

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT  
MINUTES OF REGULAR MEETING  
AUGUST 24, 2016**

CALL TO ORDER

Chairwoman Stringer called the meeting to order at 4:00 p.m. Board members present were Ed Graves, Bill Meany, Ed Short and Ed Burke. Also present were Attorney Mike Schmidt, Engineer Ashley Williams and Superintendent Dustin Jacobson as representatives of the Board. Administrator Lynn Hagman recorded the minutes of the meeting.

AGENDA/MINUTES

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

**Board member Short moved to approve the minutes of August 10m 2016 as prepared. Board member Burke seconded the motion. The motion carried.**

BUDGET HEARING FOR FY 2016-2017

Chairwoman Stringer opened the public hearing for the FY 2016-2017 budget at 4:05 p.m. There were no citizens present to give testimony and none received by mail or email. At 4:06 p.m. Chairwoman Stringer closed the public hearing.

Accountant Stephanie Sherman reviewed the budget line items with the Board, pointing out the 3% increase in property tax and the 5% increase in wages with the remaining 5% of the 10% overall increase allocated to medical insurance.

Ordinance 16-02, the annual appropriations ordinance was presented for adoption.

**Board member Graves moved to approve Ordinance 16-02, to suspend the rule requiring the reading on three separate occasions and to be read in full. Board member Meany seconded the motion. A roll call vote was taken; Board member Meany, "aye", Board member Short, "aye", Board member Burke, "aye" and Board member Graves, "aye". The motion was unanimously carried.**

Chairwoman Stringer read Ordinance 16-02 by Title only.

**Board member Short moved to adopt Ordinance 16-02 and to publish in full. Board member Graves seconded the motion. A roll call vote was taken; Board member Short, "aye", Board member Burke, "aye", Board member Graves, "aye" and Board member Meany, "aye". The motion was unanimously carried.**

## ENGINEER

Ashley Williams reviewed the timeline for LID 7A and informed the Board she has requested a new roll from the County. Ms. Williams stated there are still questions regarding lot splits and there is one property north of Lancaster Rd. that was excluded from the first roll. Ms. Williams informed the Board she is working on the Engineers report for the LID and 98% of the costs were construction and 2% were the District portion of District funds.

Ms. Williams informed the Board that Attorney Schmidt sent a letter to Road Construction Northwest informing them they needed to get things done and they are working on closing out the Country Club lift station project. The Board requested the legal and engineering charges on this be invoiced and deducted from RCNW final payment.

Dustin Jacobson and Ms. Williams are working on the Operations and Maintenance manual, Ms. Williams stated DEQ wants 45 days to review it. The Board needs to look at dates and timeline for the closeout of the LID and suggested Danielle Quade be invited to attend the next meeting.

Ms. Williams then discussed spare pumps. The remaining LID funds are approximately \$18,600 and were for the support of spare pumps at Pt. Hayden, Sandy Cove and one for Avondale and Wrights Park to share with the Clarkhouse. Board member Graves questioned the warranties on existing pumps. Ms. Williams stated the pumps have a 5 year warranty. Chairwoman Stringer requested more information on the warranties. Attorney Schmidt discussed insurance coverage on pumps and if a claim would be more than the deductible.

Next, Ms. Williams informed the Board of the meeting she, Attorney Schmidt, Dustin Jacobson and Steve Cordes had with Leo Notar regarding English Pt. The costs to form and LID were discussed as well as the route for the line. Superintendent Jacobson discussed Waverly Loop and the direction it would go from there. The question of how things would be paid was also discussed.

## ATTORNEY

The Accident Prevention and Safety policy and the Accounting Procedures policy were presented for adoption.

**Board member Meany moved to adopt the two policies, seconded by Board Burke. The motion carried.**

## FINANCIAL

Stephanie Sherman reviewed the financial status of the District and the invoices for payment. An audit update was given by Ms. Sherman as well.

**Board member Graves moved to approve the financial report and to pay the invoices. Board member Burke seconded the motion. The motion carried.**

SUPERINTENDENT

Superintendent Jacobson informed the Board of the Canterbury quotes for paving. Attorney Schmidt suggested paying part of the invoice to the contractor. The Board agreed.

Mr. Jacobson also informed the Board that the vactoring has been started in certain areas of the District.

BOARD

The HARSB request was submitted for approval.

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

The DEQ reimbursement request in the amount of \$1,605.69 was submitted for approval.

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

The Employee contracts were presented for approval.

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

At 5:50 p.m. Board member Ed Short excused himself from the meeting.

Chairwoman Stringer gave a HARSB report and informed the Board they are open to buying ER's from the District. Chairwoman Stringer stated there was discussion on original cost of the ER's as well as the relinquishment of ER's. Attorney Schmidt discussed the Board's options regarding the LID funds and HARSB refunding the District for ER's and felt it was a contractual right.

ADJOURN

With no further business before the Board, at 6:12 p.m. Chairwoman Stringer adjourned the meeting.

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Carole Stringer, CHAIRWOMAN

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Lynn Hagman, ADMINISTRATOR