

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

SPECIAL MEETING MINUTES

June 21, 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: Ms. Edwards made a motion to approve the agenda with a second from Mr. Doney. All were in favor, motion carried.

Agenda Items:

- 1.) Finalizing the Operating Procedures Manual: Ms. Edwards presented a draft letter to the Board to inform customers of a possible format change to their bills. The Board directed Ms. Roe to contact the billing software company, El Dorado, and determine if the desired changes could be implemented. Ms. Edwards will bring forms to enclose with the customer letter as well as forms to be used during parcel research to the next meeting on July 15, 2019. The next meeting will discuss any updates to Resolution 2017-001 and Ordinance 90-1.

With no further business to discuss the special meeting was adjourned at 3:22 PM following a motion from Ms. Edwards, seconded by Mr. Doney. All were in favor, motion carried.

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Sharon Meyer
Chairwoman of the Board