

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT  
MINUTES OF REGULAR MEETING  
AUGUST 12, 2015**

CALL TO ORDER

Chairman Walker called the meeting to order at 9:00 a.m. Board members present were Ed Short, Ed Burke, Ed Graves and Carole Stringer. Attorney Mike Schmidt, Superintendent Dustin Jacobson and Engineer Steve Cordes were present as representatives of the Board. Visitors present were Ken Windram and Stephanie Oliver representing HARSB and Mr. and Mrs. Nicholson. Administrator Lynn Hagman recorded the minutes of the meeting.

AGENDA / MINUTES

**Board member Short moved to approve the agenda, seconded by Board member Burke. The motion carried.**

**Following a brief review of the minutes and a suggested minor change, Board member Short moved to approve the minutes of July 22, 2015 seconded by Board member Burke. The motion carried.**

CITIZEN ISSUE

Mr. Nicholson, 11528 N. Avondale Loop addressed the Board regarding a Covenant of Consolidation that the previous owner had done for the extra ER on the property. Mr. Nicholson explained that his home was built in the middle of two lots; therefore there is an extra ER on the property which is now on the refund list. Mr. Nicholson informed the Board that he is in the process of consolidating the two lots at the County level to make one legal lot.

Attorney Schmidt discussed the Covenant of Consolidation and why the District allowed people to do this covenant and how the CAP fee refund list worked. Administrator Hagman informed the Board that she had a previous conversation with Mr. Nicholson and explained that Mr. Nicholson would like to have the lot declared non-buildable once it is consolidated by the County into one lot and the ER would then be refunded now. Attorney Schmidt discussed the refund provision and what is required to be deemed a non-buildable lot. Attorney Schmidt felt this was not a situation for a non-buildable covenant.

Mr. Nicholson questioned how the District could assess two lots for something when it will be only one lot. Attorney Schmidt informed the Board he would like time to discuss this with Bond Counsel Danielle Quade and get her opinion. Attorney Schmidt suggested the ER could be relinquished to the District with no compensation and Mr. Nicholson stated he would be willing to do this.

## HARSB BUDGET REVIEW

Ken Windram reviewed the HARSB 2014 summary of things that had been completed. Mr. Windram discussed the bio-solids and how they are being applied and reviewed the BNR construction progress for 2014-2015. Board member Stringer questioned why HARSB needed to re-apply for the bio-solids permit. Mr. Windram explained the changes the state of Washington has made and the result of the changes is HARSB having to re-apply for their permit.

Mr. Windram discussed future events that will take place between 2015 and 2025. Mr. Windram estimates the 15' forced main replacement will be done in 2025. Board member Graves questioned why the forced main would need to be replaced. Mr. Windram replied the line is old and keeps splitting and is not made of good material.

The ER Breakdown was discussed and Mr. Windram stated the ER's would become WU's on September 1, 2015. Attorney Schmidt questioned if HARSB was testing constituents yet. Mr. Windram stated there are no flow meters yet, when we get flow meters installed the testing will be done. The District's percentage based on total billable ER's is 24.28%.

Mr. Windram reviewed the 2015-2016 budget summary with the Board explaining the line items. Board member Stringer asked Ms. Oliver why the FY 2013-2014 budget column on the budget notice did not reflect audited actuals. Ms. Oliver stated that she does actuals but it was never asked for on this form.

In discussing the employee related expenses Ms. Oliver explained the District's percentage between the interceptor and the collector and stated the operator's time in the field is an estimate that is billed to the District. Overall there are only an estimated 20% of the operators time spent in the field which led to a change in the percentage for the interceptor and collector system. Attorney Schmidt questioned how the operator's time is tracked. Board member Stringer also questioned the process used to track their time. Stephanie explained the operator's fill out time cards on a daily basis, however, they are not required to enter exact time of arrival or the time they leave the District nor are they required to enter what they did in the District. Ms. Oliver stated there are work orders that are filled out and they do log books with a generalized summary of what they did in the District. The bill to the District is estimated over a six month period.

Superintendent Jacobson discussed the work orders and what is being reported on them. The difference between a quick check and a detailed check was asked and Mr. Windram explained the two checks. Board member Short explained the District needs to account for the money being spent. Ms. Oliver reviewed the billing and percentages the District pays.

The maintenance of the District collector system was discussed. Superintendent Jacobson discussed the cost savings if the District did our own maintenance. Attorney Schmidt addressed Mr. Windram stating the issues are transparency and accountability and being able to measure so you can manage.

Chairman Walker suggested continuing the maintenance discussion to a future meeting. Mr. Windram continued with the budget review informing the Board of an approximate \$10,000 increase for the District fees to HARSB.

**Board member Graves moved to approve the HARSB proposed budget for FY 2015-2016. Board member Burke seconded the motion. The motion carried. A written notice of approval by the Board will be sent to HARSB.**

#### ENGINEER

A change order for Road Construction North West was presented. Mr. Cordes explained the change order was a reduction of \$62,762.27 from the contract amount. This would be for the Thames lift station.

**Board member Short moved to approve the change order, seconded by Board member Burke. The motion carried.**

Mr. Cordes informed the Board he and Superintendent Jacobson have been finalizing the specs and getting ready to go out for bid. The Country Club lift station should be done by Memorial Day, 2016. Mr. Cordes explained what the concept is for leaving the old box where it is for now.

Avondale lift station was discussed with Mr. Cordes informing the Board there are trees that will need to be removed and the Avondale Board has approved. The lift station design is done and Attorney Schmidt is working on the easement. Attorney Schmidt stated once the easement is signed, work can begin on Avondale and the Country Club lift stations.

Mr. Cordes informed the Board the Thames Ct. by-pass was designed and Attorney Schmidt has drafted an agreement with Avondale Golf Club. The plans have been turned into DEQ for approval and the bid opening will be on August 25, 2015. Mr. Cordes will have the bids at the meeting on August 26, 2015 for Board review and possible approval. Attorney Schmidt reviewed the Avondale agreement and discussed the compensation to Avondale for the easement.

**Board member Graves moved to approve the agreement and easement and to authorize Chairman Walker to sign final copy. Board member Burke seconded the motion. The motion carried.**

#### SUPERINTENDENT REPORT

Superintendent Jacobson reported on a reimbursement request from Jim and Nancy DiGiammarco, 10842 N. Pt. Hayden Dr. Mr. DiGiammarco is requesting a total of \$757.52 in costs he paid from a failure in the street valve. Superintendent Jacobson explained what the problem was and recommended full reimbursement to the DiGiammarco's.

**Board member Short moved to reimburse Mr. DiGiammarco \$757.52 with a release from the District. Board member Graves seconded the motion. The motion carried.**

Next, Superintendent Jacobson reported on a reimbursement request from Claudia Miewald, 2501 E. Hayden View Dr. Ms. Miewald is requesting a total of \$1,796.76 in costs she paid due to a failed pump. Superintendent Jacobson explained the problem and stated the pump was already 15 years old and recommended only a portion of the request be paid.

**Board member Short moved to pay the electrical portion of \$250.00 with a release from the District. Board member Graves seconded the motion. The motion carried.**

ADJOURN

**With no further business before the Board, the meeting was adjourned by Chairman Walker at 11:10 a.m.**

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Todd Walker, CHAIRMAN

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Lynn Hagman, ADMINISTRATOR