

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

**September 6, 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 September 6, 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, Director James, and Chairman Fleming.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) Director Antrim made a motion to approve the September 6, 2022 agenda, seconded by Director James, motion passed.
- E. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 26 checks (14809-14835), totaling \$236,697.94, four online payments totaling \$1,663.06 and 11 ACH payments totaling \$455,512.55. Director Antrim made a motion to approve the August 2, 2022 regular minutes, the September 6, 2022 financials as presented, the transfer of \$59,000.00 from the Mountain West Credit Card account (5866) to the Mountain West Checking account (2557), \$40,000.00 from the Mountain West EFT account (4313) to the Mountain West Checking account (2557), and \$311,000.00 from the Mountain West Capital Improvement account (5119) to the Mountain West Checking account (2557), seconded by Director James, motion passed.
- F. **PUBLIC COMMENT:** None
- G. **PUBLIC HEARING FOR PUBLIC COMMENT FOR BUDGET, RATE STUDIES, BASE RATES & TIERS:** No comment was received. Director Antrim made a motion to approve the 2023 proposed budget, and a 4% rate increase, seconded by Director James, motion passed.
- H. **OLD BUSINESS:**
  - 1. **Tank 2 / 375 Lacey / Bond:** The project is in the final cosmetic stages. Concrete will be poured for the parking lot and road soon. The District staff will install the garage door openers and electric gate. The tank interior will be pressure washed. The tank will be chlorinated with the rest of the District waterlines in October. After which time, the tank can be filled.

2. **Orchard / Nomad 10" Looping Line:** The loop is almost complete. The loop will include the tie into Crabapple and Blossom. Blossom will be the last tie-in. Bacteriological tests are done. Flushing should be done by the end of next week.
3. **Bureau of Reclamation:** The Bureau separation is nearly finished. The District will need to get final approval from congress for the District to regain rights to the easements.
4. **2023 Budget: (Action Item)** The District received no public comment. The budget was approved.

**I. NEW BUSINESS:**

5. **FY 2021 Audit:** The Board read and approved the 2021 audit. The audit was clean but did cost a little more than previous years since the District was required to obtain a new prep auditor and actual auditor. The auditor was very thorough.
6. **Divide Accounts with Both Domestic & Irrigation Meters:** The District has roughly 100 customers that have both a domestic meter and an irrigation meter. These accounts should have been analyzed during the 2019 rate study. The accounts should be separated, dividing the account into both an annual irrigation account and a monthly domestic account. If an account has two meters, it puts more of a demand on the system. Most Hayden Lake Irrigation District accounts are monthly bills. Dual meter accounts should have switched in 2020 as part of the 2019 rate study. Customer with one meter but larger lots, will remain quarterly bills. Accounts with animal credits, but two meters, will not be affected by this switch. However, only three of these accounts exist. Accounts with two meters will no longer receive a domestic allotment but their irrigation allotment will remain the same. A letter will be sent notifying the customers of the switch to their billing. The customers will be notified they can switch to one meter if they wish to remain quarterly customers. However, they will be responsible for connecting their irrigation line with their domestic line to create a one-meter water line. Customers will also be informed of the tier usage and the fixed rates, based on their domestic meter size. The monthly bills will go into effect on November 1<sup>st</sup>, 2022 for these customers.
7. **Outstanding Obstructions:** The District has a utility easement surrounding the meter box. Nothing should be within a 10 diameter of the meter box. In addition, the building of sheds, carports or other solid structures, that cannot be removed within a 2-hour period, are strictly prohibited within the easement surrounding the District water main or valves. The District has numerous obstructions customers. They have been repeatedly notified but choose to ignore the notifications (i.e. letters and door tags). In some instances, encroachment permits, and invoices have been sent. The District has the right to shut off services for customers who refuse to remove the obstructions. HLID By-Laws confirm the District's rights. The By-Laws have been approved by the District attorney. Obstructions put District staff and the watermain at risk. Water services can be disrupted by tree roots. In cases of trees, the District Administrator proposed the District obtain three bids for tree removal services. Customers are notified of the bids and given the opportunity to pick a service. If they continue to dispute or ignore

the District's request for obstruction removal, the District will go with the lowest bidder and remove the obstruction. The customer will then be billed for the cost. The customer will be given a deadline date in which to respond. If they fail to respond by the deadline date, the tree will be removed at the customer's cost. The Board agreed the District By-Laws should be followed.

8. **Hayden Orchards & Valley Green – Water Loss?: (Action Item)** Hayden Orchards and Valley Green are subdivisions. The District only provides irrigation water to these water Districts. The customers are serviced by North Kootenai Water District for their domestic water needs. The lots have individual meters but the District has master meters for the subdivisions. Every year, the master meter shows more water used than billed. The loss of water is due to leaks and brakes in the lines. The lines are maintained by the customers, not repaired by the District. The lines are often in weird locations on the properties. Some are above ground, others are below. The Administrator proposed these customers be switched to monthly billing, receiving a charge for water usage based on the going rate per 1,000 gallons, but not a fixed rate for a service charge. They will no longer receive an irrigation assessment and they will not receive an allotment. A report should be done at the end of each irrigation season to compare the actual water usage to the water usage billed throughout the season. The usage difference between the two should be divided among the residents of each subdivision and paid on a per 1,000 gallons basis. These customers can choose not to utilize the District's water source but they will still be obligated to pay a portion of the lost water usage charges. Whenever possible, the lost water will be billed to the customer with the break or leak. However, if that is not possible, the subdivision will share in the cost of the lost water. Director James made a motion to switch Hayden Orchards and Valley Green subdivisions to monthly billing, receiving a charge for the use, and for the cost of lost water to be charged as necessary, seconded by Director Antrim, motion passed.

**J. STAFF REPORT:**

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

**SETTING DATE FOR NEXT MEETING:** October 6, 2022

With no further business, a motion to adjourn was made by Director James and seconded by Director Antrim. The meeting adjourned at 6:38 p.m.

Respectfully submitted:  
Dawn Chidester  
District Clerk

Approved by:  
Branden Rose  
District Administrator