

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF REGULAR MEETING
MAY 9, 2012**

CALL TO ORDER

Chairman Sewell called the meeting to order at 9:00 a.m. Board members present were Carole Stringer, Todd Walker, Tom DePew and Dave Weinstein. Larry Comer, Superintendent Dustin Jacobson and Ken Thompson were present representing the Board. Administrator Lynn Hagman recorded the minutes of the meeting.

Presenters in attendance were Ken Windram from HARSB, Phil Boyd from Welch Comer Engineers and Ashley Williams from Welch Comer Engineers.

AGENDA AND MINUTES

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

Following review of the minutes of April 25, 2012, Board member Stringer suggested a change in the language on page 2 paragraph 3 under the Attorney heading. **Board member Walker moved to approve the amended minutes, seconded by Board member DePew. The motion carried.**

BUDGET

Ken Thompson presented a breakdown of budget line items and budget figures from previous years to the Board for their review. Mr. Thompson explained informed the Board of the District's fiscal period and discussed areas of the budget. Mr. Thompson reminded the Board that they had previously made the decision to take the 3% property tax increase this year. Mr. Thompson explained that since the District hasn't taken this 3% for the past few years, the District now has a foregone amount of \$10,000 that could be taken also. This will need to be decided by the Board.

Mr. Thompson discussed budgeting for a study this year and stated that this is something the Board will need to decide if they want to budget for this again. Mr. Thompson stated that the capital improvements will also need to be decided for the budget. Mr. Thompson questioned Mr. Comer on what the status is of the HARSB upgrades. Mr. Comer informed the Board that it is still moving forward and there should be a dollar amount put in the budget for expenditures in the next year. Mr. Comer will calculate how much this figure should be.

Mr. Thompson explained how surplus is budgeted as capital for any unforeseen expenses that may come up during the year. Mr. Thompson requested the Board to review the handout given to them and if there are any changes in a line item, then they will need to discuss the change. Mr. Thompson explained the hearing process and publication dates. Board member Stringer questioned where the District is in the audit process. Mr. Thompson replied that the 2010 audit will be done by the end of June and then the 2011 information will be given to the auditor.

Chairman Sewell discussed the time line for the budget review and the public hearing on the budget. Chairman Sewell has a conflict with the June 27th date for the preliminary budget review and asked if this date could be changed to June 13th at the regular meeting.

Mr. Thompson replied that this would be fine. Board members agreed to the June 13th date and the budget public hearing will be held on July 25th.

Board member Stringer voiced her concern with taking the foregone amount with the possible LID coming up. Board member Weinstein agreed that this may not be a good time to take the extra property tax. Board member Weinstein requested the budget discussion be continued to the next meeting. Ken Thompson and Larry Comer will work on the capital improvements projections and the LID expenses. Board member Stringer suggested breaking up the list of budget items that need to be discussed by putting the potential study line item, capital improvements and plant upgrades on the next agenda. The Board agreed.

ENGINEER

Larry Comer introduced Ashley Williams to explain the GIS system and what it will do for the District. GIS stands for geographic information system and has a map and a database. There are two types of data, one is spatial data and the other is attribute data. The spatial data specifies location and attribute data specifies characteristics and the location. The GIS map can bring up various data.

The District's objective is mapping and collecting field data to geo-reference facilities. This enhances locates, repairs, and day to day operations. Mapping will populate the attribute data with critical information such as pipe size, type and age of pipe. Board member Weinstein discussed the Bart Robot and how it would work with the GIS mapping. Ms. Williams explained the mapping system we now have and that it does not have all of the data. Board member DePew questioned the accuracy of the hand held GPS. Ms. Williams replied that some are accurate within three feet depending on how much money you want to spend for a GPS system.

Mr. Comer informed the Board that the District will be linked to Avista and to the County if we have GIS. Board member Stringer questioned who owns these layers of GIS and do we need to pay to use it. Phil Boyd, speaking on behalf of North Kootenai Water District, stated that the County gives their data to other entities and North Kootenai Water District is one of them. Mr. Boyd stated that the Sewer District may only use 1% and some data may not even be needed and more data can be added at a later date.

