

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

September 3, 2019
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 September 3rd, 2019.

- 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 Timmins.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) Director Holton made a motion to approve the September 3rd, 2019 agenda, seconded by Director Timmins, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) None.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 35 checks (13398 – 13431, check 13432 was voided), and three auto pays, totaling \$182,052.96. An itemized list may be found in the minutes book. Director Holton made a motion to approve the August 6th, 2019 regular minutes and the September 3rd, 2019 financials as presented, seconded by Director Timmins, motion passed.
- G. **PUBLIC COMMENT:** The District Administrator addressed the Board to discuss the presence of a commercial property owner in the District, Ed Morse, appearing at his private residence to take pictures of him working around the house with his minor son. It is believed Mr. Morse may have assumed the heavy equipment the District Administrator was using was District property. The District Administrator wanted to make the Board aware that this was not the case and provided the receipt for the equipment rental in his name, using his personal credit card. Mr. Morse was discouraged from coming back to the District Administrator's home and/or taking unauthorized pictures of his young son. During the 2nd quarter billing cycle, numerous customers requested to appear before the Board to waive late fees. Information for the multiple customers was provided to the Board but no customers appeared. According to Resolution 19-06, all customers requesting late fees be waived must appear before the Board in person. Therefore, no fees were waived. The District Administrator informed the Board the District has had a few (3) calls from Seaside residents. The Seaside customers believe the neighbors behind their houses located on Noah are using excess water. The information was

presented to the Board to clarify the District's position and responsibility, if any, for private backyard waterlines and individual customer use. The Seaside customers believe the Noah property owners are causing flooding and damage in their yards. The meter reads show the Noah properties are using less water than the Seaside properties. The sprinkler lines are the customer's private lines and not the responsibility of the District. The Board opted to not get involved with the neighbor dispute.

- H. **PUBLIC MEETING FOR PUBLIC COMMENT FOR BUDGET, RATE STUDIES, BASE RATES & TIER: (Action Item)** No public comment was received. No customers appeared. The FY 2020 Budget, fees, rates and CAP fee increases were approved. A rate study is still in process. The base rates and tiers will be approved upon completion of the rate study but may not be effective until 2020. A motion was made by Director Timmins to approve the budget, fees, rates and CAP fees, seconded by Director Holton, motion passed. Switching to a base rate with tiers will be postponed until the rate study is complete and the Board has addressed the rates.

I. **OLD BUSINESS:**

1. **Wells #5 Carrington:** The Carrington Well project is nearly complete. Only a small portion remains. The District needs a punch list, paint removal and touch up paint. The Board approved payment No. 6, in the amount of \$33,116.52. The Well is functionable and the remaining work is cosmetic. Water tests are complete.
2. **Water Master Plan:** JUB summarized the Facility Plan. With the approval of the August 6th, Resolution 19-013, and having received no public comment, the District will move forward with Alternative No. 3. The Facility Plan will be finalized September 4th, 2019. JUB presented the Board with four agreements for professional services. One agreement described the next steps for the approval of the Elevated Storage Tank. The tasks are itemized in steps, including steps for design, subconsultant with Geotechnical, bidding and prequalification of tank, construction management, public involvement and management reserve fund. The total estimated cost is \$830,310.00. The District cannot complete the agreement without the bond approval. However, certain steps are time sensitive. The District must break ground for the Elevated Storage Tank by May of 2021 to meet FAA requirements. The Board discussed and agreed to sign the contract but will only approve JUB to proceed to the third step of the agreement (030) until after the upcoming Bond Election. The Board anticipates approving the entire JUB agreement but cannot agree to the agreement in its entirety until and unless the Bond has been approved. A motion was made by Director Holton to approve JUB Engineers Agreement for Professional Services, Project No. 20-20, for the 2MG Water Tank Project, steps 010, 020 and 030, seconded by Director Timmins, motion passed. A motion was made by Director Holton to approve JUB Engineers Agreement for Project 20-20 to Construct a 2 Million Gallon (MG) Water Tank at HLID's Lacey Site, herein referred to as the Project, seconded by Director Timmins, motion passed.

