

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

**SPECIAL MEETING MINUTES**

June 17, 2019

**Call to Order and Roll Call:** Chairwoman Sharon Meyer opened the meeting at 1:00 PM and a roll call confirmed that Vice-chair Robyn Edwards, and directors Stephen May, and Richard Doney were also present.

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

**Guests Present:** None.

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

**Agenda Items:**

- 1.) Finalizing the Operating Procedures Manual: The Board discussed the District's main operating resolutions and ordinances for water and sewer regulations. It was decided that another manual may not be needed but instead the District should enforce the current resolutions and ordinances and update when/if needed. Also, to maintain fair and equitable water charges for all customers the District should establish an Equivalent Dwelling Unit (EDU) of measurement, similar to the sewer ER's, to place on water connections; this might change the billing format. Ms. Edwards will draft a letter to the customers notifying them of possible format changes. This will be addressed at the next special meeting on June 21, 2019.

With no further business to discuss the special meeting was adjourned at 2:40 PM following a motion from Ms. Edwards, seconded by Mr. Doney. 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