

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

December 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 December 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 and Director Holton.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) Director Holton made a motion to approve the December 3rd, 2019 agenda, seconded by Chairman Fleming, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) None.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 38 checks (13527 – 13564) and three auto pays, totaling \$71,874.83. An itemized list may be found in the minutes book. Director Holton made a motion to approve the November 5th, 2019 regular minutes and the December 3rd, 2019 financials as presented, seconded by Chairman Fleming, motion passed.
- G. **PUBLIC COMMENT:**
- 10582 Reed: the resident appeared to request the Board waive late charges in the amount of \$36.22. The Board agreed to waive the excess fees one time.
 - 8765 Salmonberry: the resident appeared to request the Board waive late charges in the amount of \$36.22. The Board agreed to waive the excess fees one time.
 - 1647 Marigold: the resident requested the District waive excess water charges. The Board denied the request because the customer failed to appear.
 - 8118 Salmonberry: the resident requested the District waive excess water charges. The Board denied the request because the customer failed to appear.
 - The Administrator presented a letter from 586 Lacey. After considering the facts presented, the Board opted to waive the late fees despite the customer not appearing. Customer has not been late in 39 years.

H. OLD BUSINESS:

1. **Bureau of Reclamation:** The Bureau is going through the District assets they may be tied to. They are having difficulties finding asset verification. The Bureau believes an actual study may not be required. The District should receive an update on the MOA in the near future.

2. **Water Tank 375 Lacey/Bond:** (*Action Item*) JUB should have the preliminary engineer report and plans 50% complete by the end of the year for DEQ. The tank design is going well, landscaping plans are in process, and the plans will be developed in phases. Technician drillers will be drilling for core samples in mid-December. The District Administrator has been working on a Revolving Fund Loan application and will submit the application to DEQ soon. The District must also create an updated safety plan. The plan is required by DEQ and the EPA for 2020. ICRMP may be assisting with the plan.

I. NEW BUSINESS:

1. **Developer Agreement Windmill Storage:** (*Action Item*) The Developer Agreement for Windmill Storage was approved and signed by Chairman Fleming.

2. **Monthly Billing Late Terms:** (*Action Item*) The District is pursuing the possibility of lowering the parcel size being transferred to monthly billing from under one acre to a possibly .5 acre. The District will decide at a later date. Monthly bills are charged a late fee of \$5.00 per month. The District will not lock off a past due account until they are at least 60 days late. Monthly lock off reports will be completed when the quarterly lock off are done.

3. **Wilbur MOU with CDA:** (*Action Item*) The City of Coeur d'Alene presented a MOU request to shut-off a member's water for nonpayment. A motion was made by Director Holton to approve the City of Coeur d'Alene MOU request, seconded by Chairman Fleming, motion passed.

4. **Appointment of Director/Candidate for 1 Year Term:** (*Action Item*) Director Timmins gave the Board his resignation. Chairman Fleming and Director Holton interviewed candidates to fill the open Board position for a one-year term. The Board will hold an Executive Session.

J. EXECUTIVE SESSIONS:

Chairman Fleming made a motion at 5:55 PM to hold an Executive Session under the following:

Idaho Code 74-206(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; and

Idaho Code 74-206(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

Roll call vote:

Chairman Fleming	Yes
Director Holton:	Yes

A motion was made by Director Holton to end the executive session at 6:30 PM and return to the regular board meeting, seconded by Director Timmins, motion passed.

The Board of Directors instructed the Administrator to communicate with the District Attorney to discuss correspondence attempts and the Board's needs. Chairman Fleming will communicate with Board Candidate Alexander prior to the January 7, 2020 meeting.

K. STAFF REPORT:

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

Administrator reduced the final TML invoice by \$800.00 by completing the work so an additional charge order was not necessary. TML received their final project payment of \$8,279.13.

Administrator informed the Board the District presently has 11 active projects being developed in the District. Bacterial problems have occurred in the past due to developers not properly cleaning their pipes. Thus, the Administrator is modifying the District Standard's to include the requirement for backflow assemblies at the project sites. The District will not permit a project to connect to the District without an assembly until the project passes all bacteriological sampling and PSI testing.

On call District technicians should be better compensated for being on stand-by. The Board approved the District technicians to receive 2 hours of overtime pay, in addition to the \$25.00 per weekend pay, and a minimum of 15 minutes overtime for every call received.

SETTING DATE FOR NEXT MEETING: January 7, 2020

With no further business, a motion to adjourn was made by Director Holton and seconded by Chairman Fleming. The meeting adjourned at 6:55 p.m.

Respectfully submitted:

Dawn Chidester
District Clerk

Approved by:

Branden Rose
District Administrator