

OFFICIAL MINUTES
Regular MEETING
HAYDEN AREA REGIONAL SEWER BOARD
November 16, 2023

The Regular meeting of the Hayden Area Regional Sewer Board (HARSB) was held on November 16, 2023, in the Hayden Area Regional Sewer Board Administration Building at 10789 N. Atlas Road, Hayden, Idaho.

The meeting was called to order by Leslie Duncan, Chairman at 3:02 p.m...

Roll Call was then taken:

- City of Hayden- Roger Saterfiel- yes
- Hayden Lake Sewer District- Barb Neal- via telephone- yes
- Kootenai County- Commissioner Leslie Duncan- via telephone- yes

Consent Calendar

It was moved by Roger Saterfiel, and seconded by Barb Neal, to adopt the Consent Calendar as presented: Approval of October 19, Regular Meeting Minutes; Approval of October General & Construction Financial Reports; Approval of Bills General & Construction, Replacement; Approval of Records Destruction (per Record Retention policy) see included list.

- ❖ Destruction of old Lab/Land App Records per NPDES, IPDES and IDEQ reuse Retention Requirements (+5y HARSB)
- ❖ Destruction of Old O&M Manuals for System & Equipment (+10y after life)
- ❖ Recruitment and Recruitment Selection Records (+10y)
- ❖ Old Public Records Requests/ Drug Testing Records/ Unused or Misprinted Checks (+2y)
- ❖ Computer Systems Program Documentation (Until Superseded +2y)
- ❖ Bank Transaction Records/ Voided Checks /Investment Records/ General Ledgers/Payroll Administrative Reports/ Remittance Forms/Vendor Files/Wage and Tax Statements/Work Comp/ Destruction of Old Audio Board Meeting Recordings/ Utility Locates/ Bid and Proposals/ Public Outreach Records (+5y)
- ❖ Personnel Records (+10y after separation).

Stephanie Oliver wanted to make sure the entities were aware that the entity payment refund was part of the request for the bills to be paid. Roger Saterfiel Withdrew Motion...

The Consent Calendar was amended by Leslie Duncan for clarification to have the entity payment refund as part of the bills, Roger Saterfiel seconded the motion.

Roll call vote taken:

- City of Hayden- Roger Saterfiel- yes
- Hayden Lake Sewer District- Barb Neal- yes
- Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

It was moved by Roger Saterfiel, to approve the amended consent calendar, and seconded by Leslie Duncan: Approval of October 19, Regular Meeting Minutes; Approval of October General & Construction Financial Reports; Approval of Bills General & Construction, Replacement, including

entity payment refunds; Approval of Records Destruction (per Record Retention policy) see included list.

- ❖ Destruction of old Lab/Land App Records per NPDES, IPDES and IDEQ reuse Retention Requirements (+5y HARSB)
- ❖ Destruction of Old O&M Manuals for System & Equipment (+10y after life)
- ❖ Recruitment and Recruitment Selection Records (+10y)
- ❖ Old Public Records Requests/ Drug Testing Records/ Unused or Misprinted Checks (+2y)
- ❖ Computer Systems Program Documentation (Until Superseded +2y)
- ❖ Bank Transaction Records/ Voided Checks /Investment Records/ General Ledgers/ Payroll Administrative Reports/ Remittance Forms/ Vendor Files/ Wage and Tax Statements/ Work Comp/ Destruction of Old Audio Board Meeting Recordings/ Utility Locates/ Bid and Proposals/ Public Outreach Records (+5y)
- ❖ Personnel Records (+10y after separation).

Roll call vote taken:

City of Hayden- Roger Saterfiel- yes
Hayden Lake Sewer District- Barb Neal- yes
Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Update on Facility Start-Up

Ken Windram gave an update on the status of the Phase 2 Facility Startup, see enclosed Information.

Administrative Reports

Ken Windram gave his administrative report, which is attached hereto.

Due to the Eco-belt taking out so much material, we may need to increase our Garbage pickup from two times a week to three times a week.

Entity Reports

City of Hayden –A new City Administrator has been hired and is coming on board December 3rd or 4th. Roger Saterfiel will no longer be with us after December, and will finally be able to retire.

Hayden Lake Sewer District (HLSD) – Finished up with improvements on Forest Ridge Lift Station, and they are continuing to track I-n-I

Kootenai County – Gaston Patterson is now the permanent airport director.

Discussion and Decision on Honeysuckle/Ramsey Roundabout

Jon Baune, J-U-B Engineering, gave the project update on the HARSB Ramsey and Honeysuckle roundabout, see enclosed presentation. J-U-B Engineering discussed that HARSB is getting a good

value in the economy of scale since this is a City of Hayden project. HARSB has pipes, air release, and valves in the ground in the Roundabout area, and the upgrade roundabout plans were originally stamped in 2018. City of Hayden has the project funded, but the project schedule may change at this point due to not having the Idaho Transportation funding which was driving the schedule of going to bid in February 2024.

