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| **Bayview Water and Sewer - Meeting Agenda** |
| **Date - Time:** Tuesday, November 15, 2016; 3:30**Location:** Bayview Community Center **Next Scheduled Meeting:** December 20, 2016 | [ ]  Marsha Ritzheimer  [ ]  Richard Doney [ ]  Donald Gardner [ ]  Stephen May [ ]  Sharon Meyer [ ]  Reid O’Connor, Assistant [ ]  Neil Peck, Operator [ ]  Secretary  |
| **Invited Guests:** |  |

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| **Agenda Item** | **Action** |
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| **Consent Agenda** | Approval of October MinutesApproval to pay all regular and special bills |
| **Operator’s Report** |  |
| **New Business –**1. **Hire temporary office worker**
2. **Consider hiring Boyle, Platte and Kee, CPSs to train new office hire**
3. **Employee docu-mentation of hours worked**
4. **Proposed interview questions**
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| **Old/Ongoing Business****a, b, and c. were tabled from October 15, 2016**1. **Chan’s electric bill – With action to rescind Resolution 2013-01**
2. **Alternate Access to Office update**
3. **Approval of Resolution 2016-01 --Shutting Water Off for Late Bills**
4. **Approval of Resolution 2016-02 --Employee Personnel Policy**
5. **Board members 5-year plan**
6. **FEMA grant update**
7. **Online Billing Update: Need emails for those interested**
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| **Announcements** | Linda Williams’ resignationWe are accepting applications for a 20-hour-per-week office manager position. Please apply through our website (bayviewwaterandsewer.com) or at BWSD637@gmail.com. Currently being advertised in the CDA Press and Bonner County Bee.Please bear with us until we can find a replacement. |
| **Reports****a)Financial Statements** | Unavailable |
| **Public Comments** |  |
| **Executive Session**  | Motion to go to executive session to discusses Personnel Issues |
| **Adjournment** |  Motion\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_ Seconded\_\_\_\_\_\_\_\_\_ Approved\_\_\_\_\_\_\_\_\_\_ Opposed\_\_\_\_\_\_\_\_\_ |

**Attachments: Presentations:** None

1. Neil Peck’s detailed report of needed upgrades--to support minutes from October 15, 2016 meeting