

OFFICIAL MINUTES
Regular Meeting
HAYDEN AREA REGIONAL SEWER BOARD
June 18, 2026

The Regular meeting of the Hayden Area Regional Sewer Board (HARSB) was held on June 18, 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 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

Public Hearing

Opening of public hearing 3:01 p.m. for the proposed amended budget for fiscal year period of October 1, 2025, to September 30, 2026.

No Public Comment.

It was moved by Barb Neal, and seconded by Matt Roetter, to end public testimony and enter deliberation.

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

Public Hearing ended at 3:02 p.m.

Approval of Amended Budget for the fiscal period of October 1, 2025, to September 30, 2026

It was moved by Barb Neal, and seconded by Matt Roetter, to approve the reopened amended 2025-2026 HARSB budget for the fiscal period of October 1, 2025, to September 30, 2026. The approval has been based on the Hayden Lake Sewer District's addendum signed by all entities and referencing line items from the HARSB budget printout dated June 2, 2026.

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.

Consent Calendar

It was moved by Matt Roetter, and seconded by Barb Neal, to approve the Consent Calendar: Approval of May 21, 2026, Regular Meeting Minutes; Approval of June 5, 2026, Special Meeting Minutes; May General & Construction Financial Reports; Approval of Bills General & Construction, Replacement

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.

Administrative Reports

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

HARSB is working on better control of the Wastewater treatment plant fines and has a pilot project anticipated for July with a different technological approach to getting rid of fines. The preliminary number for annual chemical treatment on jar testing has an estimated amount of \$180,000 a year. The hope is to find another technology that will remove tertiary recycle flows which will reduce the in-plant recycle water flows.

We lost IR pump #2 yesterday it had 36,000 hours (end of life hours) and it has been replaced with spare pump.

We lost the flow meter (2010) going to the farm and are using the H3 flow meter number until it is replaced.

ALK would like to revisit their contract regarding irrigation due to stress in the trees, they were unable to harvest from the trees last year.

Hayden Lake Irrigation District is interested in installing a water line from the Honeysuckle/Ramsey Roundabout to Reed Road on Honeysuckle Avenue this is an area we have identified as needing to replace the old fifteen inch (15") force main. Ken is looking to get a proposal from J-U-B Engineering for July meeting for doing the design work for this section. Jon Baune, J-U-B Engineering indicated that they are currently working on the Hayden Lake Irrigation District's water line design.

Honeysuckle/Ramsey Roundabout notice to proceed was given today. Intersection will be shut down starting Monday.

Board discussion occurred regarding Ken's Administrative report.

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

Discussed the Vactor, and it is back in for repair of the Front Pressure Hose Spool.

Brock also discussed the Wastewater Treatment Plant fines issue in the plant.

Entity Reports

City of Hayden – Alan Soderling discussed the Honeysuckle/Ramsey Roundabout.

Hayden Lake Sewer District (HLSD) – no report

Kootenai County – Leslie Duncan discussed the manufacturing interest in the airport property. Ken Windram gave Gaston copies of our permit numbers and pretreatment requirements. Board asked questions and had some discussion on pretreatment.

Decision and Discussion on Master Agreements for Professional Services Agreement Negotiated Services: Aqua Engineering

Benjamin Allen responded to Aqua Engineering after the last meeting and after discussion, this is what was negotiated, see enclosed information. Board discussion occurred regarding the presented contracts, see enclosed contract.

It was moved by Matt Roetter, and seconded by Barb Neal, to approve the Master Agreement for Professional Services Agreement negotiated services: Aqua Engineering for use with supplemental task orders.

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.

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

Ken Windram discussed design issues with H3 (effluent pump station). Brock also discussed the issue with large pumps that turn on and off versus small pumps which run for longer periods of time. Board discussion occurred regarding this issue.

Discussion and Determination of J-U-B Engineering Contract Amendment #2

It was moved by Barb Neal , and seconded by Matt Roetter, to approve J-U-B engineering contract amendment #2.

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.

Update on Land App Booster Pump Station

Ken Windram discussed that the pump station is working with the repairs, and that we are not moving forward at this time with the design beyond 30%. The remaining redesign will be pushed off until the 2027-2028 Budget year.

Update on Outfall from Seltice to Spokane River

Ken Windram updated the Board on the status of the pipe purchase and project. Board discussion occurred regarding the hold-up on the easement with the current landowner.

Update on Hayden/Huetter Intersection; Approval of Design Task Order 26-02

Ken Windram talked about the Hayden/Huetter intersection and that a developer is overseeing this.

It was moved by Barb Neal, and seconded by Matt Roetter, to approve Welch Comer Hayden/Huetter Intersection Design Task Order 26-02.

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.

Discussion and Decision on Woodhawk Controls Contract Addendum

Ken Windram discussed the contract addendum, see enclosed information.

It was moved by Matt Roetter, and seconded by Barb Neal, to approve Woodhawk Controls Addendum.

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.

Discussion and Decision on Roofing Maintenance

Ken Windram, Dustin Howe, and Brock Morrow discussed the roofing maintenance quotes. Board directed staff to get the written warranties and contract on the Rhino Lining of CDA quote.

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 Matt Roetter, and seconded by Barb Neal, 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 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.

Moved into executive session at 3:49 p.m.

It was moved by Matt Roetter, and seconded by Barb Neal, to exit executive session at 4:34 p.m.

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.

No action at this time to be taken from the executive session and Job Descriptions will be placed as an agenda item for next month.

Discussion and Decision on Budget 2026-2027

Barb Neal discussed that their District is not willing to approve budget at this time and are contemplating whether to approve the facility plan and are willing to have it taken out of replacement. Ken Windram also asked for a line item in the budget for the Honeysuckle/Ramsey Intersection to Reed Road Force main Design and Construction.

Benjamin Allen asked the Board to go into executive session for the facility plan funding legal opinion.

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

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.

Moved into executive session at 4:46 p.m.

It was moved by Barb Neal, and seconded by Matt Roetter, to exit executive session at 5:07 p.m.

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.

Discussion on Budget to fund the facility plan, staff directed to bring back information to next Board meeting for ramifications on taking some of the funding out of replacement, construction, and O & M. The Board members will discuss the funding of the facility plan with each of their entities.

Discussion and Decision on Ken Windram's Contract Amendment

Leslie Duncan discussed the contract amendment, see enclosed amendment. This will need to be addressed once the job descriptions are finalized.

Adjourned meeting at 5:09 p.m...



Leslie Duncan, Chairman



Stephanie Oliver, Secretary