

OFFICIAL MINUTES
Regular MEETING
HAYDEN AREA REGIONAL SEWER BOARD
October 17, 2024

The Regular meeting of the Hayden Area Regional Sewer Board (HARSB) was held on October 17, 2024, 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 3:00 p.m...

Roll Call was then taken:

- City of Hayden (City)- Matt Roetter- yes
- Hayden Lake Sewer District (HLSD)- Geoffrey Harvey- yes
- Kootenai County (County)- Commissioner Leslie Duncan- yes

Consent Calendar

It was moved by Geoffrey Harvey to pull the September 19, 2024 meeting minutes from the Consent Calendar for Board discussion. Motion died due to lack of second.

It was moved by Matt Roetter, and seconded by Geoffrey Harvey, to approve the Consent Calendar as stated: Approval September 19, 2024 Regular Meeting Minutes; Approval of September 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- ❖ Computer Systems Program Documentation (Until Superseded +2y)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).

Roll call vote taken:

- City of Hayden- Matt Roetter- yes
- Hayden Lake Sewer District- Geoffrey Harvey- yes
- Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Administrative Reports

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

Ken discussed the Solid's Contact Clarifier (SCC) and the solids issue we are still seeing using the Ferric. We are looking at other coagulants to settle items out of the SCC. If we have a large rain on snow event, we are concerned about keeping everything in the facility. Board asked questions and some discussion occurred on this issue.

Amber Hall passed all her certifications for in house lab testing procedures.

Brock Morrow gave his chief operator report, which is attached hereto.

Entity Reports

City of Hayden – Alan Soderling discussed that the H6 lift station bid opening is October 31, 2024.

Hayden Lake Sewer District (HLSD) – no report

Kootenai County – no report

Update on City H6 Lift Station and Force main construction, with Update, Discussion, Decision on HARSB 15" Replacement Line

Alan Soderling discussed that both the lift station and the joint project for force main project have been advertised and are out for bid. The joint force main project bid opening is November 14, 2024. We have seen a lot of interest from the contractors so hoping for good bid numbers.

J-U-B Signed Contract for Signed Tasks Project 20-23-070, Tasks 020,030,040,090 Discussion, Decision Open Budget or Cancel Contract

Ken Windram discussed that we have a signed contract with JUB for the force main, see enclosed information. We have an unfunded contract and need to know what the Board wishes. Samuel Lovely, HARSB Attorney, outlined the options for the Board. Board discussion occurred regarding this issue and the options available to the Board. The process for opening the budget was discussed, and the approval of all entities is needed prior to publication for public hearing, for a November 21, 2024 public hearing.

It was moved by Matt Roetter, and seconded Geoffrey Harvey, to open the budget to fund the JUB signed project 20-23-070; Tasks 020, 030, 040, 090.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Approval to Purchase Vehicle

Ken Windram discussed the two vehicles we are looking at and wish to purchase one, see enclosed bids.

It was moved by Geoffrey Harvey, and seconded Matt Roetter, for 1500 Chevy Silverado.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Discussion on Dissolution of JPA- Update from HARSB and Entities

We have a dissolution meeting set for December 9th at 9:00 a.m. at the Kootenai County Administration Building.

Update on IPDES Permit Appeal, NPDES Permit Amicus Filing

Ken Windram discussed Ben Allen's update on the IPDES Permit via letter, see enclosed information. Ken Windram and Samuel Lovely indicated that they had no additional information regarding the appeal or filing.

Approval to send RFQ to Pre-Qualified Engineers for H3 Design

Ken Windram presented a letter that he wants to send out a letter for qualifications on the H3 design, see enclosed information.

It was moved by Matt Roetter, and seconded Geoffrey Harvey, approval to send an RFQ to pre-qualified engineers for H3 design.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Approval of Kelley Create Agreement (Docuware - Records Retention Software)

Ken Windram discussed the Kelley Create Agreement, see enclosed agreement. Discussion occurred regarding the agreement and cyber liability.

It was moved by Geoffrey Harvey, and seconded Matt Roetter, for Kelley Create Agreement, subject to attorney review and approval.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Surplus Boneyard Piping and Equipment

Ken Windram discussed boneyard piping and equipment, see enclosed information. Ken would like the 6" pipe to go for \$5.00 per foot.

It was moved by Matt Roetter, and seconded Geoffrey Harvey, to authorize Ken Windram to get as much money as possible in the surplus boneyard piping and equipment with trying to get \$5.00 per foot for the 6" pipe.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

ICRMP Special District-Board of Trustees Nomination Form- If HARSB wishes to nominate someone other than Craig Rockwood

No Nominations.

Approval of HARSB "Over the Counter" Medication Personnel Manual Change

Ken Windram discussed the "Over the Counter" medication personnel manual requested change, see enclosed policy. Board discussion occurred and concern was expressed regarding having medications especially Benadryl. Samuel Lovely also discussed the medication policy and a reason why this was developed. This will be brought back to the next meeting.

Approval to Close Phase 1 and Phase 2 BNR, ITT, SCC, and Solar Dryer Construction Project as of June 30, 2024

Ken Windram and Stephanie Oliver discussed the project information, see enclosed information. All entities have approved the closure of the project as of June 30, 2024.

It was moved by Geoffrey Harvey, and seconded Matt Roetter, for closure of phase 1 and phase 2 BNR, ITT, SCC and Solar Dryer Construction project as of June 30, 2024.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Approval to Purchase Spare Amiad Disc Sets

Ken Windram discussed the issue with the Amiad disc set, see enclosed Power Point and Amiad spare disc set purchase. Board discussion occurred regarding the time it takes to clean the filters, what is clogging the discs, and if it relates to the SCC problem. This is below Ken Windram's spending authorization; however, due to the nature of the request he wanted the Board to be aware of the issue.

It was moved by Matt Roetter, and seconded Geoffrey Harvey, to purchase the spare Amiad disc sets.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Approval of FCS Contract for CAP Fee Analysis

Stephanie Oliver discussed the FCS Contract and the closure of the construction project, see enclosed contract.

It was moved by Geoffrey Harvey, and seconded Matt Roetter, to approve the FCS Contract for CAP fee analysis pending attorney review.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Geoffrey Harvey- yes

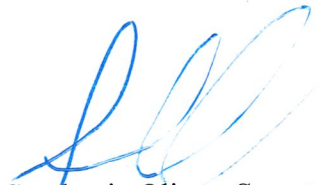
Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Adjourned meeting at 3:55 p.m...



Leslie Duncan, Chairman



Stephanie Oliver, Secretary