The City of Hayden will proceed with the Honeysuckle/Ramsey round-about project in November 2019. The District's portion of the project consists of approximately 350 linear feet of 10" PVC water main and relocating an existing cross and valves. The District will share in the City of Hayden's project costs to accomplish these tasks. Their developer will complete the tasks. In addition, the District will supply water to the round-about for a total of five years, at no cost, provided the City of Hayden uses landscaping that does not require large amounts of water to flourish so the District can demonstrate to customers that landscaping can be maintained while still conserving water. The anticipated cost of the District's portion would be approximately \$25,000.00. The District will insist the project to be done within one day so as not to impact customers for more than a 10-hour period. A motion was made by Director Holton to authorize Project No. 20-20-49, task 000 and 010, to the Honeysuckle/Ramsey round-about project, seconded by Director Timmins, motion passed.

3. **Bureau of Reclamation:** The Bureau of Reclamation provided the District with a Memorandum of Agreement draft. The District staff is working on the document and will submit the memorandum to the Bureau upon its completion. The District Administrator again requested the Bureau provide the District the Bureau easements.

4. **Rate Study FCS Group/Domestic Meters by Size Rates:** Nothing new to report at this time.

5. **Bond Resolution 19-011:** (*Action Item*) A motion was made by Director Timmins to approve Bond Resolution 19-011, seconded by Director Holton, motion passed.

6. **Resolution 19- 12, Domestic Only 1 Acre or Less:** (*Action Item*) A motion was made by Director Holton to approve Domestic Water Resolution 19-012, seconded by Director Timmins, motion passed.

7. **Sale of Surplus Equipment – Backhoe:** The issue is ongoing and will be held over to the October meeting.

J. NEW BUSINESS:

1. **Gianna Estates South, Will Serve Extension:** (*Action Item*) The Gianna Estates Sound Will Serve timeframe has expired. An extension fee of \$250.00 will be charged and a revised Will Serve will be prepared. A motion was made by Director Holton to approve the Gianna Estates South Will Serve, and \$250.00 extension fee, seconded by Director Timmins, motion passed.

2. **1600 Wyoming/Ramsey, Eagle RV Park:** (*Action Item*) The Hayden Eagles intend to build a RV Park with 34 hook-ups. They intend to move the waterline to Ramsey and obtain a 2" combo meter. They hope the RV Park will raise money for their non-profit. The Eagles are requesting a discount or payment plan for the payment of a 2" meter connection. The meter connection fee will be \$8,503.88. The Board proposed the Eagles make quarterly payments of \$2,200.00 for a full year, for a total of \$8,800.00 paid. This would cover the connection fee and a small flat fee of \$296.12 for interest. The District Administrator is authorized to offer the customer the proposed payment plan.

3. **2019 FY Audit: (Action Item)** A motion was made by Director Timmins to approve MM&CO proposal for services for the 2019 FY audit, seconded by Director Holton, motion passed.

4. **Resolution 19-13, Adoption of Option #3 Facility Plan: (Action Item)** A motion was made by Director Timmins to approve Adoption of Option #3 of the Facility Plan, Resolution 19-13, seconded by Director Holton, motion passed.

K. STAFF REPORT:

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

A motion was made by Director Holton to transfer \$54,000.00 from the MWB Credit Card account to MWB Sweep Checking, \$42,000.00 from the MWB EFT account to MWB Sweep Checking, \$33,116.53 from the MWB Connection account to MWB Sweep Checking, and \$20,000 from the MWB State Pool account to MWB Sweep Checking, seconded by Director Timmins, motion passed.

The Board approved the Hayden Lake Irrigation District By-Law revisions. A motion was made by Director Holton to accept the revisions, seconded by Director Timmins, motion passed. Notice of Intentions to Change By-Laws will be posted on the District website, at the District office and in the local newspaper.

SETTING DATE FOR NEXT MEETING: - October 1, 2019

L. EXECUTIVE SESSIONS:

An Executive Session was not required.

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

Respectfully submitted:

Dawn Chidester
District Clerk

Approved by:

Branden Rose
District Administrator