

Bayview Water & Sewer District
16401 E. Emerson Drive, Bayview, ID 83803

SPECIAL MEETING MINUTES

May 30, 2018

Call to Order and Roll Call: Chairman Richard Doney opened the meeting at 2:00 PM and a roll call confirmed that directors Stephen May, Robyn Edwards, Sharon Meyer and Jan Jones were also present.

Others Present: None

Guests Present: Norma Jean Knowles and Marsha Ritzheimer.

Consent Agenda and Minutes: Ms. Edwards made a motion to approve the consent agenda with a second from Mr. May. All were in favor, motion carried.

Agenda Items:

1. Workshop to discuss District operating procedures: Ms. Edwards presented sample documents and procedures manuals as well as the draft procedures manual for Bayview Water and Sewer District. The Board discussed how to uniformly edit the document, which agencies should review it and what the next steps are in finalizing the procedures manual. The next workshop will be held on June 8, 2018 at 2:00 PM.

With no further business to discuss the special meeting was adjourned at 3:00 PM following a motion from Ms. Meyer, seconded by Mr. May. All were in favor motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Richard Doney
Chairman of the Board