

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

February 4, 2020
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 PM on February 4, 2020.

- 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 Chairman Fleming, Director Holton and Director Alexander.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) The Agenda was amended to add, to New Business #7, 2483 Elmwood, MOU with City of CDA. Director Alexander made a motion to amend the Agenda to include 2483 Elmwood, MOU with City of CDA, and approve the February 4, 2020 agenda as amended, seconded by Director Holton, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) None.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 34 checks (13610-13643) and three auto pays, totaling \$110,672.51. An itemized list may be found in the minutes book. Director Holton made a motion to approve the January 7, 2020 regular minutes and the February 4, 2020 financials as presented, seconded by Director Alexander, motion passed.
- G. **PUBLIC COMMENT:** 7975 Hydrangea appeared and although they were placed on the Agenda, they spoke under Public Comment. They appeared to discuss the easement on their property and the shed they have encroaching in the easement. The Hydrangea residents have received multiple letters, and a notification at the time of closing, informing them of a waterline running parallel with their new house. The waterline on the property was also located to identify the location of line prior to the pouring of the patio, building of the fence or installation of a yard shed. The property owners stated they were informed by their realtor they could have a shed and the title company informed them the waterline was located at the back of the property, where a fence now lies. They state they were given misleading information that could have hampered the sale had they been told the truth. The owners do not wish to sale their shed and relocating it would not eliminate the problem given the size of the easement in comparison to their backyard. They felt, when they put in a shed, they were doing it correctly and avoiding the waterline, again, believing the easement was only in the back of their yard. The waterline

services surrounding commercial properties and homes. The easement is located on the plat map the customer was provided. The homeowners wish to appeal the District's decision to require the removal of the shed. The Board stated they would provide their answer, in writing within 30 days, after carefully considering the situation.

H. **OLD BUSINESS:**

1. **Bureau of Reclamation:** Nothing new to report.
2. **Water Tank 375 Lacey/Bond:** (*Action Item*) JUB presented the Board with the Public Involvement – Draft Summary of Task and Draft Frontage Improvement and Water Routing Exhibit. The Draft Frontage Improvement plans detail sidewalks, gravel turnarounds, approaches, future well house, storage building and more. It is a visual site plan to present to the City of Hayden for approval and then the District Attorney to put the agreement in writing to be signed by the City. During the City SUP discussion with the District the color, writing and graphics for the tank were discussed. The City has requested the tank simply say “Hayden”. Paint chips will be provided. The paint brand will need to be Tnemec and come with a warranty.
3. **Monthly Billing Terms:** (*Action Item*) Nothing new to report.
4. **HLID Facebook Page:** JUB discussed the Facebook (FB) possibility. They believe the idea would be beneficial in helping with the Public Involvement portion of the SUP. As part of the SUP the District must conduct a robust public information process; public comment and public design. JUB is seeking approval to begin Public Involvement (T&M) task name, task #050. JUB believes they can create the FB page. JUB can use the page to convey information about the tank. Instead of flyers, FB can put out more information, quicker and cheaper. JUB would define the FB protocol for how information is sent and provided. A nearby water district facing a contamination issue used FB to notify customers of the boil order and found it helpful in contacting customers. Once the FB is established by JUB, it will be run by District employees. JUB requested the Board approve task #050 for Public Involvement and tasks #040 and #060 for production of the tank. Director Holton made a motion to approve JUB tasks #040, #050 and #060, seconded by Director Alexander, motion passed.

I. **NEW BUSINESS:**

1. **Developer Agreement:** (*Action Item*) The District Administrator presented Development Agreements for Carrington Meadows 1st Addition, consisting of 61 units in approximately 17.5 acres, and Carrington Apartments, consisting of 145 units in approximately 7.68 acres. The Developer Agreements were approved and signed by Chairman Fleming.
2. **Resolution 20-02:** (*Action Item*) Director Holton made a motion to approve Resolution 20-02, seconded by Director Alexander, motion passed.
3. **Mini Excavator:** (*Action Item*) The District has a pool for the proceeds from the sale of a backhoe from September 2019, in the amount of \$11,111.00. The District Administrator would like to apply those funds, and additional money, towards the purchase of a mini excavator. Presently, when the equipment is

required, which occurs regularly, the District must rent a mini excavator. The District Administrator believes, over time, the mini excavator will pay for itself, since rentals fees will not be incurred, and anticipates being able to purchase a mini excavator for \$40,000.00 to \$45,000.00. The mini excavator is beneficial especially when working in tighter spots where the District backhoe would not fit, such as a customer's backyard. Director Alexander made a motion to authorize the District Administrator to obtain bids for a new or used mini excavator, seconded by Director Holton, motion passed. The bids will be presented to the Board at the March 3, 2020 Board meeting.

4. **7975 Hydrangea Easement** (*Action Item*) Customer requested to be on Agenda but addressed their issue under Public Comment.

5. **Personnel Handbook:** (*Action Item*) The District Administrator proposed to trade Martin Luther King, Jr. Day and President's Day for Christmas Eve and New Year's Eve and revise the company Personnel Handbook. Further, the Administrator proposed a holiday be used the day before the holiday or the day after the holiday, depending upon the employee's weekend, when a holiday lands on an employee's regular day off. Director Holton made a motion to revise the Personnel Handbook regarding the holidays, seconded by Director Alexander, motion passed.

6. **Strawberry Fields Subdivision Obstructions:** (*Action Item*) Strawberry Fields Subdivision was developed in phases, over a 14-year period. Some of the properties have extensive landscaping. Some of the landscaping is located in the District easement, surrounding the District meter box. Bushes, trees and shrubs are prohibited within a 10-foot diameter surrounding the meter box. The District Administrator proposed the District send a letter to the residents of the subdivision to inform them they must remove all obstructions surrounding the District meter box. The District is fearful if the obstructions are not controlled, they will only get worse, making it difficult for the District to access the meter boxes. The District wants to give the Strawberry Fields subdivision the opportunity to clear their obstructions so there is no need for the District to get involved with the removal of the landscaping. The letter to the Strawberry Fields subdivision will be the first of many letters sent to the various subdivisions in the District. Director Alexander made a motion to send the Strawberry Fields subdivision the proposed obstruction letter, seconded by Director Holton, motion passed.

7. **2483 Elmwood, MOU with City of Coeur d'Alene:** (*Action Item*) Director Holton made a motion to honor the City of Coeur d'Alene's MOU and shut off the water service from 2483 Elmwood, seconded by Director Alexander, motion passed.

K. STAFF REPORT:

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

The Administrator discussed a letter to the City of Hayden and possible uniform services for the District technicians. The Board agreed the letter to the City should

be sent and the uniform services option explored. The Administrator proposed CAP, connection fee, be paid when a Building Permit is signed. The issue will be tabled until a resolution can be drafted and approved.

SETTING DATE FOR NEXT MEETING: March 3, 2020

L. EXECUTIVE SESSIONS:

Chairman Fleming made a motion at 7:05 PM to hold an Executive Session under Idaho Code 74-206(b): To consider the evaluation, dismissal or discipling of, or to hear complaints or charges brough against, a public officer, employee, staff member or individual agent, or public school student.

Roll call vote:

Chairman Fleming	Yes
Director Holton:	Yes
Director Alexander:	Yes

A motion was made by Director Holton to end executive session at 7:20 PM and return to the regular board meeting, seconded by Director Alexander, motion passed.

With no further business, a motion to adjourn was made by Director Alexander and seconded by Director Holton. The meeting adjourned at 7:25 p.m.

Respectfully submitted:

Dawn Chidester
District Clerk

Approved by:

Branden Rose
District Administrator