

OFFICIAL MINUTES
Regular Meeting
HAYDEN AREA REGIONAL SEWER BOARD
December 18, 2025

The Regular meeting of the Hayden Area Regional Sewer Board (HARSB) was held on December 18, 2025, in the Hayden Area Regional Sewer Board Administration Building at 10789 N. Atlas Road, Hayden, Idaho.

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

Roll Call was then taken:

City of Hayden (City)- Matt Roetter- yes

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

Kootenai County (County)- Commissioner Leslie Duncan- yes via telephone

Presentation and Approval of Magnuson, McHugh, Dougherty CPAs Financial Audit 2024-2025

Korby Baker with Magnuson, McHugh, Dougherty CPAs, discussed the presented September 30, 2025, audit report. She then proceeded to walk the Board through the presented audit report. Korby Baker thanked Stephanie Oliver for her hard work and quick turnaround which facilitated a timely audit. The independent auditors' report states a clean opinion, indicating the financial statement presents fairly the financial position of the Board. Board members asked questions regarding the report.

It was moved by Barb Neal, and seconded by Matt Roetter, to approve the Magnuson, McHugh, Dougherty CPAs Financial Audit for year ending September 30, 2025.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Barb Neal- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Consent Calendar

Barb Neal asked for November 20, 2025, Regular Meeting Minutes be removed from the consent calendar and discussed/approved separately due to requested clarification.

It was moved by Barb Neal, and seconded by Leslie Duncan, to approve the Consent Calendar as amended: Approval of November General & Construction Financial Reports; Approval of Bills General & Construction, Replacement; Approval of Delta Dental Renewal (2.5% premium increase).

Roll call vote taken:

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 November 20, 2025, Regular Meeting Minutes

Barb Neal requested that the "City of Hayden" on the bottom of page 3 in the minutes be changed to "Matt Roetter" since he personally requested the information from the District not the City of Hayden doing the

requesting. She also requested that we add “Due to the death of our Administrator, and the hiring of our current administrator, they should be current within a couple of months.”

It was moved by Barb Neal, and seconded by Leslie Duncan, to amend November 20, 2025, regular meeting minutes as stated.

Roll call vote taken:

City of Hayden- Matt Roetter- yes

Hayden Lake Sewer District- Barb Neal- yes

Kootenai County- Commissioner Leslie Duncan- yes

Motion Carried.

Excerpt from Amended November 20, 2025, Regular Meeting Minutes:

Matt Roetter requested that the public record request emailed to him from the Hayden Lake Sewer District stating they don't have a completed audit since 2016 be enclosed in the minutes, see enclosed email from Tina West, Administrator Hayden Lake Sewer District. Barb Neal informed the Board that this was due to the death of the previous administrator and hiring the current administrator, they should be current within a couple of months.

Administrative Reports

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

Ken discussed the HARSB upset of the Ultra Filtration System and E-coli Effluent Violation 24 hour Notice of non-compliant, see enclosed letter.

Brock has been working on the SCADA system, and we now have H6 and H7 reporting to the facility.

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

Entity Reports

City of Hayden – Alan Soderling informed the Board that the Honeysuckle/Ramsey Intersection is going to bid this Spring for construction late summer.

Hayden Lake Sewer District (HLSD) – no report

Kootenai County – Leslie Duncan discussed the 3-hour Area of City Impact meeting.

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

Alan Soderling updated the Board on the projects, see enclosed financial reports. H6 is online and pumping to HARSB and personnel have transferred two of the three collection areas to H6 from H2. The City of Hayden is wrapping up the punch list items for completion of this project, which includes a valve on the Replacement 15” which cannot be easily accessed. Ken Windram discussed that we are about a million dollars below budget on this project.

Update on Land App Booster Pump Station

Ken Windram discussed the kickoff meeting with Stantec to redesign the reuse farm booster pump station, he is hoping for the preliminary engineering report by February.

Leslie Duncan arrived at 3:26 p.m.

Update on Effluent Pump Station and Chlorine Contact Tanks

Ken Windram discussed the preliminary engineering report meeting with Idaho Department of Environmental Quality (IDEQ). IDEQ was agreeable to have only one chlorine contact tank with 10 baffles, see enclosed PowerPoint. This approval means that there is no need for two tanks and the corresponding two pump stations, so a pump station was removed from the design. IDEQ approval was contingent upon being able to bypass the outfall pipe so that if needed the effluent can go to the reuse farm. IDEQ also stated that they are disappointed that HARSB is not working on the second outfall line. Board questioned the use of the farm in the winter if needed and pumping the effluent back and forth from the farm lagoon to the facility. The plant/farm equipment will allow for pumping water back from the lagoon. So far, we have not needed to use the option to use the farm lagoon in the winter. We have about 9 days of storage available in the farm lagoon at our current flow rate.

Update on Outfall from Seltice to Spokane River

Ken Windram discussed that Welch Comer had finally received the plan from River Stone and are finalizing the drawings, we should have drawings in January.

Discussion on Dissolution of Joint Powers Agreement- Mediation

Leslie Duncan opened the discussion on the status of mediation. Benjamin Allen, HARSB Attorney presented a written letter since he was unable to be in attendance, see attached letter. Discussions occurred regarding whether mediation is over or not, what happened in mediation, whether to go back to mediation, what terms or any conditions are needed for the entities to enter mediation again. Do the material terms need to be addressed first or the smaller items agreed to as a precondition to additional mediation, contacting Judge Stegner (mediator) if enough movement has occurred on the entity's position so a reconvened mediation will be fruitful for all entities, offer versus counteroffer. All entities discussed whether they were willing to reenter mediation.

HARSB offers the system for sale to any interested member at fair market value as required by Section 8(c)(i)

Leslie Duncan discussed the Dissolution next steps option 2 listed in Benjamin Allens letter, see enclosed letter page 4. Board discussion occurred regarding Section 8 (c)(i) offer of the system for sale to any interested member at fair market value as required by the JPA. Discussion occurred regarding: what is fair market value and if it is needed prior to offering the system for sale, current book value of the facility, questions arose on whether we need a system appraisal since we only have a land appraisal, do we need to have fair market value since its not listed its only offered to its own members, how to determine fair market value when the owners and buyers are the same people.

It was moved by Matt Roetter, and seconded by Leslie Duncan, to proceed with offering the system for sale to any interested member at fair market value, as required by the JPA section 8(c)(i).

The District offered an objection stating that this was a major decision. Discussion occurred on whether it is major decision at this point. The other entities felt that it did not become a major decision until an offer was received and the entities were asked to accept it.

Roll call vote taken:

City of Hayden (City)- Matt Roetter- yes

Hayden Lake Sewer District (HLSD)- Barb Neal- no, stating that they feel this is a major decision.

Kootenai County (County)- Commissioner Leslie Duncan- yes

Motion Carried.

Adjourned meeting at 4:18 p.m...



Matt Roetter, Vice-Chairman
Leslie Duncan, Chairman



Stephanie Oliver, Secretary