

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
REGULAR MEETING
JUNE 27, 2012**

CALL TO ORDER

As acting Chairman, Board member DePew called the meeting to order. Other Board members present were Todd Walker, Carole Stringer and Dave Weinstein. Chairman Sewell was absent. Ken Thompson and Larry Comer were present as representatives of the Board. Administrator Lynn Hagman recorded the minutes of the meeting.

AGENDA

Board member Weinstein moved to approve the agenda, seconded by Board member Walker. The motion carried.

Following review of the minutes, Board member Stringer moved to approve the minutes of May 23rd and June 13, 2012. Board member Walker seconded the motion. The motion carried.

ACCOUNTANT

Ken Thompson gave the financial report and discussed re-cooping the LID7 funds. Mr. Thompson informed the Board that the District will have three years to get back any funds that were expended towards LID7. Mr. Thompson explained the certification of delinquent account to the Board. Board member Stringer questioned if the District had any penalties in place for the certification. Mr. Thompson replied that we did not. Board member Walker suggested Mr. Thompson look into a penalty and what would be reasonable. **Board member Walker then moved to approve the financial report and the invoices for payment. Board member Stringer seconded the motion. The motion carried.**

Mr. Thompson also informed the Board that he has received a draft of the 2010 revenue and expenses from the auditor.

RESOLUTION 2012-2

Following review of Resolution 2012-02, Administrator Hagman pointed out that the locate ball was still on the list of fees and should be removed. Board member Stringer suggested more discussion on late fees and a possible certification fee. This item was carried to the next regular meeting on July 11, 2012.

HARSB REPORT

Board member Weinstein presented a handout from the HARSB meeting on Reasons for the Facility Plan. Board member Weinstein reported that the sludge hauling is doing fine and the re-use farm is doing well. In reviewing the handout from Board member Weinstein on the facilities plan, Board member Stringer asked when HARSB would be purchasing the land for the build out. Board member Weinstein replied that it would be within the first five years of improvements.

Board member Weinstein informed the Board that the NPDES draft permit will be out in July and then a public hearing will be held. Board member Weinstein felt that capacity will be an issue between the Sewer District and the City of Hayden. Board member Stringer questioned if the primacy issue with the state was still going. Board member Weinstein replied that Mr. Wilcox has dropped the primacy issue and nothing was done with it in Boise.

Board member Weinstein also informed the Board that the Woodland Water project is no longer being discussed. Larry Comer stated that the feasibility of acreage for several entities isn't there. The entity would have to purchase the land.

Handouts on the job description for the plant manager was handed out Mr. Windram will be leaving HARSB on August 1, 2012. Board member DePew questioned where they will advertise and Board member Stringer questioned the start date of the search. Board member Weinstein stated that the search will be nationwide and a selection committee will be picked with Ken Windram supervising. Board member Stringer questioned if any thought had been given to a company doing the search. Board member Weinstein replied that Hayden does not want to spend the funds for a company to do the search. Board member Stringer reminded the Board that this is a major decision per the Joint Powers Agreement and the District Board needs to be involved.

Mr. Comer suggested the Board ask Mr. Windram to give the Board an advertising plan and who it will go out to and what is the interview plan. Mr. Comer suggested Ken Windram communicate this information to the Board members via e-mail.

Board member DePew asked if there was any thought to contracting out to run the plant until we find someone. Board member Weinstein stated there was no mention of that.

HAWLEY-TROXELL CONFERENCE

Board member Stringer reported on the conference she attended. The conference was on municipal finance and maintaining documentation of funding. Board member Stringer presented her report to the Board.

ENGINEER

Larry Comer discussed the ER flow definition with the Board. The Sewer District uses the 250 gallons per day definition of an ER and practical application for the commercial user is to divide their flow. Another use is the definition of infiltration. If the District finds inflow in the system, we correct it. Mr. Comer suggested that while Mr. Windram is still with HARSB, he could go into their archives and pull source documents. The District will keep our definition and we need to stay at the current level of 250 gallons per day. The Board approved Mr. Comer to research the documents.

WAGES

Board member DePew read Chairman Sewell's recommendations into the record with Laurie receiving a 1% increase and Lynn receiving a 3% increase. Board member Stringer responded that this is math and it should be about the individual's worth. There were no personnel evaluations or reviews done. Board member DePew stated that he and Administrator Hagman talked about the employee's and their job and their value in the past. Board member Stringer feels that a performance evaluation needs to be done annually.

Board member Walker stated that Board member DePew has been Dustin Jacobson's "go to" Board member. Board member Walker suggested the entire Board evaluate the employee's. Board member Stringer questioned Ken Thompson if there was \$5,000 in the budget for increases. Mr. Thompson replied that there was.

Board member Weinstein stated that this is a hard time with any increase with what is coming up at the public hearing on LID7. Board member Stringer stated she is less concerned with figures than what the Board demands from the staff. There should be less micro managing and the Board needs to let the staff do their jobs. Board member Stringer did not feel that the 3% was excessive. Board member Stringer felt that the Administrator is the supervisor of all the employees and should be doing the evaluations on the staff. The Administrator should develop the criteria and present it to the Board. Board member Stringer suggested a Board member do an evaluation on the Administrator.

Board member Walker was in favor of a 3% for all employees. Board member Walker questioned Administrator Hagman on hours worked and feels the Administrator's pay is the full amount for the 20 hour worked for the District. Administrator Hagman explained that the hourly rate is divided and calculated by 36 hours a week. Since the City and the District are separate and may give different increases it is figured on hours worked per work and divided by two.

Board member Weinstein moved to approve a 6% increase for Lynn Hagman, 3% increase for Dustin Jacobson and Chris Seward and 2% for Laurie Robb. Board member Stringer seconded the motion. Board member Walker insisted that Mrs. Hagman understand the wage she receives is the full amount for 20 hours a week. Mrs. Hagman has not calculated the wage by this method. It has been calculated with the same calculation as previous years. **The Board approved the increases with all in favor. The motion carried.**

ADJOURN

At 7:15 p.m. Board member Weinstein moved to adjourn, seconded by Board member Walker. The motion carried.

Dave Weinstein, SECRETARY

Lynn M. Hagman, ADMINISTRATOR