

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF REGULAR MEETING
AUGUST 10, 2016**

CALL TO ORDER

Chairwoman Stringer called the meeting to order at 9:00 a.m. Board members present were Ed Short, Ed Graves and Bill Meany. Board member Ed Burke was absent. Attorney Mike Schmidt, Superintendent Dustin Jacobson and Engineers Steve Cordes and Ashley Williams were also present as representatives of the Board. Stephanie Oliver and Brock Morrow from HARSB and Leo Notar were present as visitors.

Chairwoman Stringer introduced new Board member, Bill Meany to everyone and welcomed him to the Sewer District Board.

AGENDA/MINUTES

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

Board member Meany moved to approve the minutes of July 27, 2016 as prepared. Board member Graves seconded the motion. The motion carried.

CITIZENS

Mr. Leo Notar, 7144 E. English Pt. Rd. addressed the Board regarding a proposed LID for the English Pt. area. Mr. Notar presented the information the Board has previously requested. Mr. Notar explained he had sent post cards to all property owners in the area to request input on an LID to provide sewer in their area. Mr. Notar received 67% approval from the homeowners. The proposed sewer would be around English Pt. north to Lancaster Rd.

Chairwoman Stringer questioned if North Kootenai Water District was also being approached on this project. Mr. Notar replied he had talked with Mike Galante from the Water District. Attorney Schmidt asks Mr. Notar to clarify the 67%. Mr. Notar explained there are 69 lots that would participate in the LID and that is the number he used for the 67%. Attorney Schmidt discussed LID's briefly and stated it would be the Board's decision to move forward with the proposal.

Chairwoman Stringer directed staff to craft lists of what they need to do to move forward.

HARSB FLOW AND LOAD TESTING

Stephanie Oliver presented the sample results of the CBOD MG/L testing. In reviewing the results Ms. Oliver pointed out the negative numbers for the City of Hayden and explained they are not correct due to irregular data. The testing was done for H1-D for the Sewer District, H4 for the Airport and what was left was used for the City of Hayden. As of the current date two of Hayden's H lift stations are being tested.

Steve Cordes explained these are snap shots in time and will never be accurate. Board member Graves asked Ms. Oliver if she knew what 1% would be and the cost. Board member Short stated if the numbers are not accurate then they are of no use.

Attorney Schmidt informed the Board of the JPA (Joint Powers Agreement) that states the testing will be done for one year and the City of Hayden needs to be tested also. The Board discussed the times for testing to get better numbers. Mr. Cordes informed the Board the flow is accurate because they have flow meters. Ms. Oliver explained previously they did not have enough samplers to do the City of Hayden's H5 and Dakota stations and now they do. Chairwoman Stringer discussed the value of testing and all of the stations should be tested now.

Attorney Schmidt suggested an audit of the numbers may be meaningful to the District. Ms. Oliver stated the flow is 100% accurate. Board member Short questioned the value of load testing. Board member Short suggested discontinuing the load testing and the Board agreed. Chairwoman Stringer questioned when the end of the year is for testing. Ms. Oliver was unsure and will find out when the testing started.

ENGINEER

Ashley Williams requested approval to move forward with the ArcGis system. Board member Graves explained the GIS system to new Board member Meany. Chairwoman Stringer informed Ms. Williams the Board had approved moving forward at the last meeting.

Pay request for the retainage on Thames Ct. was presented and reviewed by Steve Cordes.

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

ATTORNEY

Attorney Schmidt gave an LID 7A update reporting there are 3 more cleanup sites to release retainage for as soon as the punch lists are completed. A time line for the LID close out was presented and reviewed by Attorney Schmidt. Attorney Schmidt felt it would be December or January to close the LID.

The policies required by DEQ before the close of the LID was discussed. Attorney Schmidt informed the Board the policy for Accident Prevention and Safety and the Accounting Procedures policy had been adopted however one is without signature. Attorney Schmidt suggested these policies be placed on an agenda for re-adoption. The Customer Service policy was integrated into the agreement and there is no need for a personnel policy because the District employees have contracts.

Attorney Schmidt discussed the O&M manual that is required. Ms. Williams will work with Mr. Jacobson on this and when it is done it will be sent to DEQ for approval. Attorney Schmidt suggested a public informational meeting 14 days before the hearing. Board member Graves questioned if the District should hold more than one meeting with a power point presentation that can also be placed on the web site. Chairwoman Stringer agreed and as soon as we have the final data we should schedule the meeting. Chairwoman Stringer also suggested a letter be sent now to all zero assessment customers.

Attorney Schmidt stated there are approximately 40 RU's that don't benefit and feels the District should not have to pay for these because they do not reflect capacity. The estimated amount for these RU's would be \$80,000 and if the District did not pay it the amount would be an increase of approximately \$3.00 to the users LID assessment. Attorney Schmidt discussed how this would work and requested direction from the Board on pursuing this matter with bond counsel Danielle Quade. The Board felt this issue should be pursued.

SUPERINTENDENT

Superintendent Dustin Jacobson informed the Board he had talked to the Steele sisters and they have shown interest in participating in the proposed English Pt. LID if possible or if they could form their own LID. Mr. Jacobson stated they are just looking for all options they may have.

BOARD

The Board discussed the employee wage increase and Chairwoman Stringer reminded them they had tentatively approved the 10% budget increase. Board member Graves requested an executive session to discuss this issue. Attorney Schmidt explained there can be no executive session to discuss what is of public record. Board member Short felt Mr. Jacobson should be part of the discussion. Mr. Jacobson reviewed his previous letter to the Board with the requested wage increase, on-call pay increase and vacation days increase.

The Board addressed the on call pay; vacation time and holiday pay issues first. Mr. Jacobson stated he would like to see Chris Seward have a good raise this year. The request for on call pay was to go from \$17.50 an hour to \$25.00 an hour. Following discussion the Board was in agreement with this increase. The vacation time request was to add an extra day per month. Following discussion the Board felt the vacation time for the years worked should remain the same. The request for holidays to be paid the same as the shift that is being worked, 8 hours for an 8 hour work week or 10 hours for a 10 hour work week. Following discussion the Board was in favor of the holiday pay change.

Wages for Dustin and Chris were discussed with Board member Short suggesting a 3% COLA increase for each. Board member Graves felt there should be an added merit increase of 2% totaling a 5% increase. Board member Short suggested 4% with Board members Graves and Meany agreeing.

Wages for Laurie and Lynn were discussed. Administrator Hagman requested a 5% increase for Laurie and herself. Board member Graves felt that if Laurie and Lynn were to receive a 5% increase, he would support a 5% increase for Dustin and Chris as well. Board member Short approved.

Board member Short moved to approve a 5% wage increase for all employees and instructed Administrator Hagman to place the increased wage amount into Dustin and Chris's contracts along with other noted changes made. Board member Graves seconded the motion. The motion carried.

Carole Stringer, CHAIRWOMAN

Lynn Hagman, ADMINISTRATOR

