

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT  
MINUTES OF REGULAR MEETING  
JANUARY 12, 2011**

CALL TO ORDER

Chairman Sewell called the regular meeting to order at 9:00 a.m. Board members present were Dave Weinstein, Todd Walker, Tom DePew and Carole Stringer. District Superintendent Dustin Jacobson was also present representing the Board and District Administrator Lynn Hagman recorded the minutes of the meeting.

AGENDA & MINUTES

**Board member Stringer moved to approve the agenda for this meeting, seconded by Board member DePew. The motion carried.**

**Board member Walker then moved to approve the minutes of December 15, 2010, seconded by Board member Stringer. The motion carried.**

H2O PAY REQUESTS

The Board reviewed two pay requests from H2O Well Service, one was for final quantities and the other for retainage release. **Board member DePew moved to approve both pay requests by H2O Well Service. Board member Walker seconded the motion. The motion carried.**

BOARD MEMBER COMPENSATION

Board member Stringer voiced her concern regarding the increase the Board received in the past based on having internet service. Board member Stringer felt that the Board is not making wise use of the internet and is not sure that the extra amount of \$25.00 is earned if Board members are not reading their emails on a timely basis.

Board member Stringer is also concerned with the emails between Board members on their personal computers are not being retained. Another concern is a Board member attending a conference and calling it a meeting.

Board member DePew informed Board member Stringer that the extra \$25.00 for Board member compensation was for the upkeep and use of the Board member's computer and to help with the cost of the internet for email purposes. Board member Weinstein had no recollection of extra compensation for internet costs, but felt it was just an increase in the Board's compensation. Board member Weinstein questioned the keeping email records between Board members and did not feel this was necessary.

Board member Stringer felt that all correspondence between Board members via email that is in relation to the Sewer District should be saved per the District's adopted retention policy. Board member Weinstein disagreed and felt this was not necessary. Board member Weinstein felt that the District's administration is informed and complies with the State of Idaho retention of records.

Board member Walker stated that he would deter from using the computer at home if he needed to save all of his conversations with other Board members. District Administrator, Lynn Hagman suggested the Board get a legal opinion on this issue at the next meeting. Chairman Sewell agreed. Board member Stringer discussed the types of communication that she felt would need to be saved and the other Board members disagreed with saving any of their emails and felt that the emails that are sent between Board members do not have information that needed to be saved.

Chairman Sewell addressed the upcoming conference on February 5<sup>th</sup> and also felt that this should not be called a meeting. Board member Stringer is also concerned with reports to the Board following a Board member's attendance at a conference or other meeting as well as the compensation for such outside meetings or conferences.

Board member DePew stated that the HARSB meetings and the Aquifer meetings have minutes that are kept. Board member Stringer felt there should be a regular report from those who attended the meetings. Board member Weinstein stated that he and Chairman Sewell have given reports on the HARSB meetings each time. The reports have been short because there have been a lot of executive sessions which cannot be reported on. The Board agreed that meetings outside of the Sewer District meetings should be reported on with either a set of minutes from that meeting, to be attached to the Sewer District minutes or by a report from the Board member who attended.

District Administrator, Lynn Hagman suggested each Board member fill in their time sheet with what type of meeting they went to and if it was a conference, they should write down that it was a conference. The Board then can decide a pay scale for meetings outside of the regular Sewer District meetings. The compensation for other meetings and conferences attended by Board members will be discussed at the next meeting.

#### UPDATE ON HARSB

Board member Weinstein informed the Board that HARSB has a concern with other people becoming involved with the current lawsuit and taking up more time and money.

#### CONFERENCE

Chairman Sewell informed the Board that if they were going to attend the conference on February 5, 2011 they need to contact BiJay and register. This is the 10<sup>th</sup> Annual Regional Lakes Conference.

#### EDUCATION

District Administrator, Lynn Hagman requested the Board to pay a portion for the IIMC Conference in Nashville in May, 2011. Mrs. Hagman explained that in the past the City of Hayden Lake has paid for all continuing education and since the District benefits from the education as well, she feels they should help pay for it. **Board member Weinstein moved to approve \$750.00 towards the conference. Board member Stringer asked to have the motion amended to paying one half of the cost of the conference. Board member Weinstein amended his motion to approving one half of the conference, not to exceed \$2,000. Board member DePew seconded the motion. The motion carried.**

## EMLOYEE INCENTIVE BONUS

Chairman Sewell voiced his concern with not implementing the bonuses correctly. The bonus should not be a gift, it should be job related. Board member DePew suggested a month to month bonus and to keep track of it that way and then give the bonus at the end of the year.

Board member Weinstein gave a brief history of the "Christmas Bonus" as in years past and informed the Board that he had discussed this with Mr. Chatwin from the City of Hayden following a HARSB meeting. Mr. Chatwin had suggested to Board member Weinstein to tie a bonus to incentive or performance and title it a performance incentive bonus and then tie this into some type of an employee review. This will formalize the bonus.

A six month fiscal year employee evaluation was discussed with continuing to give the bonus at the end of the year as it is done now. **Board member Weinstein moved to change the language of the bonus to a performance incentive bonus.** Board member Stringer questioned getting more information and documentation on incentive and scale from Mr. Chatwin from the City of Hayden. Board member Walker felt this should be researched further also. Board member Stringer suggested giving a floating holiday instead of an annual bonus. Board member Weinstein stated he was sensitive on the issue of bonuses that are actually based on performance issues. **Board member Weinstein's motion to change language on bonuses died for lack of a second.** Chairman Sewell suggested continuing this conversation to the next meeting.

ADJOURN

**At 10:30 a.m. Board member DePew moved to adjourn, seconded by Board member Walker. The motion carried.**

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Dave Weinstein, SECRETARY

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Lynn M. Hagman, ADMINISTRATOR