May 17, 2016**  **Next Scheduled Workshop: 2:30 p.m. April 19, 2016** | | Directors Employees  Marsha Ritzheimer, Chair   Neil Peck, Operator  Don Gardner, Vice Chair  Reid O’Connor, Asst. Operator  Rich Doney  Linda Williams, Sec-Treas  Stephen May  Sharon Meyer  ✓ = Attended ⭘ = Absent | |
| **Invited Guests: Mary Richter, CPA** | | **Financial Information Presentation** | |
| **Agenda Item** | **Action** | |
| **Consent Agenda** | | Approval of minutes, March 22, 2016 meeting    Approval to pay all Special and Regular Bills  Approval of February 16, 2016 Minutes—Removed from Consent Agenda at March 22, 2016 meeting. | |
| **Operator’s Report** | |  | |
| **New Business**   1. **Office Keys for all Board members** 2. **One-year terms for Chairman & Vice Chair** 3. **New agenda format** 4. **Percentage of increases for Cap Fees, Raises, etc. which take effect June 1 each year** | |  | |

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| **On-Going Business**   1. **Commercial & Residential Rate update** 2. **Timothy & Susan Meyer update** 3. **Office Manager Job Description & Job Ad** |  |
| **Response to Website Questions/Statements**   1. **Community Center water/sewer fees** 2. **Margaret Nelson correspondence** 3. **Comments received after April 15, 2016** |  |
| **Announcements** |  |
| **Reports**  **Financial Statements** |  |
| **Public Comments** |  |
| **Executive Session – Optional** |  |
| **Adjournment** |  |

**Attachments:**

**March 22, 2016 Minutes**

**Operator’s Report April 19, 2016**

**Job Description for Secretary-Treasurer**

**Job Ad for “Office Manager” aka Secretary-Treasurer**

**Financial Statements – March 2016**