

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF REGULAR MEETING
AUGUST 27, 2014**

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. Engineers Steve Cordes and Ashley Williams, Attorney Mike Schmidt, Attorney Danielle Quade, Accountant Ken Thompson and Superintendent Dustin Jacobson were also 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.

In reviewing the minutes of August 13, 2014, Board member Stringer suggested edits to be made. Board member Short moved to approve the minutes with the edits. Board member Stringer seconded the motion. The motion carried.

LEGAL

Attorney Danielle Quade presented Ordinance 14-02, the interim warrant and explained the document. The financing is short term and matures in one year. The amount is for 1.2 million with a 2.85% interest rate. These funds are to be used primarily for the lift station projects.

Board member Short moved to approve Ordinance 14-02, seconded by Board member Burke. A roll call vote showed; Board member Short, “aye”, Board member Burke, “aye” and Board member Stringer, “aye”. The motion was unanimously carried.

ENGINEER

Ashley Williams informed the Board that the Notice to Proceed with Road Construction Northwest is ready but we still need to get DEQ approval. Ms. Williams also stated the construction contract and all pertaining documents are ready for approval now.

Board member Stringer moved to approve the construction contract with Road Construction Northwest. Board member Burke 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.

Board member Stringer then moved to approve the Notice to Proceed and to authorize Chairman Walker to sign the document when DEQ gives their approval. Board member Burke seconded the motion. The motion carried.

Mr. Cordes reminded the Board of the Task Order 14-02, the construction phase service contract with Welch Comer that was previously given to the Board. It is now time for approval of this document.

Board member Stringer moved to approve Task Order 14-02, seconded by Board member Short. A roll call vote showed; Board member Short, “aye”, Board member Burke, “aye” and Board member Stringer, “aye”. The motion was unanimously carried.

Ms. Williams explained the site disturbance agreement is complete and there will need to be two checks for the bonds, one for each project. Checks are to be issued to Kootenai County.

Board member Stringer moved to approve the site disturbance agreement and the two checks to Kootenai County when needed. Board member Short seconded the motion. A roll call vote showed; Board member Burke, “aye”, Board member Stringer, “aye” and Board member Short, “aye”. The motion was unanimously carried.

Ms. Williams discussed the GIS mapping and informed the Board that it was complete. A short presentation was given by Ms. Williams explaining what this system will do and how to get the information you are looking for. Ms. Williams discussed that tasks still at hand to get the GIS mapping completed such as updating the model and who will be responsible for this and putting data into the GIS and who will be doing this. Ms. Williams informed the Board that is the District wanted to be the keeper of the model they will need training for this. Ms. Williams discussed what North Kootenai Water District is doing with their system.

Board member Stringer questioned how more in depth information would be accessible. Ms. Williams replied there are several programs that can be added. Attorney Schmidt questioned if HARSB could be the top person and then have other licenses under them. Ms. Williams stated the contract with Welch Comer for the GIS mapping is complete. Superintendent Jacobson would like to do some editing where some of the lines are not straight. Chairman Walker asked Mr. Jacobson to report on how he will use the system. Mr. Jacobson asked the Board to allow Welch Comer to help clean up what we currently have. Chairman Walker directed Welch Comer to help clean up the system as it is now and to accrue no more 5 hours.

ATTORNEY

Attorney Schmidt gave an update on LID 7A. Board member Burke presented a memorandum of understanding from Attorney Jim English, representing the Hayden Lake Country Club. Attorney Schmidt voiced his concerns with the memorandum stating he would like the memo for more accurately phrase what the District can do. Chairman Walker questioned Mr. Cordes on what the preliminary engineering will cost. Mr. Cordes felt it would be approximately \$5,000.

Board member Stringer moved to approve the preliminary engineering for the Hayden Lake Country Club lift station relocation. Board member Burke seconded the motion. The motion carried.

Attorney Schmidt informed the Board of a meeting he attended at Attorney Quade's office regarding the LID budget. The land purchase was discussed and will be approved at this meeting.

ACCOUNTANT

Ken Thompson reviewed the financial report and the invoices for payment.

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

SUPERINTENDENT

Superintendent Jacobson informed the Board of a repair being done on a service line at the Clark House.

EXECUTIVE SESSION

At 5:35 p.m. Board member Stringer moved to recess to executive session per ID Code 67-2345 (b) employee review for decision on employment contract. Board member Short seconded the motion. A roll call vote was taken; Board member Short, "aye", Board member Burke, "aye" and Board member Stringer, "aye". The motion was unanimously carried.

At 6:15 p.m. the Board reconvened to regular session. Chairman Walker discussed salaries and a 3% COLA increase.

Board member Short moved to approve a 3% COLA increase for all employees and the Administrator and to give Superintendent Jacobson a 5% increase for classification he has received. Board member Stringer seconded the motion. The contract will be updated with the increases and 3 pairs of shorts added. The motion carried.

HARSB

The HARSB pay requests were reviewed previously by Chairman Walker. Board member Short moved to approve the HARSB pay requests, seconded by Board member Burke. The motion carried.

DEQ

The DEQ pay request was also reviews previously by Chairman Walker. Board member Short moved to approve the DEQ pay request, seconded by Board member Stringer. The motion carried.

ADJOURN

The meeting was adjourned at 6:20 p.m.

Todd Walker, CHAIRMAN

Lynn Hagman, ADMINISTRATOR