Board member Stringer questioned how HARSB GIS system is integrated with what we have. Ken Windram showed on power point the District data as integrated into the system. Data is gathered and then validated. Mr. Windram spoke about the robots and what they will do in the manholes and the data we can retrieve from them. The length on the robot is 450'. The pipe is then reviewed from the video and operators will take notes and add attributes. Board member Stringer asked if we can get the location of where a rock is found in the pipe. Mr. Windram replied that the robot goes from one point to the other and can calculate how many feet it traveled to where the rock was.

Board member Weinstein questioned if the GIS will only work in the gravity lines, will we have a different system for the pressure lines. Ms. Williams replied that they are still researching if operators can update data in the field. Mr. Boyd suggested first starting with the base GIS and then use what HARSB has as an add on. Board member Stringer questioned needing a license. Mr. Windram stated that ICOM3, which is the system that HARSB is using, has a license and the District can use it. Board member Walker stated that the District needs the cost to integrate it.

Ms. Williams continued with giving information on the robots within the current mapping budget. GIS tasks are re-naming manhole numbers to differentiate Hayden from County. In updating the current GIS model there are two paths; collect field data to geo-reference facilities then add attribute data or leave mode at un-geo-referenced and add attribute data. Once updated, send new model to RedZone. This would only be on the gravity system.

Ms. Williams then discussed options for future use with changes to the model being done by Welch Comer. Maintenance information could be added by Welch Comer or by the District. Data would be collected by the District and incorporated into the model by the District. This would require purchasing of software both for data collector and mapping plus training for staff. Board member Weinstein voiced his concern with cost benefit. Mr. Boyd stated that the District benefits from the information. Superintendent Jacobson felt that Welch Comer should control and manage the system then the District would only pay labor costs. Mr. Boyd discussed the hand held unit for Dustin to input attributes and the cost of this would be approximately \$8,000. Larry Comer informed the Board that he will have specific options for the Board

Board member Stringer questioned the data at the lift stations and how it can be captured into this system. Ms. Williams stated that the information would be retrieved from the multi-smart at the lift station and integrated into the system. Ms. Williams will research this further.

CAPITAL IMPROVEMENT PLAN

Larry Comer presented the capital improvement plan for FY 2012 – 2013. The items on the 2012 plan are currently being done or they have been done according to Superintendent Jacobson. If they can't get to all of the items, some may roll over to the 2013 budget. Larry Comer suggested using one third of the 2012 budget number plus the GIS to roll over to the 2013 budget. Mr. Comer will have the options and costs for the GIS as well as cash flow analysis for the LID at the next meeting on May 23, 2012.

Board member Stringer felt that a lean budget would be good and the District should look at possibly using funds from this year for the GIS expenditures or any other expenses that we may be able to deal with in the 2012 budget. Superintendent Jacobson explained the 2012 capital improvement line items and what had already been done.

BOARD DISCUSSIONS

Board member Stringer voiced her concern with the conferences and other things meetings or events that does not constitute a Board meeting but are being pad as a Board meeting. Board member Stringer suggested using a different definition and another mechanism for compensation for things that are not a regular Board meeting. Board member Stringer feels that the District does not have good records of the Boards time spent. Board member Weinstein felt that it is common sense on how to charge for what you have attended and record what it was on the time sheet.

Administrator Hagman suggested a Resolution for compensation of conferences and anything else that is not a regular Board meeting. Chairman Sewell continued this discussion to the next meeting on May 23rd.

Chairman Sewell requested Board member Stringer to attend a meeting with Danielle Quade on May 31, 2012. Board member Stringer agreed.

Board member Stringer discussed the letter to the constituents and the edits made by Attorney Schmidt. Board member Walker felt that the letter should go out as a personal letter from Carole Stringer and not as the Board of the HLRWSD. Board member Stringer felt that it is too late for publishing it in the newspaper and a newsletter should be sent instead. The Board agreed.

ADJOURN

With no further business before the Board, at 12:15 p.m. Board member Walker moved to adjourn, seconded by Board member Weinstein. The motion carried.

Dave Weinstein, SECRETARY

Lynn M. Hagman, ADMINISTRATOR