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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**
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| **Response to Website Questions/Statements**1. **Community Center water/sewer fees**
2. **Margaret Nelson correspondence**
3. **Comments received after April 15, 2016**
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| **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**