Barb Neal requested Benjamin Allen read the email submitted by Michael Schmidt (District legal counsel) and the District requested that this item be tabled, see enclosed email.

Ken Windram discussed the cost sharing on the replacement fund as 76.03% City and 22.95% District, while the O & M cost sharing for the Interceptor is 50/50.

Board discussion occurred regarding this issue and the District's next meeting is December 6th.

HARSB will set a tentative date of December 8th to discuss this topic, following the District's meeting.

Discussion on I-90, SH-41 to US-95 Utility Information, Waiving of Utility Public Hearing

Benjamin Allen discussed the Waiving of Utility of Public Hearing, see enclosed waiver. Benjamin Allen discussed that the waiver stated that we would waive our rights to the Idaho Code Requirements if adjustment or changes to our lines are needed. Unsure why the waiver is necessary if our lines as stated don't need to be moved. Under Idaho Code they can require us to move any lines (pipes) that they need us to move.

It was moved by Barb Neal, and seconded by Roger Saterfiel, that HARSB not waive our rights to the public hearing process.

Roll call vote taken:

City of Hayden- Roger Saterfiel - yes

Hayden Lake Sewer District- Barb Neal- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Approval to Purchase Vehicle

Ken Windram discussed the purchase of a new vehicle, see enclosed information. Stephanie Oliver discussed that we are piggybacking off of the Idaho State Web Site, and that Dodge and Chevy had already closed their public entity allocation for the year. So, the only company available was Ford, and the staff picked their motor preference for reliability and maintenance ease.

It was moved by Barb Neal, and seconded by Roger Saterfiel, to approve the purchase of the presented vehicle at the additional cost.

Roll call vote taken:

City of Hayden- Roger Saterfiel - yes

Hayden Lake Sewer District- Barb Neal- yes

Kootenai County- Commissioner Leslie Duncan- yes
Motion Carried.

Update on City H6 Lift Station and Force main, and HARSB Replacement Line

Tabled until December meeting.

Discussion on Dissolution of JPA- Update from HARSB and Entities

No report at this time. District is still waiting for an agreement to be provided to them.

Discussion on July 2023 Entity Flow and Load Testing

Tabled until December meeting.

Discussion and Decision for J-U-B Engineering Assist on O & M Manual

Ken Windram discussed the need to have assistance with the O & M Manual. We do not have a cost at this time, the cost would come out of the existing construction management funds. Tabled until the December 8th or 21st meeting.

Discussion and Decision- Administrator at Maximum Vacation Accrual Limit

Ken Windram discussed the need to lift his vacation accrual limit until the O & M manual is done. Board discussion occurred on this, and talked about lifting the limit until the end of January.

It was moved by Barb Neal, and seconded by Roger Saterfiel, to lift the vacation accrual limit until the end of January and revisit it if needed at that time.

Roll call vote taken:

City of Hayden- Roger Saterfiel - yes

Hayden Lake Sewer District- Barb Neal- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Approval of Master Agreement for Professional Services

Benjamin Allen discussed the Master Agreements for Professional Services, see enclosed agreements.

It was moved by Barb Neal, and seconded by Roger Saterfiel, to execute the approved master agreements for Century West, Esvelt Environmental Engineering, and HDR Inc.

Roll call vote taken:

City of Hayden- Roger Saterfiel - yes
Hayden Lake Sewer District- Barb Neal- yes
Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Benjamin Allen then discussed the two entities that asked for modifications: J-U-B Engineering and Stantec, see enclosed agreements. Board directed for Ken Windram and Benjamin Allen to work with these entities on their agreements, and then bring them back to the Board.

Esvelt Environmental Consulting Contract for IPDES Permit Errors and Omissions

Ken Windram discussed the IPDES Permit Errors and Omissions report and the need to work with Esvelt Environmental Engineering, see enclosed contract.

It was moved by Barb Neal, and seconded by Roger Saterfiel, to approve the contract for Esvelt Environmental Engineering not to exceed \$10,000.

Roll call vote taken:

City of Hayden- Roger Saterfiel - yes
Hayden Lake Sewer District- Barb Neal- yes
Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Boulder Park Project Biosolids Beneficial Use Services Contract Expiring December 31, 2023

Ken Windram discussed the Boulder Park Biosolids continuation agreement, see enclosed agreement.

It was moved by Barb Neal, and seconded by Roger Saterfiel, to approve the Biosolids Beneficial Use Services Contract for King County and Boulder Park.

Roll call vote taken:

City of Hayden- Roger Saterfiel -yes
Hayden Lake Sewer District- Barb Neal- yes
Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Meeting adjourned at 4:15 p.m...



Leslie Duncan, Chairman



Stephanie Oliver, Secretary