



The Board of Directors meet once a month on the 3rd Thursday of every month at 3:30 PM.
Bayview Water & Sewer District Office/Zoom
16401 E. Emerson Dr., Bayview, ID 83803

**This form must be returned to the District office by Wednesday at 9:00 AM two weeks prior to subsequent meeting.
ALL fields must be filled out for consideration.**

Date and Time Submitted: _____ Meeting Date: _____

Name: _____

Site/Physical Address: _____ Account No.: _____

Email Address: _____ Phone Number: _____

Any other necessary contact information: _____

Is Board action necessary? Yes No

If yes, action requested of Board: _____

Please provide all documentation you will reference and/or read from *Required

Please state the item you wish to present at the upcoming Board meeting (Be as specific as possible. All concerns not mentioned herein will not be addressed at the meeting): _____

Please state the proposed outcome you are seeking: _____

DISCLOSURE: All agenda requests will be previewed by the District Manager and Chairman of the Board prior to being accepted into the Agenda. Should this request be denied, the District will contact you in writing within three (3) business days stating the reason for denial. All agenda requests MUST be delivered to the District Administrator no later than the 1st Wednesday of the month by 9:00 AM for consideration. Agenda requests received after this time will be considered for the following month's Agenda. Each agenda item you are requesting will need its own request form. Multiple requests per form will NOT be accepted. Requests requiring supporting documentation will not be accepted unless the supporting documentation is submitted with the request.

For Office Use Only:

Date Request Received: ____/____/____ Received By: _____

Date Request Reviewed: ____/____/____ Reviewed By: _____

Is All Supporting Documentation Attached? Yes No

Does the District Manager Approve of Content? Yes No

Does the Chairman of the Board Approve Content? Yes No

Date Request Has Been APPROVED/DENIED ____/____/____ By: _____

Notice Added To Agenda: Yes No Notice of Denial Mailed to Requestor: ____/____/____ By: _____
