

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

**SPECIAL MEETING MINUTES**

June 18, 2018

**Call to Order and Roll Call:** Chairman Richard Doney opened the meeting at 2:08 PM and a roll call confirmed that directors Stephen May, Robyn Edwards, Sharon Meyer and Jan Jones were also present.

**Others Present:** District Treasurer Jessie Roe and System Operator Bob Kuchenski.

**Guests Present:** None.

**Approval of Agenda:** Ms. Edwards made a motion to approve the agenda with a second from Ms. Meyer. All were in favor, motion carried.

**Agenda Items:**

1. Workshop to Discuss District Operating Procedures: Ms. Meyer made a motion to separate the policy manual into three separate sections: administrative, water and then wastewater. The motion was seconded by Mr. May, all were in favor, motion carried. The Board discussed and edited the wastewater side of the system procedures manual and then went through the manual page by page to determine which definitions should reside in which section.

With no further business to discuss the special meeting was adjourned at 4:09 PM following a motion from Ms. Jones, seconded by Ms. Meyer. All were in favor motion carried.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Richard Doney  
Chairman of the Board