



The Hidden Springs Town Association and Hidden Springs Sewer Company Mid-Year Update provided by the Association to its members is not to be considered public information, and may not be copied or further disseminated in any manner, including online via any website or social media platform.

Questions regarding content may be directed to the Town Council ([towncouncil@hiddensprings.com](mailto:towncouncil@hiddensprings.com)) or to the Town Manager ([hsta@hiddensprings.com](mailto:hsta@hiddensprings.com))

The Hidden Springs Town Council

Ken Oakeson, President / Jeffrey Mousseau, Vice President  
Treasurer, Kristin Kyle-McQuesten / Jeremy Chase, Secretary  
Kristin Brooks, Council Member

September 1, 2020

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# Hidden Springs Town Association

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Mid-Year Update

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# 2020 Town Council

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Ken Oakeson, President

Jeffrey Mousseau, Vice President

Kristin Kyle-McQuesten, Treasurer (Appointed July 2020)

Craig Lochner, Treasurer (Resigned April 2020)

Jeremy Chase, Secretary

Kristin Brooks, Director

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# 2020 Numbers (Jan-July)

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388 CCR Violations (246 Closed, 129 Open, 13 Monitored)

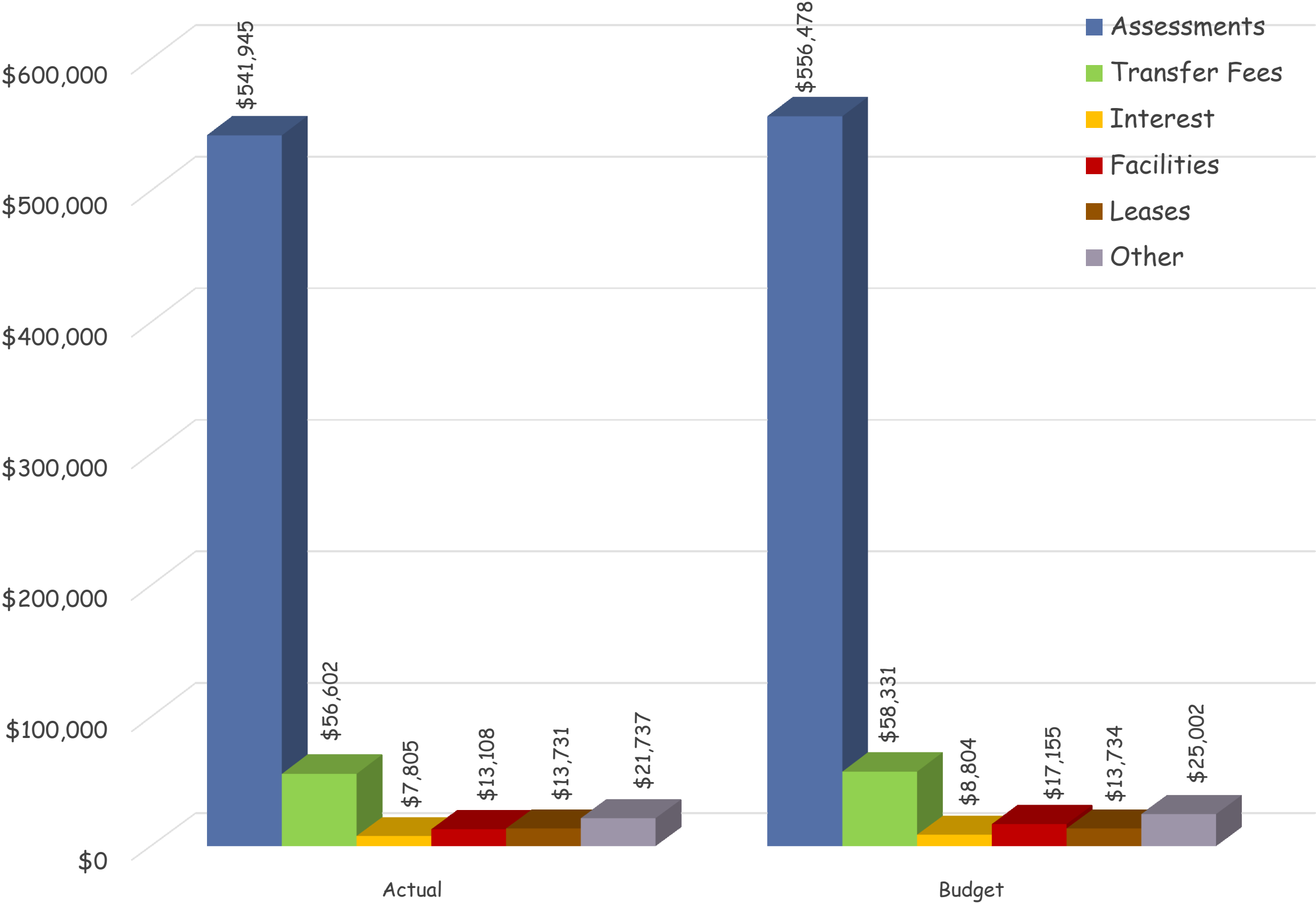
5 WOW Notices

8 Barn Rentals (1 wedding September/3 weddings rescheduled for 2021)

8 Clubhouse Rentals (Jan-March)

60 TDRB submittals

HSTA Income: 2020 Actual / 2020 Budget





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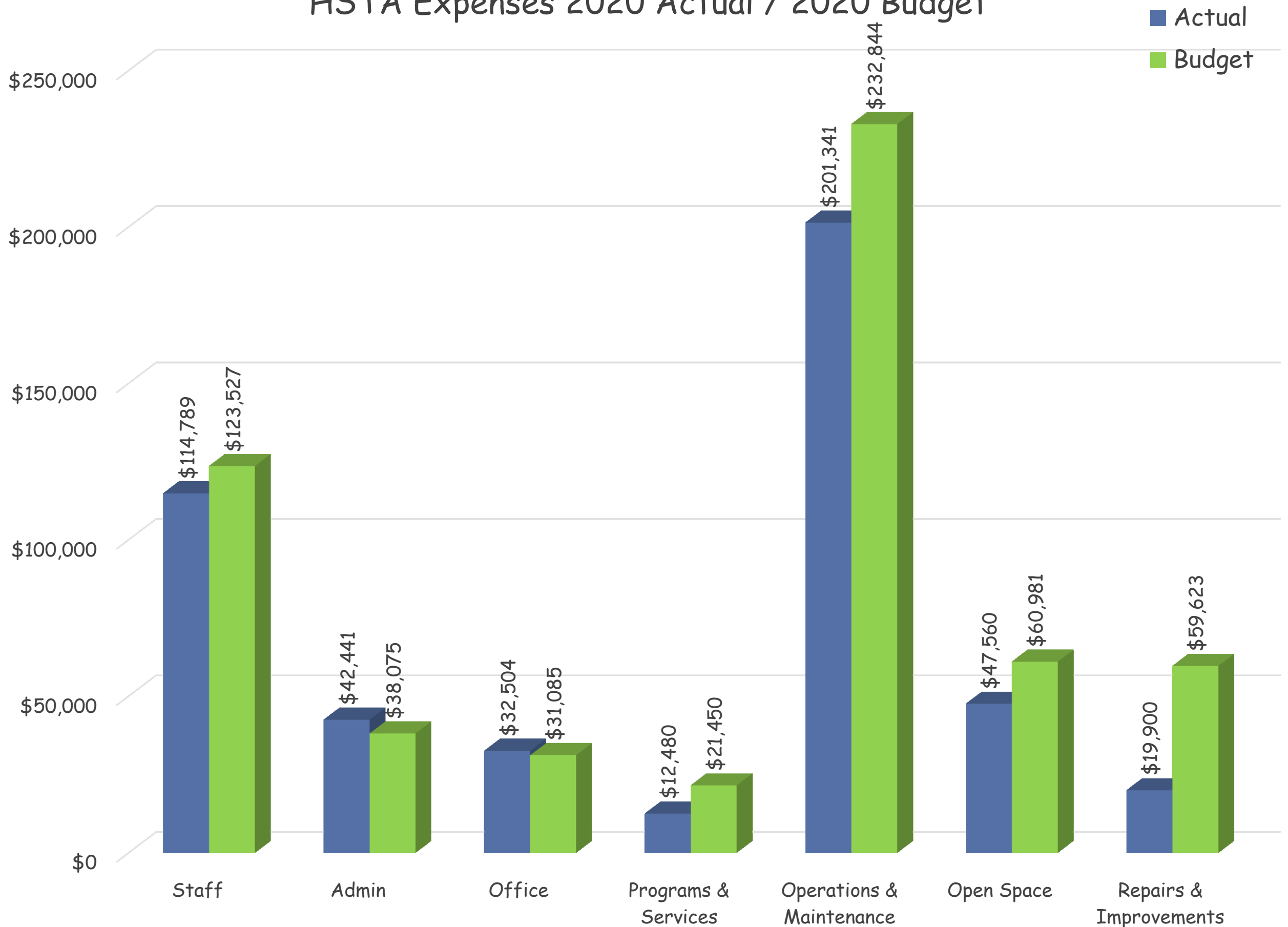
# Income Detail (Jan-July)

