

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

May 5, 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 May 5, 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 and Director Holton. Director Alexander appeared telephonically due to the pandemic.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) Director Holton made a motion to approve the May 5, 2020 agenda, seconded by Director Alexander, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) None.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 36 checks (13715-13750) and three auto pays, totaling \$158,419.53. An itemized list may be found in the minutes book. Director Holton made a motion to approve the April 7, 2020 regular minutes and the May 5, 2020 financials as presented, seconded by Director Alexander, motion passed.
- G. **PUBLIC COMMENT:** None
- H. **OLD BUSINESS:**
 - 1. **Bureau of Reclamation:** It is believed the Bureau of Reclamation is closed during the pandemic. There are no updates at this time.
 - 2. **Tank 2 / 375 Lacey / Bond:** (*Action Item*) The tower plans are over 90% complete and will soon be ready to present to DEQ. The District may qualify for some forgiveness package as the development of the tank will contribute to the State's economy. The District's will use American steel, provide jobs and pay prevailing wages. The District may qualify for loan forgiveness. The District intends to put in a 18" watermain down Lacey to Skylark to loop the line as part of the tank plans. JUB will have the preliminary plans ready for DEQ and assist the District with applying for stimulus assistance. Director Holton made a motion to authorize JUB to prepare preliminary plans to submit to DEQ in anticipation of qualifying for stimulus relief, seconded by Director Alexander, motion passed.

JUB is steadily working on the District's Facebook page and gave an update on the preparations. Once the Facebook is up and running, the District office staff will maintain the page and check it twice daily, once in the morning and once in the afternoon. The page will be helpful with providing information to the District's customers about the future water tank and various other District projects. The page will be linked to the District website.

JUB has a June 1st goal date to start the bidding process with the four qualified bidders. JUB will give the qualified bidders a time frame to submit the bids. It is anticipated supply costs will vary. Bidders will be given 15 days to submit their bid. The bid will be awarded at the July Board meeting.

3. **10727 Seaside Easement:** (*Action Item*) 10727 Seaside has agreed to take full financial responsibility for the water feature and any costs associated with the feature, including the removal of the feature due to a waterline break or repair, if the need should occur. The homeowner will need to sign a Permit to Use and pay a \$75.00 encroachment fee. The encroachment fee would not be transferrable if the current homeowner were to sale the property in the future. The new homeowners would need to apply for an encroachment permit. Director Alexander made a motion to approve an encroachment permit for 10727 Seaside and keep the water feature provided she is 100% responsible for all costs associated with the water feature, seconded by Director Holton, motion passed.

4. **Hacienda Water District:** (*Action Item*) Hacienda Hills Water Company has opted to annex into Hayden Lake Irrigation District. An MOU and resolution have been prepared and will be signed by the Hacienda Hills members. The members will pay conversion and connection fees, as well as looping costs. The District anticipates the project will cost roughly \$350,000.00. The District will receive any latecomers' fees for customers seeking to tie into the line in the future. The District plans to obtain 3 bids for the project and anticipates starting the project in June of 2020. It is hopeful the members can be hooked up by July 2020. A 2 week turnaround is expected. Director Holton made a motion to install the waterline with the cost up to \$350,000.00, conditioned on Hacienda Hills members signing the MOU, seconded by Director Alexander, motion passed. Director Holton made a second motion to allow the Administrator to move forward with the project, without the District seeing the signed MOU, by June 1st since the June Board meeting will be after that date, seconded by Director Alexander, motion passed.

5. **HLID Emergency Plan:** (*Action Item*) The Board approved and signed the HLID Emergency Plan. The plan will be sent to the District Attorney for approval and signature.

6. **Modify Entrance for Customer Availability:** (*Action Item*) The Administrator proposed a person to the Board to modify the District office entrance. The windows will cost an anticipated \$645.00 for four windows. It will be another \$2,600.00 to frame, install, sheetrock, reverse the door, and for labor and materials. This will not include the cost of the built-in desk which will be done by D&S Carpentry. The job should take about a month, giving the contractor time to order the supplies. Director Holton made a motion to use Modane Construction to modify the entrance, seconded by Director Alexander, motion passed.

I. NEW BUSINESS:

1. **Will Serve:** (*Action Item*) No new Will Serve to present at this time.
2. **Rocky's Backflow:** (*Action Item*) The owner of Rocky's Backflow failed to appear.
3. **2019 District Audit:** (*Action Item*) The 2019 Audit was approved. The accountant's only concern was for the District to make sure records are properly kept and submitted for the new water tank. Big projects need to have detailed records. The District is otherwise in good standing. The audit can be found in the meeting minutes and the District audit file.
4. **Strawberry Fields Requested Credit:** (*Action Item*) The Strawberry Fields HOA may be requesting a credit towards their 2020 water usage due to discretions in the recorded square footage listed in the District billing system, which effects the amount of water allotted yearly. The HOA was required to keep the District updated on the size of the parcels upon completion of the subdivision stages but this did not occur. The square footage was not provided. Since the District was not provided the proper information, the subdivision has not been properly charged assessment costs. Further, the HOA has reported watering more common ground than designed for the three installed meters. Given the size of the subdivision, other meter connections should have been purchased. The District Attorney suggests the District enter into a master meter agreement with the HOA. Director Alexander made a motion to enter into a master meter agreement with Strawberry Fields, seconded by Director Holton, motion passed.
5. **IPads for Board:** (*Action Item*) The Administrator purchased two more iPads for the Board members' use. It is the District's intention to go green. Rather than printout multiple Board packets, the Administrator would make the information available on the tablets so the Board can follow the presentments through their tablets. Only documents requiring a signature would be printed for the Board. The Board would have all the information they need at the touch of a finger. Director Holton made a motion to go paperless, seconded by Director Alexander, motion passed.

K. STAFF REPORT:

Administrator Report: Administrator's report was given orally. He provided a review of the upcoming months schedule and updated the Board on the District's finances and budget.

SETTING DATE FOR NEXT MEETING: - June 2, 2020

L. EXECUTIVE SESSIONS:

An Executive Session was not required.

With no further business, a motion to adjourn was made by Director Alexander and seconded by Director Holton. The meeting adjourned at 6:50 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator