

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF SPECIAL MEETING
CITY OF HAYDEN, CITY HALL
MARCH 5, 2015**

CALL TO ORDER

Chairman Walker called the special meeting to order at 2:15 p.m. for the Hayden Lake Recreational Water and Sewer Board. Present were Board members Ed Graves, Ed Short and Carole Stringer. Engineer Ashley Williams and Attorney Mike Schmidt were present as representatives of the Board. Administrator Lynn Hagman recorded the minutes of the meeting.

This meeting was call for the purpose of having the City of Hayden City Council, the County Commissioners, HARSB representatives, Hayden Lake Recreational Water and Sewer Board, Engineers and legal counsel for each entity together to discuss amending the Joint Powers Agreement.

Ken Windram began the discussion with a presentation of capacity user fee, operation and maintenance cost, and distribution.

First, Mr. Windram explained the discharge unit terminology of ER's and WU's. Each ER would be equal to 6 WU's (wastewater unit), with new loading. Dan Green, County Commissioner stated he was in favor of changing the ER's to WU's. Hayden City Council and Sewer Board also were in favor of this change.

Next, Mr. Windram discussed the capacity charge and if it should be calculated by flow alone or by flow and load. Board member Short questioned if the flow had ever been tested directly from a residence. Mr. Windram explained this would be very difficult to do for all residences. Mr. Windram stated that all residential users would be the same, 1 ER equals 6 WU's and explained the residential load rate would be tested for TSS (solids), BOD (organics), NH3-N (ammonia) and TP (total phosphorous). It was suggested by the City of Hayden to not incorporate the chart for capacity charges directly into the Joint Powers Agreement, but to instead have it as an addendum to the agreement that could be adopted by simple vote of the HARSB Board to incorporate new or different flow load parameters. All entities were in favor of this.

Attorney Schmidt explained the Sewer District's understanding of the flow and load for capacity charges. Mr. Schmidt explained that the staff had agreed that the flows and loads would be sampled and tested for a period of time, and that each entity would then be required to purchase WUs to bring their share of "ownership" up to their actual level of use if required by testing results. Mr. Windram stated that charging based on flow and load is the most accurate and fair. Chairman Walker stated the Sewer District supports using flow and load. The City of

Hayden and the County also are in favor of using flow and load and these components will be part of the WU.

Mr. Windram stated it will be up to the entities to capture users who are exceeding their WU. The flow and load will be measured for each entity for Cap fees.

Mr. Windram explained the non-residential user WU rate will be a minimum capacity charge of 3 WU's. Non-residential users will purchase WU capacity to meet their treatment needs.

Next, Mr. Windram discussed the operations and maintenance cost distribution. Mr. Windram questioned the entities how many times the plant should sample the flow and load. This could be done by flow based, flow and load based or flow and loads converted to WU's based. Mr. Windram suggested testing three times a week for the first year and informed the entities where the samples would be pulled from. Mr. Windram gave an example of sampling costs and recommended the testing be done according to EPA standards.

All entities were in agreement with using flow and load to determine WU ownership for the entities, and that O&M charges would then be assessed based on WU ownership of the entities. Flows and loads from the entities would be measured and monitored closely for the first year in order to assign ownership of WUs, and then measured and monitored after that as well. The guidelines or standards would be agreed upon later.

Next, the entities discussed HARSB Board membership requirements. The City of Hayden is in favor of having the members of the HARSB Board be whoever is appointed by the entity. The person on the HARSB Board should not have to be an elected official. All entities agreed not to make the proposed changes.

Major decisions such as budget, acquisition, expansion or revision of the JPA were discussed and all entities agreed these items would be first approved by each Board in writing, and then by the HARSB Board.

At 3:40 p.m. the meeting was adjourned with the understanding that all legal counsel and engineers will meet and draft the amended Joint Powers Agreement.

Todd Walker, CHAIRMAN

Lynn Hagman, CITY CLERK