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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Assessments	HOA Assessment of \$258 per lot per quarter, Condo Maintenance Fees (Condo owners only) \$134 per lot per quarter. Delinquent Accounts total \$22,859.20.	\$541,945	\$556,478
Transfer Fees	1/2 of 1% of the gross selling price CC&R 3.1.7.7. Twenty-one (21) homes transferred owners from January to July.	\$56,602	\$58,331
Interest	FDIC Insured CD Investments. Interest income is from ID Trust and Raymond James Accounts.	\$7,805	\$8,804

ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Facilities	Clubhouse and Barn Rental income offsets some of the maintenance costs of the facilities. 17 Barn and 3 Clubhouse rentals cancelled due to COVID-19. 3 wedding rentals rescheduled to 2021 rolling over rental fee (\$4,500) with refundable deposits (\$2,250) included in actual.	\$13,108	\$17,155
Leases	CTC Lease, Cell Tower Lease. Association leases land to CTC and SBA Communications (Agreements date back to the Developer of Hidden Springs)	\$13,731	\$13,734
Other	HSSC Oversight, Set Up Fees, Late Fee and Legal Fee Reimbursement, Miscellaneous. HSSC pays HSTA for project management and administration; new homeowner set up; late fess on delinquent accounts, reimbursement of legal fees for liens, collections etc.; miscellaneous income from access card replacement, mailbox locks and Toll Brothers sign lease.	\$21,737	\$25,002
TOTALS		\$654,928	\$679,504

# HSTA Expenses 2020 Actual / 2020 Budget





# Expense Detail (Jan-July)

ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Depreciation	Conservation, Operating	\$37,548	\$37,548
Staff	Payroll, Payroll Taxes, ADP Service, Workers Compensation Insurance, Open Space Manager. Actual lower than plan. Reduction in Payroll, Payroll Taxes, Workers Comp Insurance and ADP Service Fees with fewer employees (No Jr. Site Crew and Pool Monitors).	\$114,789	\$123,527
Administrative	AMI Management Fee, Insurance, Corporate Tax Preparation, Financial Review, Legal Fees, Supplies, Printing and Postage. Actual higher than plan due to insurance premium increase more than budgeted and unplanned legal fees for COVID and revised Policies, additional supplies and postage for Sewer Cleaning notices mailed to all homeowners in Phase 1, 2 and 5.	\$42,441	\$38,075

ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Office	Town Office and Postal Room Leases, Phones, Internet, Copier, Office Equipment and Furniture. Actual higher than plan due to more than budgeted tax increase for Office and Mail Room leased spaces.	\$32,504	\$31,085
Community Programs & Services	Events, Programs, Website, Event and Program Sponsorships (YMCA, Hidden Springs Library). Actual lower than plan due to COVID-19 and gathering restrictions. Non-refundable deposits transferred to 2021 along with craft/activity supplies.	\$12,480	\$21,450
Operations & Maintenance	Subcontracted Landscape, Streetlight Repairs, Snow Removal, Utilities (Water, Power, Gas, Trash, Cable), Pest Control, Vehicles, Heavy Equipment Maintenance, Tools, Light Equipment Maintenance, Chemicals, Supplies, Fuel, Landfill Fees, Fitness Equipment Inspection and Service, Facility Cleaning, Janitorial Supplies, Pool Service, Pool Supplies, Access Control and Cameras. Actual lower than plan. No Pool Monitors due to COVID-19. Pool Monitor payroll out of O&M, all other Pool Monitor payroll expenses out of Staffing. Anticipate higher than budgeted expenses in August, September and October due to increased pool maintenance and utility costs with pools open until the end of September and increased costs to open and maintain Fitness Room(s) during COVID-19.	\$201,341	\$232,844

ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Open Space	<p>Operations and Maintenance, Repairs, Farm, Agricultural Fields, Vehicles, Equipment, Chemicals, Trails.</p> <p>Actual lower than plan as projects were put on hold in the spring due to COVID-19. Creek Restoration project, fall harvest and possible fall/winter storm damage clean up pending.</p>	\$47,560	\$60,981
Site Repairs & Improvements	<p>Buildings, Structures, Fences, Trails, Facilities, Parks, Clubhouse, Fitness Center, Pools, Irrigation System, Trees, Other Plantings.</p> <p>Actual lower than plan as projects were put on hold in the spring due to COVID-19. Refer to What's in the Works for pending 2020 expenses.</p>	\$19,900	\$59,623
TOTALS		\$508,563	\$605,133

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# 2020

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Expenses for projects noted below (January-July) are included in the 2020 Actuals. Cost of upcoming projects (Aug

- Produce Safety Alliance Training - Completed one-day Grower Training Course covering key areas and requirements of the Produce Safety Rule (safe farming practices) (January)
- Updated Policy 210 Collections Procedure - Delinquent Account Recovery attorney change to save HOA fees associated with prior collection attorney's new collection process/fees (February)
- Adopted New Contract Review Process - Process check list for HSTA staff and Town Council to follow before approving new or renewing existing contracts (February)
- Farm Consultant - Identified and hired Whistle Pig Farm Owners to collaborate with the Farm Leadership team on crop management and farming best practices (March)
- Mutt Mitt Dog Waste Station Bag Refills - Change from 2-ply to single ply, palette purchase saving HOA \$6K over a 2.5-year period (March)

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# 2020

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- Fitness Room Equipment Repairs - Treadmill, crunch bar and weight benches, purchased Plyo boxes (March/April)
- ATV and truck maintenance and repairs (March/April)
- Wildfire Preparedness Project - Prepared, submitted and awarded State Farm grant for fuel reduction program with 18 owners participated (April/May)
- Operational Plan for Opening the Pools - Protocol developed in response to COVID-19 in accordance with national, state, CDC, HOA attorney and insurance guidelines (April/May/June)
- Wildfire Preparedness Project - Prepared, submitted and awarded State Farm grant for fuel reduction program with 18 owners participated (April/May)
- Shared Community Events Agreement - Collaborated with Grossman Company/Cartwright Ranch on a Shared Community Events Agreement which was tabled due to contract language and liability concerns expressed by HOA Insurance and potential financial impact to the community (January-May)

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# 2020

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- Community Barn Change Use Permit - Ada County approved application for change of use and occupancy permit (May) pending ADA restroom improvements and installation of a drinking fountain (August/September/Bid \$6,000)
- Spring Storm Tree Maintenance - Emergency drop, fallen tree clean up and removal (May)
- Wetland and Riparian Area - Tree and shrub pruning, clean up and removal (June)
- Pools - Pump, heater, igniter and light repairs and replacement umbrellas (June/July)
- 16 Streetlights - Retro-fitted with LED January-July (27 of 77 lights are now LED)
- Operational Plan for Opening the Fitness Room - Protocol in development in response to COVID-19 in accordance with national, state, CDC, HOA attorney and insurance guidelines (July/August)
- Retro-fit Clubhouse Doors - Installation of panic-push bars to bring up to code (August/Bid \$4,490)
- Dry Creek Bank Erosion - Approximately 60 lineal feet of embankment being restored (July/August/September/Bid \$34,533)



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# 2020

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- Phase 8 Deerpath Park Improvements - Repair slope and irrigation, reduce shrub beds, increase turf area, replace dead trees and shrubs (September/Bid \$6,800)
- Parklane Park Wall and Shrub Beds - Reset dry stack decorative wall and shrub replacement (September/Bid \$3,000)
- Clubhouse Pool - Replace fence and handrail (October/Bid \$10,207)
- Village Green - Replace Evergreen under warranty (September)
- South Meadow Park and South Meadow Pool - Concrete repairs (October/Bid \$8,040)
- Cougar Field/Long Meadow/10<sup>th</sup> Pocket Park - Bench repair and installation (October/November/\$2,070+Bench)
- Community Events/Programs - Fall and Holiday events dependent on COVID-19 restrictions (September/October/November)

