

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF WORKSHOP AND REGULAR MEETING
MAY 28, 2014**

Board member Burke opened the workshop at 3:00 p.m. for discussions on the bid specs. Present were Board members Stringer, Burke, Graves and Short. Chairman Walker arrived at 3:20 p.m. Also present were Engineers Steve Cordes, Ashley Williams, Superintendent Dustin Jacobson and Attorney Mike Schmidt. Electricians Tyler Spence and Terry Stulc were also at the meeting. Administrator Lynn Hagman recorded the minutes of the workshop and the regular meeting.

Ms. Williams reviewed the scope of the project and informed the Board that the standard bidding documents are 160 pages. Ms. Williams recommended the Board approve Attorney Schmidt review the contract portion of these documents. The documents include the schedule, sequence alternates and permits.

Mr. Stulc and Mr. Spence discussed the electrical for the lift stations. Board member Graves had several questions on the plans. Superintendent Jacobson asked if the Clark House lift station was going to have enough room for the panel. Mr. Spence replied there would be plenty of room. Mr. Spence and Mr. Stulc addressed Board member Graves concerns with the electrical side of the project.

Ms. Williams discussed the alarm levels and explained how they work. Board member Graves questioned if they were based on volume or time. Ms. Williams replied they would be based on volume. Board member Graves asked if the panels were single sourced and Mr. Spence stated that it was. Mr. Spence informed the Board that the panels will have the same equipment. Board member Graves asked if there is a spare parts list and Mr. Spence replied they will come from each vender. Board member Graves asked if there is a phasing plan, if not there should be one. Mr. Spence will look into this.

Ms. Williams discussed the man-hole section and stated that the by-pass plan is not part of the bid. Board member Graves questioned shut down times at the lift stations and how would this work. Ms. Williams explained that there would only be one station shut down at a time and there would be a by-pass in place. Mr. Stulc reviewed the electrical panel with the Board and explained that there is a manual and electric start on each panel. Mr. Stulc explained a single phase versus a three phase panel and how that would work.

At 4:00 p.m. the electrical portion of the discussion on the specs was completed and the electricians were excused. At this time Accountants Ken Thompson and Stephanie Sherman joined the meeting.

AGENDA

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

ACCOUNTANT

Mr. Thompson reviewed the financial report and invoices for payment and informed the Board that he is checking with three banks for interim financing for LID 7A as well as a second bank account for District funds.

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

Mr. Thompson discussed the upcoming budget year and asked the Board if they wanted to take the 3% property tax increase. Mr. Thompson recommended that the increase be taken due to the upcoming projects. The foregone amount was discussed and Mr. Thompson informed the Board that they could take it as well. The schedule for the adoption of the tentative budget and the budget hearing date was discussed. The public hearing for the FY 14/15 budget will be July 23, 2014.

ATTORNEY

Attorney Schmidt discussed the funding agreement and the memo that was sent to the Board regarding the meeting on May 14, 2014 with the engineers and HARSB. Attorney Schmidt informed the Board that there will be quarterly meetings with the engineers and HARSB. Attorney Schmidt stated that the bids were good but over budget, however there is anticipated savings on the pilot studies. Chairman Walker discussed the screw press and how it would be paid for. Ms. Williams feels the screw press is an expansion item and the City of Hayden will pay for it.

Attorney Schmidt recommends the District pay what was anticipated for in phase one. The HARSB spread sheet of costs was discussed. The spread sheet will reflect the actual numbers.

Board member Burke and Board member Short met with the Country Club and the City of Hayden Lake to discuss the Country Club lift station. Board member Burke stated that the Country Club is willing to give the land to the District for the new lift station. It was explained to the Country Club that the existing lift station will remain where it is for now.

Resolution 14-02, a resolution for the financing of the screw press was presented.

Board member Burke moved to adopt Resolution 14-02, seconded by Board member Stringer. The motion carried.

Attorney Schmidt gave the Board an update on the easements. A list of which lift stations are ready and which ones are not ready to go out to bid was discussed. Superintendent Jacobson informed the Board that we have no easement at the Honeysuckle lift station. In negotiating with the City of Hayden for more property to include with the existing property, the city has requested a wall be built around the lift station to match the restrooms. Mr. Jacobson requested the Board approve the wall as part of the negotiations. Ms. Williams explained the wall is set up as an alternate in the bid package. Mr. Cordes informed the Board that the wall could be an upcharge of \$9,000.

Board member Stringer discussed the SEP fund at HARSB and explained that this fund may possibly pay for a dump station on Hayden Lake. Chairman Walker suggested Mr. Jacobson convey to the City of Hayden that the District will put in a wall and ask the City for a draft of an easement for the Board to review. The wall will be put in the base bid.

Attorney Schmidt reviewed which lift stations have completed easements and will be ready to go to bid. Point Hayden, Thames Ct and Sherwood Ct are ready. Sandy Cove, Clark House and Pt. Hayden have retaining walls and should possibly be bid together for cost benefit. Ms. Williams stated that Canterbury Cove is pipe work only and could be an alternate. Board member Short suggested adding the Honeysuckle lift station and the wall to the bid packet.

Board member Stringer moved to place the following lift stations in the bid packet for bid; Point Hayden, Thames Ct., Sherwood Ct., Sandy Cove and Canterbury Cove pipe work. The following lift stations will be alternates; Honeysuckle Beach with wall, Wrights Park and Clark House. Board member Burke seconded the motion. The motion carried.

ENGINEER

Ms. Williams reviewed the bid documents and requested the Board authorize Attorney Schmidt to review the documents. Board member Graves reviewed his concerns in the documents and questioned the 5% hold back and was it enough. Mr. Cordes stated that this is standard and for the size of the project it would be enough. Attorney Schmidt suggested that he review the bonding portion and any other legal part of the contract. The Board agreed and approved the Attorney to review the contract.

Ms. Williams discussed the project schedule and which lift stations can be done anytime and which stations that will be done in the fall. The asphalt at the lift stations will be an alternate in the bid documents. Storm water permits will be needed for some of the lift stations and those are being worked on.

Board member Graves voiced his concern with single source on design for control panels. Ms. Williams discussed working with multi-smart directly and owner furnish the panels. Mr. Cordes felt there may be warranty issues in doing this.

Board member Stringer moved to solicit the bid as soon as all relevant parties have signed off on the documents. Board member Short seconded the motion. The motion carried.

The estimated date for publication in the CDA Press is June 11, 2014.

The HARSB request for payment was presented and was previously reviewed by Chairman Walker.

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

The HARSB report was previously distributed to the Board. Board member Stringer asked for any questions, there were none.

ADJOURN

At 6:00 p.m. Board member Burke moved to adjourn, seconded by Board member Short. The motion carried.

Todd Walker, CHAIRMAN

Lynn Hagman, ADMINISTRATOR