

**HAYDEN LAKE RECREATIONAL WATER AND SEWER DISTRICT
MINUTES OF REGULAR MEETING
JUNE 25, 2014**

CALL TO ORDER

The meeting was called to order by Chairman Walker at 4:00 p.m. Board members present were Carole Stringer, Ed Burke and Ed Short. Board member Ed Graves arrived at 4:45 p.m. Superintendent Jacobson, Engineer Ashley Williams, Accountants Ken Thompson and Stephanie Sherman were present as representatives of the Board. Administrator Hagman recorded the minutes of the meeting.

AGENDA/MINUTES

Chairman Walker asked to amend the agenda to include a pay request from HARSB as a result of not having the information within the 48 hour time limit and may result in financial loss to the District.

Board member Short moved to amend the agenda and to then approve the amended agenda. Board member Stringer seconded the motion. The motion carried.

The minutes of May 14 and 28, 2014 and June 11, 2014 were reviewed and Board member Stringer moved to approve the minutes as prepared. Board member Short seconded the motion. The motion carried.

ENGINEER

Ms. Williams informed the Board that the bids have gone out for the lift stations and there are 6 prime contractors. The pre-bid meeting will be June 27, 2014 at the District office.

Ms. Williams presented the LID 7A budget for review. Phase A projects were discussed and Ms. Williams explained the budget worksheet.

The contract with Welch Comer for the bid phase services was previously presented to the Board. Ms. Williams reviewed the contract with the Board.

Board member Stringer moved to approve the contract, seconded by Board member Short. A roll call vote was taken; Board member Stringer, “aye”, Board member Short, “aye” and Chairman Walker, “aye”. The motion was unanimously carried.

The Board discussed the HARSB pay requests and who is reviewing them. It was previously suggested that Welch Comer review these requests. Attorney Schmidt voiced his concern with making sure costs are placed in the proper expense category. Chairman Walker authorized Welch Comer to review the HARSB pay requests on an hourly basis.

ATTORNEY

Attorney Schmidt reviewed the easements and agreements and informed the Board that Honeysuckle Beach and Avondale are not done yet. Attorney Schmidt will work with Superintendent Jacobson on these easements.

Ms. Williams informed the Board the City of Hayden is requiring a building permit for the Honeysuckle fence around the lift station. Board member Burke suggested giving the City of Hayden the funds and let them build the fence. Ms. Williams will keep the Board informed on all permits and fees related to the fence.

ACCOUNTANT

Ken Thompson reviewed the financial report and the list of invoices for payment. Mr. Thompson informed the Board the new auditor, Magnuson McHugh has the 2012 audit done. Superintendent Jacobson reviewed some of the higher invoices in repairs and maintenance with the Board.

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

Mr. Thompson then discussed the 2014 – 2015 FY budgets. Mr. Thompson informed the Board the budget hearing will be held on July 23, 2014 at 4:00 p.m. The tentative budget will be approved on July 9, 2014. Mr. Thompson informed the Board that he has added the 3% property tax increase into the budget. Superintendent Jacobson voiced his concern with labor and would there be enough funds. Capitalization fees revenue and legal fees were discussed. Board member Stringer suggested consolidating the water fund page with the LID page to shorten the legal that has to be published. Attorney Schmidt suggested changing the word copier/elections to reserve.

Board member Stringer moved to approve the preliminary budget, subject to Accountant's review of labor costs and appropriate modification, re-labeling of "copier/elections expense" to "reserve expense". Board member Burke seconded the motion. The motion carried.

SUPERINTENDENT REPORT

Mr. Jacobson reported on the sewer hook-up for Mrs. Dickenson. The sewer service installation will cost approximately \$8,775. Mr. Jacobson reported there are some trees at Sandy Cove that will need to be taken down as well as Wright's Park lift stations. Work at Canterbury Cove was discussed and Attorney Schmidt suggested Mr. Jacobson take before and after pictures of each lift station and the work that is done.

DEQ PAY REQUEST

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

HARSB CHANGE ORDER

The HARSB change order was discussed and Board member Short moved to approve the change order, seconded by Board member Burke. The motion carried.

HARSB REPORT

Board member Stringer previously emailed her report to the Board and asked if there were any questions.

Board member Stringer suggested moving the July 23, 2014 meeting to July 25, 2014; however, the budget hearing is scheduled for July 23, 2014 at 4:00 p.m. so the meeting will remain on this date. Chairman Walker stated there will be a special meeting on July 25, 2014 at 9:00 a.m. for approval of the HARSB pay request. The schedule will be discussed at the July 9, 2014 meeting.

ADJOURN

With no further business before the Board, at 5:30 p.m. Board member Burke moved to adjourn, seconded by Board member Short. The motion carried.

Todd Walker, CHAIRMAN

Lynn Hagman, ADMINISTRATOR