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# Coming Up

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- Install exhaust fans in Clubhouse restrooms
- Playpark equipment repairs
- Dry Creek Park drainage
- South Meadow Pool stonework replacement on front pillars
- South Meadow Pool leak and mushroom pool repairs
- Update Capital Reserve Study (last study prepared in 2012 for 2013)
- Asphalt Repairs
- 10 trees spring 2021
- Improve noxious weed mitigation efforts
- Expand pressurized irrigation system

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# COVID-19 & the Community

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- Stay Safe Guidelines Posted around community (March)
- Helping Hands contact list compiled for residents who might need assistance (March)
- HSTA staff works from home (March/April)
- Town Council conducts regularly scheduled Working Town Council Meetings by video and schedules Special Meetings as needed (April - To date)
- Events with large scale gathering postponed (April)
- Fitness room closed (April)
- Sanitizer dispenser installed in Mail Room (April)
- Step 'n Pull installed on Mail Room door (June)
- Protocol and Operational Plan for Opening the Pools developed and implemented (April/May/June)

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# COVID-19 & the Community

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- Pools Open - Refer to Operational Plan for implemented changes (June)
- Plexi Shield installed Office reception desk (July)
- Protocol and Operational Plan for Opening the Fitness Room(s) developed and implemented (July/August)
- Fitness Rooms Open - Refer to Operational Plan for implemented changes (September)
- Step 'n Pulls purchased and to be installed in Clubhouse and at South Meadow Pool (September)
- Programs and Events with small or no gathering planned for fall/winter (September/October)
- Working on Annual Meeting options, with more information to follow (September/October)

# COVID-19 Expenses (March – August)

ACCOUNTS	DESCRIPTION	ACTUAL
Staff	Hourly Staff time (20 hrs) to assist salaried employees process COVID-19 waivers (June/July) includes hourly wage, payroll taxes and workers comp insurance	\$348
Administrative	Legal consult regarding COVID-19 and HOA liability, supplies for stay safe reminders	\$120
Office	Color copies for COVID-19 signage and reminders, and plexi shield for office reception desk	\$198
Community Programs & Services	COVID-19 and Social Distancing signage purchase for events	\$816
Operations & Maintenance	Facility Cleaning, Janitorial Supplies, Pool Supplies	\$7,560
TOTAL		\$9,042

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# Community Improvement Project

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- 41 residents (4.75% of HOA members) submitted ideas for a community improvement project using \$60K (Temporary pool sharing agreement with Cartwright Ranch and waterline easement)
- The top ideas were, gym expansion, fenced dog park, recreational court i.e., pickleball, bocce, horseshoe, frisbee golf, and picnic shelter or outdoor covered area
- HSTA has researched the top two, gym expansion and fenced dog park
- More research and resident feedback needed before Town Council can approve a project



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# Community Improvement Project

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## Gym Expansion

- HSTA consulted with two contractors and an architect regarding enclosing the Clubhouse porch for more gym space. The cost to enclose and reconfiguring ADA access made the project cost prohibitive relative to the square footage gained
- HSTA consulted with an architect regarding adding on to the South Meadow Pool House. While space allows for the expansion, there are limited parking options with street parking and visibility at the intersection already and issue
- Another consideration still in the research stage is a stand alone building off Farm Court which allows space for a building and adequate parking (community barn parking lot)

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# Community Improvement Project

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## Fenced Dog Park

- HSTA is exploring possible options for a fenced dog park
- Possible locations include, space adjacent to Cougar Field, area of the farm road at Dry Creek Rd (behind Hopkins maintenance area), area in the orchard

