

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF REGULAR MEETING
JULY 22, 2015**

CALL TO ORDER

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

AGENDA/MINUTES

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

Following review of the edits to the minutes, Board member Short moved to approve the minutes of July 8, 2015 with edits made. Board member Burke seconded the motion. The motion carried.

ACCOUNTANT

At 4:05 p.m. Chairman Walker opened the budget hearing for FY 2015/16.

Accountant Stephanie Sherman reviewed the proposed budget with the Board. Board member Stringer questioned the possible opening of the HARSB budget at any given time if there were budget changes. Ms. Sherman replied it would be the same process with a new public hearing and publishing of the amended budget no matter when the budget changes are made.

At 4:08 p.m. Chairman Walker closed the public hearing on the budget.

Ordinance 15-01, the annual budget ordinance was presented for approval.

Board member Burke moved to approve the budget, to suspend the rule requiring the reading on three separate occasions and read the Ordinance by Title only. Board member Short seconded the motion. A roll call vote was taken: Board member Stringer, "aye", Board member Short, "aye" and Board member Burke, "aye". The motion was unanimously carried.

Chairman Walker read Ordinance 15-01 by Title.

Board member Short moved to adopt Ordinance 15-01 and to publish in full one time. Board member Burke seconded the motion. A roll call vote showed: Board member Short, “aye”, Board member Burke, “aye” and Board member Stringer, “aye”. The motion was unanimously carried.

Ms. Sherman then gave the financial report for June, 2015 and reviewed the invoices for approval.

Board member Stringer moved to approve the financial report and pay the invoices. Board member Short seconded the motion. The motion carried.

ENGINEER

Steve Cordes requested the GIS system be continued to a future agenda for discussion.

Mr. Cordes informed the Board that the Country Club lift station is in design phase, locates have been done and the build will start after Labor Day.

Pay request #9 from Road Construction North West was presented to the Board for approval and payment.

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

Mr. Cordes informed the Board the contractor is working on Sherwood Ct. now.

ATTORNEY

Attorney Schmidt informed the Board he is working on the Country Club and Avondale agreements. Welch Comer is doing more design work to determine what footprint will be required for the easement.

Attorney Schmidt discussed Ordinance 89-2 and informed the Board Superintendent Jacobson has researched the requirements related to what users can and cannot do regarding the discharge prohibitions. Superintendent Jacobson informed the Board there are circumstances where the District may allow dumping into the system and would like to add that they need permission to do this. Attorney Schmidt suggested adding “written permission to dump into the system” to the list.

Capitalization fees and how to charge for them was discussed. Attorney Schmidt informed the Board paragraphs 1 and 2 including A through E on the capitalization fee handout is a rewrite of the City of Hayden’s extent of how they calculate and charge cap fees. Attorney Schmidt suggested there be more objective standards and will speak with Attorney Cafferty on this issue.

Attorney Schmidt informed the Board that he had discussed paragraph 3, Table of Uses and Basis of Fees with Welch Comer about coming up with a generally accepted engineering table to charge people for the appropriate use. Mr. Cordes suggested flow based tables as used in the past unless there is suspicion of high strength waste water then sampling could be done. Superintendent Jacobson suggested the District create a pre-treatment ordinance for the District. Attorney Schmidt will add this to his list to look at. Attorney Schmidt asked for a list of the businesses and what the parameters of those loading constituents are both in terms of flow and what's in the current WURT (wastewater unit reference table). As described, Attorney Schmidt stated there are 2 ways to calculate it and apply it as to a particular user or type of use. There is also how to calculate how much to charge for a cap fee or wastewater unit. The District will need to describe how we will do this.

Next, Attorney Schmidt discussed the pre-purchase of capacity and stated this will no longer be allowed under the new Joint Powers Agreement. The District has people who have already purchased capacity and have been assigned ER's. WU's will be sold at the time the person is ready to build. Superintendent Jacobson will work with Attorney Schmidt on a new will serve letter.

Next, Attorney Schmidt addressed the previous credit of \$1,400 given to developers for construction of collection systems. If the District wants to continue with the credit we will have to figure out how to calculate that. Superintendent Jacobson suggested removing the credit all together. Chairman Walker felt this would need to be looked at when we evaluate the price of cap fees. Attorney Schmidt asked for direction from the Board on removing the credit for the purposes of drafting. Board member Stringer asked for clarification of the credit. Superintendent Jacobson explained what the credit of \$1,400 was given for. It was the Board's preference to delete the credit.

SUPERINTENDENT REPORT

Superintendent Jacobson informed the Board the work has begun on Canterbury Cove and the District will need construction easements on two of the properties. The shop expenses were discussed with Superintendent Jacobson giving estimates on the bathroom, heater and paving. The estimated cost will be \$12,000.

Board member Short moved to approve up to \$12,000 to complete the bathroom, heater and paving for the new shop. Board member Stringer seconded the motion. The motion carried.

BOARD DISCUSSION/APPROVALS

The HARSB pay requests were submitted to the Board for approval.

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

The DEQ reimbursement request was submitted in the amount of \$95,137.83.

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

The 2015 O & M certification list to the County tax rolls was presented for approval. Following discussion, Board member Stringer moved to approve the certification list, seconded by Board member Short. The motion carried.

EXECUTIVE SESSION

At 5:05 p.m. Board member Stringer moved to recess to executive session per ID Code 67-2345 (b) employee review. Board member Burke seconded the motion. A roll call vote showed: Board member Short, "aye", Board member Burke, "aye" and Board member Stringer, "aye". The motion was unanimously carried.

Present in executive session were Chairman Walker, Board members Short, Burke and Stringer and Attorney Schmidt.

At 5:25 p.m. the Board reconvened to regular session.

Board member Short moved to approve a 3% cola increase to all employees. Board member Burke seconded the motion. The motion carried. Board member Stringer included for the record there are plans to revisit compensation if job descriptions change.

ADJOURN

With no further business before the Board, at 5:30 p.m. Chairman Walker adjourned the meeting.

Todd Walker, CHAIRMAN

Lynn Hagman, ADMINISTRATOR