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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 Minutes  Approval 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** |  |
| **Announcements** | Linda Williams’ resignation  We 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