

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT  
MINUTES OF REGULAR MEETING  
FEBRUARY 26, 2014**

CALL TO ORDER

Chairman Walker called the meeting to order at 4:00 p.m. Board members present were Ed Short, Ed Burke and Carole Stringer. Board member Ed Graves was absent. Superintendent Jacobson, Attorney Schmidt, Engineer Steve Cordes, Ken Thompson and Stephanie Sherman were all present as representatives of the Board. Administrator Hagman recorded the minutes of the meeting.

AGENDA / MINUTES

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

**Board member Stringer then moved to approve the minutes as presented, seconded by Board member Burke. The motion carried.**

ENGINEER

**Mr. Cordes presented the DEQ request for reimbursement for approval. Board member Burke moved to approve the request, seconded by Board member Short. The motion Carried.**

Superintendent Jacobson reported on the lift stations. Mr. Jacobson reported the District now has a signed easement for Sherwood Ct. Mr. Jacobson informed the Board that everyone has been contacted and he is still working on other easements. The Clark House easement will need a 20 x 20 piece of property from Dr. Ambrose and Mr. Jacobson felt that this will cost the District money. Mr. Jacobson is still having discussions with Mr. Ambrose.

Mr. Jacobson informed the Board that Chris Seward will be gone until the 15<sup>th</sup> of March for National Guard. The District purchased a snow plow for the truck that will enable them to get into the lift stations easier. The trucks have both been in an accident. Mr. Jacobson's truck was damaged when sliding into a tree and is now at the repair shop. Mr. Seward's truck was damaged when it slid into a Welch comer vehicle. Mr. Seward's vehicle was easily fixed in the District shop.

Mr. Cordes informed the Board that Welch Comer is working on easement descriptions and he and Board member Burke had also met with the Country Club and they are fine with the easement.

ATTORNEY

Attorney Schmidt reviewed the easement for Mr. Gosting and Mr. Hughes and discussed what the District would be doing on the property. **Board member Burke moved to approve the easement, seconded by Board member Stringer. The motion carried.**

Attorney Schmidt stated that Canterbury Cove easement was priority number two and the easement with Mr. Gomes will be next.

#### PERSONNEL POLICY

The Board reviewed edits made by Board member Burke who felt there should be no mention of gifts or dollar amount of a gift in the policy. Board member Stringer disagreed as did Board member Short who felt that there are circumstances where small gifts are given to workers out on the job. Attorney Schmidt will research Idaho Code for regulations on gifts. The response time of thirty minutes was discussed. Mr. Jacobson explained this did not coincide with their employment contracts which states "reasonable time". Board member Short felt that the verbiage of "reasonable time" is fine.

Board member Short questioned the evaluations and who would be doing them. Board member Short suggested the Chairman sit in on all evaluations. Board member Stringer suggested an organizational chart be attached to the policy. Edits made by Board member Stringer were reviewed. The Board discussed having passwords on the computers and felt this was not a good idea. An evaluation form and exit interview form is needed.

#### ACCOUNTANT

Ken Thompson reviewed the financial report and the invoices for payment with the Board. Mr. Thompson informed the Board that he will call bonds in the amount of \$150,000. Mr. Thompson discussed pulling funds from the State Treasurer's Pool and putting into banks but he explained he was not sure if the federal insurance on funds is still at \$250,000 and how long it would be that much. Attorney Schmidt will research what the federal insurance at the banks are now. Chairman Walker felt that having funds in several different banks may be confusing and not a good idea. **Board member Short moved to approve the financial report and invoices for payment. Board member Burke seconded the motion. The motion carried.**

Mr. Thompson discussed the hiring of the District's former auditor to help do the financial statements for the next audit. Mr. Thompson volunteered to donate \$1,000 if the District would match this to hire an extra person to help get the books ready for the new auditor. **Board member Burke moved to approve the \$1,000 expense to hire the previous auditor to help with the financial records. Board member Short seconded the motion. The motion carried.** Mr. Thompson informed the Board that Mrs. Gourley will not be available until May and Magnuson McHugh can be scheduled to do the audit at the end of May.

**The contract with Magnuson McHugh CPA was presented to the Board. Board member Stringer moved to approve the contract, seconded by Board member Burke. The motion carried.**

#### BOARD DISCUSSIONS

The HARSB payment request was reviewed by Chairman Walker who recommended it be approved. **Board member Burke moved to approve the payment request, seconded by Board member Stringer. The motion carried.**

Board member Stringer reviewed the HARSB report that was previously emailed to the Board and informed the Board that HARSB will be having a budget presentation at their next meeting.

ADJOURN

**With no further business before the Board, at 5:25 p.m. Board member Short moved to adjourn, seconded by Board member Burke. The motion carried.**

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Todd Walker, CHAIRMAN

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Lynn Hagman, ADMINISTRATOR