

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

**SPECIAL MEETING MINUTES**  
April 11, 2019

**Call to Order and Roll Call:** Chairwoman Sharon Meyer opened the meeting at 12:00 PM and a roll call confirmed that Vice-chair Robyn Edwards, and directors Stephen May and Jan Jones were also present.

**Others Present:** District Operator Bob Kuchenski.

**Guests Present:** None

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

**Agenda Items:**

1.) Workshop - Discuss and work on finalizing the Operating Procedures Manual: It was determined that the downloads of the operating manual the Board had taken were not the updated versions done by Ms. Edwards, so Board members need to download the revised manual and review still. Mr. May proposed monthly meetings, from June through September, to continue with review. Seconded by Ms. Edwards. All were in favor motioned carried. Ms. Edwards requested to attempt to complete the review by September, with a goal of having a finished document for presentation and adoption at the regular Board meeting in September or October. Motion passed unanimously.

The Board came to these conclusions:

- a) The document needs to be a useable manual that covers the issues that come up and provide a consistent “roadmap” for the solutions.
- b) The operator and the administrative treasurer will provide a list of any situations that have and do occur where the issue is not addressed or there is an inadequate explanation of the policy.
- c) To keep it a living document that will be kept current and be used, the Board will set a time on the calendar annually for a review to update where required. December, beginning of the year, would be a good time to do this.
- d) Chair would initiate the review and may decide to give sections to individual Board members for review and/or to the Secretary-Treasurer.
- e) Changes would be recorded on the front page which would show the Revision History.
- f) There should be a digital copy of the manual and two printed copies.
- g) Need to establish a means to make changes to rates and fees – these changes should reside in the Appendix and show all the changes, so the entire document would not have to be reprinted in case of a rate or fee change.

With no further business to discuss the special meeting was adjourned at 1:00 PM following a motion from Ms. Jones, seconded by Mr. May. 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