

Hayden Lake Irrigation District
2160 W. Dakota Avenue
Hayden, ID 83835-5122

February 1, 2022
Regular Meeting

The following are minutes of the regular meeting of the Hayden Lake Irrigation District Board of Directors, held at 2160 W. Dakota Avenue, Hayden, Idaho, at 5:00 p.m. on February 1, 2022.

- A. **CALL TO ORDER:** Meeting was called to order at 5:00 p.m. by Chairman Fleming.
- B. **ROLL CALL TO ESTABLISH QUORUM:** Present were Director Antrim and Chairman Fleming. Director James was absent.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) The Agenda was amended to add, under New Business #11, Well Site Computer Updates. Director Antrim made a motion to approve the amended February 1, 2022 agenda, seconded by Chairman Fleming.
- E. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 37 checks (14544-14581) totaling \$102,648.09, and three autopay's totaling \$1,118.65. An itemized list can be found in the minutes book. Director Antrim made a motion to approve the January 3, 2022 regular minutes, and the February 1, 2022 financials as presented, seconded by Chairman Fleming, motion passed.
- F. **PUBLIC COMMENT:**
10290 Ramsey Excess Water: (*Action Item*) 10290 Ramsey had a large leak. The leak appears to have started in the summer of 2021. The leak was reportedly repaired in November but still had use of 237,000 gallons of water for that month, with 171,000 gallons being used in October 2021. The homeowner was alerted of the leak after being tagged for high usage. Customer requested financial forgiveness for all or a portion of the excess water fees. The District has a policy to forgive excess water fees incurred from a leak for the month the leak is repaired, as long as verification of the repair is provided. This policy was confirmed in Resolution 19-06 and again in Resolution 21-04. The Board agreed customer's receiving quarterly bills should be given special consideration since they only receive a bill every three months, making it difficult for them to see the excess water charges until after the three-month period. The Board agreed a revised Resolution should be drafted to give special consideration to quarterly customers. The Resolution should state quarterly customers can be forgiven for half of the excess water charges for the highest usage month in the three-month period for leaks. Resolution 22-03 will be presented to the Board on March 1, 2022. The 10290 Ramsey customer will be granted forgiveness for half of the excess water

charges for the highest month of use, which was the month of November when 237,000 gallons was consumed. Director Antrim made a motion to forgive half of the excess water usage fees for the month of November 2022, being the highest month of use, in the amount of \$213.30, seconded by Chairman Fleming.

G. OLD BUSINESS:

1. **Tank 2 / 375 Lacey / Bond:** CB&I Storage Solutions provided a schedule for the competition of the water tower. The anticipated hoisting of the tank will occur in March. An announcement will be posted on Facebook prior to the hoist so it can be observed by interested customers. If the project stays on schedule, the tank will be ready for use in July of 2022. The District will still recommend their customers use the every other day watering schedule to avoid high water use bills but customers will have the option to water every day.
2. **Ramsey Road / Wyoming to Lancaster, Phase 1A & 1B:** This project is still on hold. The project plans are 85-90% complete. The District is waiting for the City of Hayden to obtain the necessary easements. The District has yet to receive the City's plans.
3. **Lacey Main Project:** This project is at a standstill but the District has received a bid from Big Sky to complete the project. The District will request new numbers from MDM for consideration and hopes to receive a bid from Buddy's Backhoe and Terra Underground. The bids should be available for presentation to the Board at the March meeting.
4. **Bureau of Reclamation:** The Bureau requested a Resolution for Affirmation of Categorical Exclusion Qualification Factors. The Bureau provided the District a draft. Resolution 22-02 was prepared to satisfy the Bureau's requirements. A motion was made by Director Antrim to approve Resolution 22-02 for Affirmation of Categorical Exclusion Qualification Factors, seconded by Chairman Fleming, motion passed.

H. NEW BUSINESS:

5. **10290 Ramsey Excess Water:** (*Action Item*) Topic was addressed as Public Comment.
6. **Resolution 22- 01 By-Law Confirmation & Approval:** (*Action Item*) The District Administrator requested Resolution 22-01 be drafted to include By-Law Article 14, Section 3. Section 3 is a provision requiring all present and future Directors to review, approve and confirm the contents of the By-Laws annually. A motion was made by Director Antrim to approve Resolution 22-01 By-Law Confirmation and Approval, seconded by Chairman Fleming, motion passed.
7. **By-Law Revision, Article 14, Section 3:** (*Action Item*) The Board approved Resolution 22-01 By-Law Confirmation and Approval. The Board agreed to begin the publication process to amend the By-Laws. A legal ad will be posted immediately, and a public hearing will be added to the March 2022 agenda.
8. **Resolution 22-02 Affirmation of Categorical Exclusion Qualification Factors:** (*Action Item*) The resolution was address under Old Business, number 4, for the Bureau.

9. **Will Serve Contingent on Annexation for Madison Ranch:** (*Action Item*) Madison Ranch will consist of 40 homes and commercial property. The property is located on Huetter and is currently not annexed into the District. Madison Ranch developers are requesting a conditional Will Serve, contingent on the property being annexed into the District. An annexation agreement will be presented to the Board at the March board meeting. The District will receive water rights for the property once it is annexed into the District. Director Antrim made a motion to start the annexation process and approve a conditional Will Serve, seconded by Chairman Fleming, motion passed.

10. **Review and Approval of the HLID Personnel Policy Handbook:** (*Action Item*) After the annual review of the Personnel Policy Handbook, the Board found no changes were necessary at this time. Director Antrim made a motion to approve the Personnel Policy Handbook as is, with no revisions, seconded by Chairman Fleming, motion passed.

11. **Well Site Computer Updates:** (*Action Item*) The Dakota Well site touchscreen is failing and the touch screens on the other various Well computers are deteriorating. In an effort to keep the SCADA's system robust, updates are necessary. The touchscreens that are still in good working condition will be saved as back-ups. The updates will preserve SCADA's ability. Bigfoot Technical Support provided a quote for seven 15-inch touchscreens that are wi-fi accessible and password protected for \$31,166.25. Director Antrim made a motion to authorize the District Administrator to purchase the seven 15- touchscreen systems through Bigfoot Technical Services at the estimated cost of \$31,166.25, seconded by Chairman Fleming, motion passed.

J. STAFF REPORT:

Administrator Report: Administrator's report was given orally. He provided a review of the upcoming month's schedule.

A motion was made by Director Antrim to transfer \$200,000.00 from the MWB Connections (5866) account to the MWB ICS Connections (481) account, seconded by Chairman Fleming, motion passed.

SETTING DATE FOR NEXT MEETING: March 1, 2022

With no further business, a motion to adjourn was made by Director Antrim and seconded by Chairman Fleming. The meeting adjourned at 7:00 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator