

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

CALL TO ORDER

Chairman Walker called the meeting to order at 9:00 a.m. Board members present were Ed Short, Ed Burke, Ed Graves and Carole Stringer. Superintendent Jacobson, Engineer Ashley Williams and Attorney Mike Schmidt were present as representatives of the Board. Administrator Lynn Hagman recorded the minutes of the meeting. Lori Frank, Realtor representing the Steele sisters was also present at the meeting.

AGENDA / MINUTES

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

Board member Stringer moved to approve the minutes of January 27, 2016 as prepared. Board member Short seconded the motion. The motion carried.

ENGINEER

Ms. Williams reported the Country Club lift station connection was made to the sewer main. The lift station will arrive in early March and could be completed by early May. Superintendent Jacobson reported the irrigation line did not need to be moved; this should result in some cost savings.

The O&M Manual was discussed and Ms. Williams informed the Board that DEQ requires this manual. Welch Comer Engineers is working on the manual and may have it done within the current budget. The manual will need to meet DEQ requirements. Board member Graves recommended the Board get a budget for this work before it begins. Chairman Walker stated Superintendent Jacobson will work on the manual also..

Ms. Williams presented a newsletter to update District constituents on the progress of the construction and estimated time for assessment. The Board reviewed the newsletter and there were some issues with the content. Superintendent Jacobson discussed a new by-pass from Bozanta Dr. to Strahorn Rd. and hooking into H1D. The Board decided to hold the newsletter for now and Superintendent Jacobson will meet with Steve Cordes and research a cost for the by-pass.

Ms. Williams then presented a contract between Welch Comer Engineers and the Sewer District for the evaluation of the Steele property. The work would be paid for by the District and a cost reimbursement would be signed by the Steele sisters to reimburse the District. Board member

Short asked what the cost would be. Ms. Williams stated it is based on an hourly cost and would be approximately \$2,500.00 total.

Attorney Schmidt explained the cost reimbursement policy to the Steele sisters and Lori Frank who is representing them. Ms. Frank questioned what the scope of work would be for the evaluation and when is the right time to start the annexation process. Ms. Williams explained the work that would be done for the analysis. Chairman Walker asked if the Steele sisters were comfortable with the cost reimbursement form and Ms. Frank stated they were. Attorney Schmidt informed Ms. Frank that the annexation is a separate process and would not start until the analysis is done.

Attorney Schmidt suggested a motion approving the proceeding under a cost reimbursement agreement to be drafted by Attorney Schmidt for the scope of work as outlined by Welch Comer Engineers.

Board member Stringer moved to accept the contract presented by Welch Comer subject to the reimbursement agreement being added and will authorize the Chairman to sign the agreement and to accept the \$2,500.00 deposit. Board member Graves seconded the motion. The motion carried.

ATTORNEY

Attorney Schmidt discussed the refund list and informed the Board he has worked with Lynn and Laurie on how many are consolidations and how many may still want to consolidate. Attorney Schmidt informed the Board that there are seven consolidations for which there will likely be no benefit, and three non-buildable covenants completed for which there is again likely no benefit. There are three ER's between two lots that are not consolidated yet and would still likely benefit, therefore the District should probably not pay for LID assessment associated with the extra ER. There are pending consolidations that have some issues. Attorney Schmidt informed the Board that Mr. George Anderl is disputing how many ER's he has. District records show one more ER than Mr. Anderl's records. Chairman Walker suggested Mr. Anderl be allowed to relinquish the disputed ER to the District. There is also one consolidation that has been requested however all of the information has not been submitted.

Attorney Schmidt discussed imposing additional requirements for consolidation that have been placed on the refund list. Attorney Schmidt will provide in the Ordinance for the relinquishing ER's without compensation under certain criteria. Ms. Williams questioned including this information in the newsletter. Administrator Hagman suggested the newsletter not go out until the ordinance is adopted and the refund list is resolved.

Attorney Schmidt discussed a check list from DEQ that he, Ashley and Lynn went through. The check list is to make sure we are collecting sufficient funds for operating the system. The collection of User fees was added and will be in the ordinance. Hook- up fees was changed to capitalization fees.

BOARD

The proposal for lift station maintenance was discussed. Superintendent Jacobson discussed the jetting and using HARSB truck occasionally. Board discussed the District share in the equipment at HARSB. Attorney Schmidt suggested a list of what HARSB still does for the District and what they would no longer charge the District for, and then draft a services agreement that includes the use of the equipment. Superintendent Jacobson requested the proposed maintenance plan be approved with the concept of contracting out the jetting.

The Board is agreeable to the concept of the District taking over the maintenance of the lift stations. Chairman Walker will bring this to the HARSB meeting for discussion.

Board member Graves moved to go forward in the concept with the lift station maintenance proposal with Superintendent Jacobson meeting with Ken Windram on details of what HARSB would be providing and what they would no longer be charging the District for and to also include approval of Welch Comer drafting a bid proposal for a service truck. Board member Burke seconded the motion. The motion approved.

ADJOURN

With no further business before the Board, Chairman Walker adjourned the meeting at 11:10 a.m.

Todd Walker, CHAIRMAN

Lynn Hagman, ADMINISTRATOR