

OFFICIAL MINUTES
REGULAR MEETING
HAYDEN AREA REGIONAL SEWER BOARD
March 19, 2009

The regular meeting of the Hayden Area Regional Sewer Board was held on March 19, 2009, in the City of Hayden, Council Chambers at 8930 N. Government Way, Hayden, ID.

Present: Tom DePew, Gerry House, Lisa Key, Ron McIntire

Absent:

Also Present: Ken Windram, Hayden Area Regional Sewer Board-Project Manager; Paul Klatt, J-U-B Engineering; Larry Comer, Welch Comer and Associates; Donna Phillips, City of Hayden;

The meeting was called to order by Gerry House, Chairman at 3:00 p.m.

It was moved by Tom DePew, and seconded by Ron McIntire, to approve the agenda with the following changes: 12.a. DEQ Letter regarding Stimulus Funds, 14a. and 15.a. Replies from Scott Reed. Motion Carried.

It was moved by Ron McIntire, and seconded by Tom DePew, to approve the minutes of the February 19, 2009 regular meeting. Motion carried.

It was moved by Tom DePew, and seconded by Ron McIntire, to approve the February Financial Reports (Construction and O & M). Motion Carried.

It was moved by Ron McIntire, and seconded by Tom DePew, to pay the bills. Motion carried.

Questions arose regarding the Airport ER's, the amount of building being done, and not having any ER's purchased for a year. The Board feels that a physical audit needs to be done.

Administrative Reports

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

Discussion occurred regarding the Spokane River Model, and the updated information that has been filtering in.

Ken Windram gave Shirley Carter's operations report, which is attached hereto.

Ken Windram discussed the new Root Cause Analysis form that he is implementing.

Entity Reports

City of Hayden- RFQ ready to go out on H-2 and the Wal-Mart project is approaching approval.

Hayden Lake Recreational Water and Sewer District- no report

Kootenai County- no report

Phase III Construction

Ken Windram gave an update on the Phase IIIC construction which is completed. Paul Klatt informed the Board that the O & M manual is in draft form, and will be reviewed by the HARSB staff.

Facility Long Range Plan-Financial Plan

Paul Klatt updated the Board on the progress of the Long Range Facility Plan, and that they are evaluating the solids process handling. J-U-B and FCS have been working together sharing information to complete the Financial Implementation Plan.

OUTFALL LINE

Larry Comer updated the Board on the outfall line, and has the drawings with him that map the corridor and utilities. They are looking at getting a survey crew out by next month.

NPDES PERMIT

Ken Windram informed the Board of the upcoming meetings; see enclosed minutes/letters from last month meetings. Per Board discussion Gerry House will sign the updated Memorandum of Agreement for the Spokane River Total Maximum Daily Load (“TMDL”) Review, Spokane River Project.

| | | |
|-------------------------|----------------|---------|
| IDEQ | March 24, 2009 | 1:30 pm |
| EPA-Stakeholder meeting | March 25, 2009 | 10 am |
| Stakeholder meeting | March 26, 2009 | 10 am |

SEP FUND

City of Hayden is still working on this.

Idaho DEQ Wastewater Planning Grant/Loan Letter of Interest

Ken Windram updated the Board for possible grant/loan money on the selection of Projects for Stimulus Funding through the State Revolving Fund Loan Program, see enclosed letter & questionnaire. Ken Windram will work with Paul Klatt and Larry Comer to fill out the enclosed questionnaire.

IDWARN

Ken Windram presented the updated IDWARN contract, and this agenda item will be brought back to next month’s Board Meeting. Questions arose regarding if it was reviewed by ICRMP, Individual Entity Coverage, and what Board policies would need to be put into place regarding this contract.

Billing Costs per Hour for Staff/Encroachment Permit

Ken Windram presented Scott Reed's legal letter, see enclosed letter.

Farm Lease

Ken Windram reviewed the Farm Lease Scott Reed's legal letter with the Board, see attached lease. Ken Windram will get further clarification from Scott Reed regarding the ending date of the lease in his letter.

RFQ Land App Flow Meters

Ken Windram discussed the flow meter RFQ that will be coming back on Monday, March 23, 2009. It was moved by Ron McIntire, and seconded by Gerry House, to approve up to \$16,000.00 for flow meters after seeing the Quotes that are to be received on Monday, March 23rd. Motion Carried.

H-2 Sewer Lift Station Replacement

Ken Windram presented the letter from Jeff Zaugg, City of Hayden Engineer, see enclosed letter. The Board discussed that they had approved some degree of participation and would need to look back at the previous minutes to see the exact amount. The board would like to find out what it has already agreed to prior to any further cost defrayment discussion, even though the cost of the station has just about doubled since the original July 2006 cost estimate.

Purchase Operation Date Management Software

Ken Windram presented quotes for operation data management software, see enclosed quotes. The Board discussed the efficiency issues related to having an operation data management system. It was moved by Ron McIntire, and seconded by Tom DePew, to purchase the Operator 10 Wastewater and biosolids data management software, with annual support. Motion Carried.

HARSB Web Site

Ken Windram presented information regarding setting up a Web Site, see enclosed letter. The Board felt that this was a good idea, and to proceed with setting up a web site.

2009 Facility Depreciation List

Ken Windram presented the current depreciation amounts, see enclosed spreadsheets. The Board discussed the depreciation amounts, and discussed how much funding would be needed. The Board requested options to present for their budget discussions. FCS is looking at this depreciation issue and will be addressing the issue with the entities.

Oxidation Ditch #1, Weir Seal

Ken Windram presented quotes for the weir seal, see enclosed quotes.

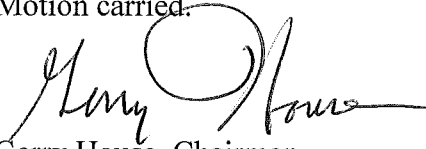
Personnel Manual Change

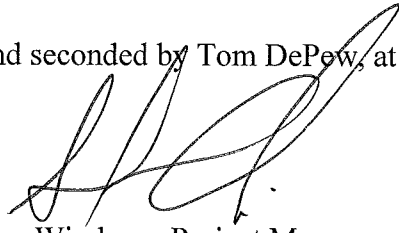
Ken Windram presented the staff request to increase the on-call time from 30 minutes to 45 minutes. It was moved by Ron McIntire, and seconded by Tom DePew, to approve the policy manual change. Motion Carried.

Windram Contract Review & Approval

Lisa Key presented the contract for Ken Windram, see enclosed contract. It was moved by Ron McIntire, and seconded by Tom DePew, to allow Gerry House to sign the contract per final labor negotiations, and after final legal review. Motion Carried.

Moved to adjourn meeting by Ron McIntire, and seconded by Tom DePew, at 4:50 p.m...
Motion carried.


Gerry House, Chairman


Ken Windram, Project Manager
Stephanie Oliver, Secretary