

**HAYDEN LAKE SEWER DISTRICT
MINUTES OF REGULAR MEETING
MAY 9, 2018**

CALL TO ORDER

Chairwoman Stringer called the meeting to order at 9:00 a.m. Board members present was Bill Meany, Ed Graves and Ed Short. Attorney Mike Schmidt, Operator Chris Seward and Superintendent Dustin Jacobson were present as representatives of the Board. Administrator Lynn Hagman recorded the minutes of the meeting.

ATTORNEY

Attorney Schmidt informed the Board of a new law regarding meeting agenda. HB 611 relates to transparent and ethical government. The new revision is in regards to open meeting notices and agendas. Notices for meetings and agendas shall be posted electronically if the entity maintains a website or a social media platform and any item on the agenda that may possibly have a vote taken on it shall have the words "action item" next to it with a description of what the action item might be. Lead notice for the agenda and amendments to the agenda after the meeting has started were also discussed. An agenda for executive session only shall be noticed 24 hours prior and all other agenda's shall be noticed 48 hours prior to the meeting. No item shall be added to the agenda unless an emergency is declared per the criteria of the statute.

Next, Attorney Schmidt discussed SB 1274 regarding public records. All public agencies shall designate a custodian to receive public records requests and shall provide an alternate custodian. Term for keeping certain records was also discussed.

SUPERINTENDENT

Superintendent Jacobson reported on the interview he and Administrator Hagman had on May 1, 2018 with Robert Burns. Mr. Jacobson informed the Board Mr. Burns has worked with HARSB for the past year or more as a Humanix employee and he has learned a lot about the sewer system and the workings of it. Board members asked about past jobs and if Mr. Burns is willing to get the needed licenses. Administrator Hagman felt Mr. Burns would be a good fit for the District; he is willing to learn and study for his licenses. Mr. Jacobson thought the interview went well gave his recommendation to offer Mr. Burns the operator position. Mr. Jacobson asked the Board to consider giving Mr. Burns a couple of weeks so he can give HARSB notice.

Mr. Burns was told there would be a three month probation period with a possible review at the end of the 3 months, the pay range would be \$15.00 to \$20.00 per hour depending on experience, and there would be PERSI Retirement Plan and Medical and Dental in 30 days. Board member Graves questioned a three month review and if it was necessary. Mr. Jacobson felt he and the Administrator should be able to review the probation period and determine whether Mr. Burns should be hired permanently. Chairwoman felt the Board should be involved considering how small we are. Board member Short suggested the Administrator and Superintendent handle the review and come to the Board with their recommendation.

BOARD DISCUSSION/ACTION

Chairwoman Stringer informed the Board that she had contacted Barb Neal regarding the board vacancy. Ms. Neal had applied before and asked if the office could pull that application and re-submit it. The District now has two applications and the advertising is in the Nickels Worth.

EXECUTIVE SESSION

At 9:50 a.m. Board member Graves moved to recess to executive session per ID Code 74-206 (1) (a & b), a. To consider hiring a public officer, employee, staff member or individual agent. b. To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Board member Meany seconded the motion. A roll call vote was taken: Board member Short, "aye", Board member Graves, "aye" and Board member Meany, "aye". The motion was unanimously carried.

At 11:04 a.m. the Board reconvened to regular session.

Board member Graves moved to offer the operator position to Robert Burns beginning May 30, 2018 with an hourly rate at \$15.00 plus benefits when available. Mr. Burns will be an "at will" contract employee with a probation period of 3 months and an evaluation done at the end of the probation period. Board member Meany seconded the motion. The motion carried.

Board members Ed Short and Ed Graves volunteered to revise policies for personnel and training and will meet with Superintendent Jacobson regarding same.

ADJOURN

With no further business before the Board, Chairwoman Stringer adjourned the meeting at 11:06 a.m.

Carole Stringer, CHAIRWOMAN

Lynn Hagman, ADMINISTRATOR