

OFFICIAL MINUTES
Regular Meeting
HAYDEN AREA REGIONAL SEWER BOARD
April 16, 2026

The Regular meeting of the Hayden Area Regional Sewer Board (HARSB) was held on April 16, 2026, 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:

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

Consent Calendar

It was moved by Matt Roetter, and seconded by Barb Neal, to approve the Consent Calendar: Approval of March 19, 2026, Regular Meeting Minutes; March General & Construction Financial Reports; Approval of Bills General & Construction, Replacement.

Roll call:

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

Motion Carried.

Administrative Reports

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

Dr. Erik Coats was up with his graduate students, toured facility and discussed plant process.

He talked with Kootenai Electric regarding Reuse Farm electric pricing, and we will not be affected with peak hour pricing.

United Pump has the Turbine Pump parts and are verifying that the shafts are straight.

April 27, 2026, Gold Seal Plumbing will install liner in HARSB pipe.

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

Discussed that Vactor is down, and we have asked Big Sky and City of Coeur d'Alene to be our back-up while it is being repaired.

H3 Lift Station- Panel blew open and we lost our PLC processor we had one spare on-site so it was replaced, but other parts had to go into the lab desiccator oven which worked otherwise those parts would have had to be purchased off e-bay since they are no longer available.

Entity Reports

City of Hayden – no report
Hayden Lake Sewer District (HLSD) – no report

Kootenai County – no report

Approval of Memorandum of Understanding (MOU) with City of Hayden- Honeysuckle/Ramsey Force Main

It was moved by Barb Neal, and seconded by Matt Roetter, to approve the MOU with the City of Hayden and Hayden Area Regional Sewer Board for the Honeysuckle Ramsey Roundabout.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

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

Alan Soderling reported on this, the station is up and running with some minor issues needed. Payment Return should be released by the next City of Hayden Council meeting April 28th.

Discussion and Determination of Engineering, Consulting and Survey Services Request for Qualifications (RFQ) Master List; Approval to negotiate Master Agreement

It was moved by Barb Neal, and seconded by Matt Roetter, to approve the RFQ list as presented.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Board gave authorization for Attorney Benjamin Allen to work on Master Agreement negotiations as needed with engineers that request changes.

Update on Effluent Pump Station and Chlorine Contact Tanks, 30% Preliminary Engineering Report

Ken Windram discussed the updated information of the effluent pump station; see enclosed Power Point Presentation. Ken Windram discussed the Idaho Department of Environmental Quality preliminary engineering report given on Wednesday. Board questions arose regarding the Power Point presentation.

The Hayden Lake Sewer District would like the presentation sent to them for approval, so they can respond to Ken's three questions: 1. Move Pump Station to the West of the Solar Dryer

2. Upsize effluent (outfall) line to Huetter Road to 24"

3. Upsize gravity feed line to effluent pump station.

Ken indicated that with the changes we are looking at completing design by December 2026 so bid packets can go out in January of 2027. Board discussion occurred.

It was moved by Matt Roetter, and seconded by Barb Neal, to move the effluent pump station to the West of Solar Dryer #1, pending District approval.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes
Motion Carried.

The upsize effluent line to Huetter to 24" and upsize gravity influent feed line to effluent pump station.
Board discussion occurred on these questions and will be determined at May 2026 meeting.

Update on Land App Booster Pump Station

Ken Windram discussed the preliminary engineering design that was approved by IDEQ, see enclosed letter.

Update on Outfall from Seltice to Spokane River

Discussion and Determination for Bid Packet Release- Seltice Way to Spokane River

Ken Windram discussed that he received a call from the land developer and they want to pave the outfall pipe area by March or April 2027. It has become a problem since we were not planning to put the line in until June 2027. The timeline now is for August of 2026. See enclosed cost information for the supplies from Consolidated Supply and HD Fowler which will be increasing in the first week of May.

It was moved by Barb Neal, and seconded by Matt Roetter, to authorize the purchase of materials for the Seltice way to Spokane River project and work with Welch Comer on Bid and CMS Contract documents.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Approval to Open/Amend Budget and Sent Entities' Information for Approval

a. Effluent Pump Station and Chlorine Contact Tank (H3)

b. Sleeve under I-90/Huetter

c. Sleeve/Pipe in Huetter/Hayden Intersection

The District indicated that they have approved an additional \$250,000 for H3 design, to approve the replacement cost for the 2 chlorine tanks only, \$6,000.00 for design only of the Hayden/Huetter Roundabout force main and \$10,000 for design only on the I-90 sleeve.

Board discussion occurred.

It was moved by Matt Roetter, and seconded by Leslie Duncan, to send to the entities the open budget amendment for items a, b, and c as listed in the original paperwork.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Discussion and Decision on Hayden/Huetter Intersection

Ken Windram talked about the Hayden/Huetter intersection and that it is not a City of Hayden Project. Dulci Kai talked about the land developer and that they are still wanting to move forward with the intersection this year, the City of Hayden will approve the design, but it is a developer led project. Board discussion occurred.

Approval of Purchase Budgetted Items a. Tractor Mower b. Gator Type Farm Vehicle

Ken Windram discussed the requested equipment, see enclosed information.

It was moved by Matt Roetter, and seconded by Barb Neal, to approve the following purposes Tractor Mower FC15M for \$26,798.36 and Gator Type Farm Vehicle for XUV845HVAC \$27,891.52.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Approval of Vactor Repair

Ken Windram discussed the Vactor transmission, see enclosed repair bill.

It was moved by Matt Roetter, and seconded by Barb Neal, to approve the RWC Group Vactor repair of \$22,694.88.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Discussion and Determination Staff Benefit and Salary Analysis, On-Call Pay Change

Stephanie Oliver discussed the Staff benefit, analysis and on-call pay for increase with new budget, see enclosed information.

It was moved by Barb Neal, and seconded by Matt Roetter, to approve increase on-call pay increase for On-Call 1 to \$35.00 per day, and On-Call 2 for \$25.00 per day.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Updated Budget 2026-2027 Presentation and Discussion, DRAFT ONLY, Still waiting for Info

Board discussed the information presented for the Broad, see enclosed information.

Approval from Board for Legal Counsel to Receive Service of Court Filings

Benjamin Allen talked about getting services; but, since HARSB is not listed on the court filing he must manually go in to look for documents about the case or talk with entity attorneys instead of getting notified of updates/changes etc... He is asking for one of the parties (entities) to have a stipulated motion and all the other entities approve of adding having an additional party/attorney receive service on court filings.

It was moved by Barb Neal, and seconded by Matt Roetter, to approve HARSB Attorney Benjamin Allen to work with entity attorneys on a motion to stipulate he receive service on court filings.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Executive Session 74-206 (1)(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.

It was moved by Barb Neal, and seconded by Matt Roetter, to go into executive session 74-206 (1)(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.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Moved into executive session at 4:18 pm

It was moved by Leslie Duncan, and seconded by Barb Neal, to exit executive session with ICRMP training to be scheduled by staff.

Roll call:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal - yes

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Moved out of executive session at 4:52 pm

Special Meeting 05/07/2026 at 8:30 am for Force Main Bid Information and Award.

Adjourned meeting at 4:59 p.m...



Leslie Duncan, Chairman



Stephanie Oliver, Secretary