September 1, 2020

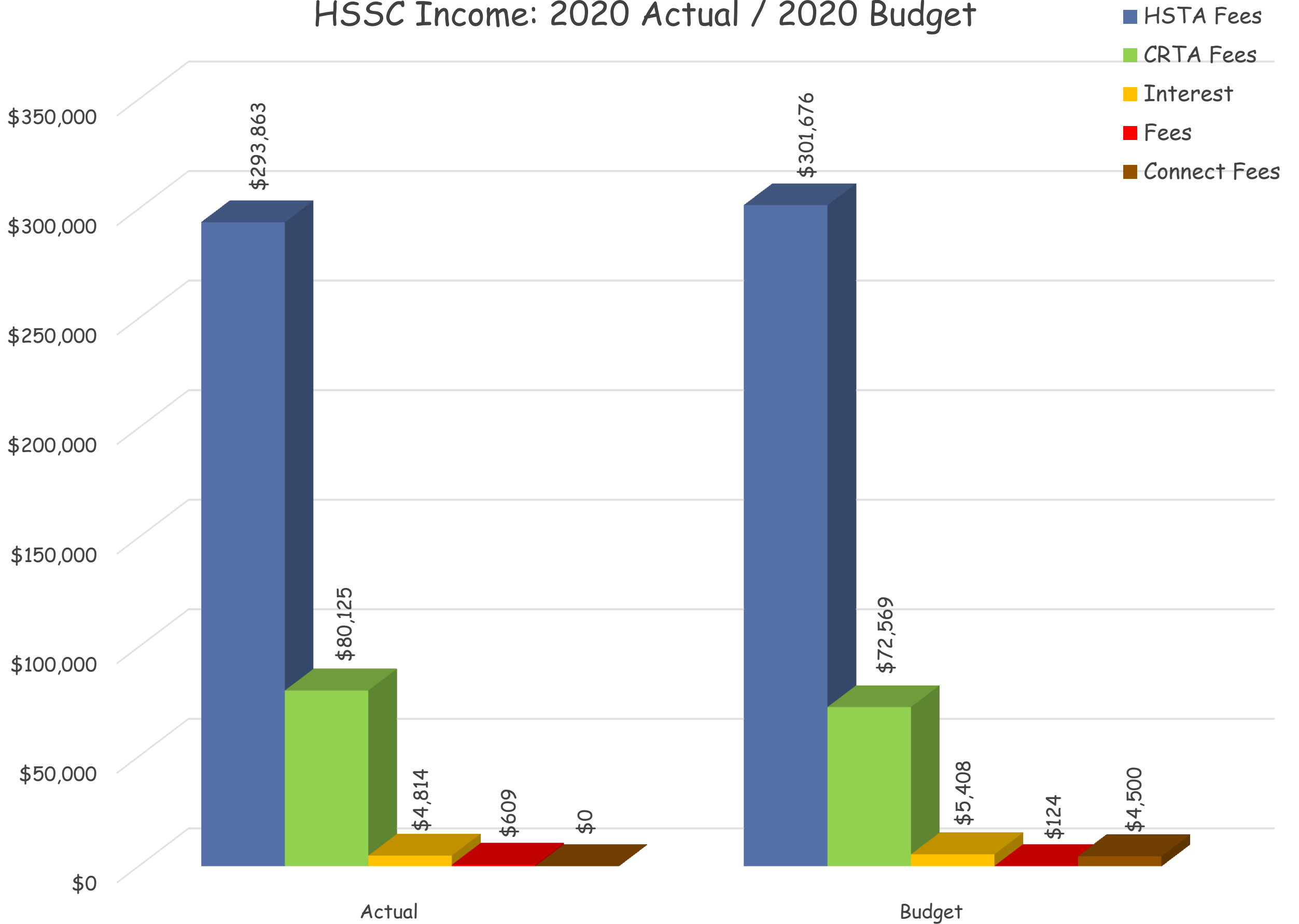
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# Hidden Springs Sewer Company

