

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

**SPECIAL MEETING MINUTES**

November 28, 2018

**Call to Order and Roll Call:** Chairwoman Sharon Meyer opened the meeting at 3:00 PM and a roll call confirmed that Vice-chair Robyn Edwards and directors Richard Doney, Jan Jones, and Stephen May were also present.

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

**Guests Present:** Members of the Public.

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

**Agenda Items:**

**1) Public Hearing:** Amended Fiscal Year 17/18 Budget - (Action Item):

Chairwoman Meyer opened the public hearing at 3:01 PM and Ms. Roe presented the amended FY17/18 budget (attached). The Board heard from three people:

- a) Ted Bare said the projected late fees were too high and asked why it was set so high. The Board agreed and said it was set high due to the increase in late fee from 2% of the outstanding balance to 10% of the outstanding balance, but with the newly instituted delinquent policy the late fees did not reach the projection; therefore the late fees were lowered for the new fiscal year 18/19 budget.
- b) Faye Bare asked how much was paid in legal fees for fiscal years 16/17 and 17/18. Ms. Roe told her that \$3,170.50 was spent for 16/17 and \$3,024 was spent in 17/18 fiscal year.
- c) Karen Renner commented on the Board's intent to move away from being employee based and to save money but the maintenance accounts are higher than they have been in past years.

After all public comments were heard Ms. Edwards made a motion to approve the amended fiscal year 2017/2018 budget followed by a second from Mr. May. All were in favor, motion carried.

The public hearing was closed at 3:14 PM.

- 2) Rate Study RFP Approval – (Action Item):** Ms. Edwards made a motion to approve and publish the Request for Proposal (RFP) to perform a rate study followed by a second from Mr. May. All were in favor, motion carried. Ms. Roe will send the RFP to prospective local entities and post it on the District website as well as the local newspapers.
- 3) Format for Minutes – (Action Item):** Ms. Edwards presented an example for a proposed change to the agenda and minutes. Ms. Roe also presented a few agenda and minutes from surrounding cities and water and sewer districts. Mr. Doney motioned to table the discussion until the January 2019 meeting so the Board could review documents and formulate discussion, followed by a second from Ms. Jones. All were in favor, motion carried.

With no further business to discuss the special meeting was adjourned at 3:53 PM following a motion from Ms. Edwards, seconded by Ms. Jones. All were in favor, motion carried.

Respectfully Submitted and Approved:

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Jessie Roe  
Administrative/Treasurer

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Sharon Meyer  
Chairwoman of the Board