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Mid-Year Update

# HSSC Income: 2020 Actual / 2020 Budget

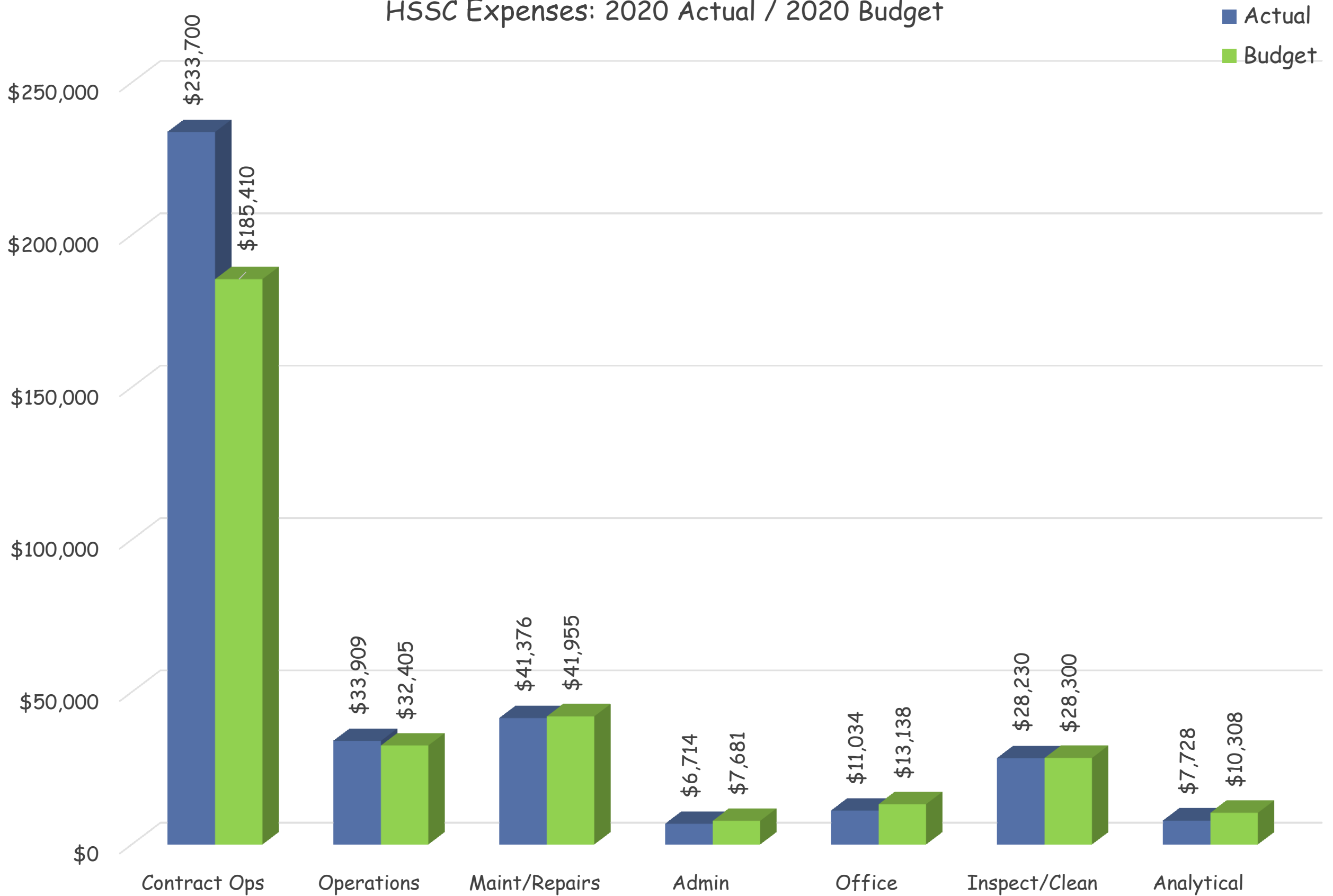


# HSSC Income Detail (Jan-July)

ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
HSTA Sewer Fees	HSTA Sewer Assessment is \$141.00 per lot per quarter	\$293,863	\$301,676
CRTA Sewer Fees	CRTA Sewer Assessment is \$147.50 per lot per quarter Assessment includes \$6.60 administrative fee for account administration and billing	\$80,125	\$72,569
Interest	FDIC Insured CD Investments Interest income from Raymond James Accounts	\$4,814	\$5,408
Late Fees/Other	CRTA Member Late Fees Delinquent Accounts total \$4847.26	\$609	\$124
HSSC Connection Fees	HSTA Member Sewer Connection Fees \$2,250 per connection per lot; All connection fees for CRTA homes are returned to Grossman Company per the agreement with the Developers of Hidden Springs.	\$0	\$4,500
TOTALS		\$379,411	\$384,277



HSSC Expenses: 2020 Actual / 2020 Budget





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# HSSC Expense Detail (Jan-July)

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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Depreciation		\$38,500	\$38,500
Contract Operations/ Professional Services	OMCS Service and Labor, Mountain Waterworks Engineering, Strata Engineering Actual higher than plan. OMCS hours and professional services required to address facility operation, engineering fees for additional Seepage Testing, updating the Plan of Operation (PO) and Quality Assurance Project Plan (QAPP) for DEQ compliance (refer to Reuse Permit No. M-174-05)	\$233,700	\$185,410
Operations	Utilities (Water, Power, Gas, Trash), Chemicals Actual higher than budget. Increased electrical costs to process increased influent from CRTA.	\$33,909	\$32,405
Maintenance & Repairs	Maintenance and repairs at the Wastewater Treatment Facility, Lift Stations, DEQ Compliance.	\$41,376	\$41,955

# HSSC Expense Detail (Jan-July)

ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET
Admin Fees	Office and AMI Billing, Insurance Actual lower than budget. Fees lower than anticipated.	\$6,714	\$7,681
Office	HSTA Oversight, Telephone, Internet, Alarm, Supplies Actual lower than budget. Supply costs lower than anticipated.	\$11,034	\$13,138
Inspect & Clean	Sewer Line Inspection and Cleaning Currently on budget for Phase 1 and 2. Expense pending for Phase 5 cleaning added in July due to grease build up in Phase.	\$28,230	\$28,300
Analytical	Lab Fees, Sample Transportation, Ground Water Sampling and Testing Actual lower than budget. Fees lower than anticipated.	\$7,728	\$10,308
TOTALS		\$401,191	\$357,697

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# 2020

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Chlorine Dosing Rebuild Kit

Lift Station Pump Repair

Rebuild Cell 3A Barge Pump

Annual Inspection of Backup Generators

Safety Inspection and Required Safety Equipment

Backwash Pump Rebuild

Seepage Testing

HSSC Plan of Operations and QAPP Updates

HSSC Facility Plan Update

Repair three sewer manholes

Flow Meter Verification

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# Coming Up

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Collection System Cleaning and Inspection Phase 3 and 4

Sand Filter Maintenance, empty, replace coating and filter sand

Pressurized Irrigation Expansion

CRTA Delinquent Account Collection Process

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# HSSC Safety Inspection

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February 6<sup>th</sup>, HSSC participated in Boise State University's Safety and Health audit to evaluate the Wastewater Treatment Facility to ensure a safe facility and work environment to meet OSHA standards.

Through the audit, 16 serious hazards and 7 other than serious hazards were identified with all hazards corrected by March 6<sup>th</sup>

Cost of safety equipment required to address serious hazards  
\$10,035.

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# Reuse Permit No. M-174-05

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Hidden Springs Sewer Company was issued Reuse Permit No. M-174-05 January 30, 2020 and expires January 30, 2030 (\$15,710)

DEQ issued a 10-year permit instead of 5-year given HSSC and OMC's 20-year history of operational standards, site and facility compliance

Required Compliance Activity under new permit:

- Updated Plan of Operation (PO) 2020 (\$37,038 to date)
- Updated Quality Assurance Project Plan (QAPP) 2020
- Seepage Testing (\$18,106)

2020 Engineering Costs are noted in green



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# Sewer Line Cleaning & Inspection

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Cleaning and inspection of sewer lines in Phase 1, 2 and 5 went well.

There was significant grease build up particularly in pipes that transition from slope to flat (i.e., Shicks to Hidden Springs Drive), it is important to not let the grease build up for the following reasons:

- Plugged sewer line causing SSO (Sanitary Sewer Overflow)
- Build-up of sewer gas to include hydrogen sulfide, ammonia, methane, esters, carbon monoxide, sulfur dioxide and nitrogen oxides
- Build up for  $H_2S$  can result in biogenic sulfide or microbial corrosion, decreasing the life span of the pipes and concrete manholes

Remember the Hidden Springs Sewer System is on a low-fat diet! Keep fats, oils and grease out of your kitchen sink!

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# Sewer Line Cleaning & Inspection

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There was rock debris in the lines particularly abundant in Phase 5 and most likely in the lines dating back to infrastructure construction

- Benefit to getting this cleaned out is it will not contribute to build up trapping the grease

Three (3) manholes showed significant ground water infiltration (8,000 gpd) and require repair. Repair cost pending.

Master Rooter recommends phased cleaning and inspection every 5 years

- Phase 3 and 4 / 2021 / \$25K
- Phase 6 / 2022 / \$17K
- Phase 8 / 2023 / \$12K
- No inspection/cleaning in 2024

