

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

February 2, 2021
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 2, 2021.

- A. **CALL TO ORDER:** Meeting was called to order at 5:00 p.m. by Director Holton.
- B. **ROLL CALL TO ESTABLISH QUORUM:** Present were Director Holton and Director Antrim. Chairman Fleming was absent.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) Director Antrim made a motion to approve the February 2, 2021 agenda, seconded by Director Holton, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) None
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 35 checks (14061-14095) and three auto pays, totaling \$1,050,323.45. An itemized list may be found in the minutes book. Director Holton made a motion to approve the January 5, 2021 regular minutes, and the February 2, 2021 financials as presented, seconded by Director Antrim, motion passed.
- G. **PUBLIC COMMENT:**
- 8995 Atlas: The customer appeared to request the irrigation excess water fees incurred for October 2020 be waived. The customer did not exhaust his irrigation allotment, but he watered out of irrigation season. Irrigation season is from May to September and the irrigation water was used in October. This account is irrigation only and the customer receives no allotment for October. The board authorized the fees to be waived on a one-time only basis. Director Holton made a motion to waive the \$129.50 in irrigation excess water fees, seconded by Director Antrim, motion passed.
 - 9115 Torrey: Customer requested late fees be waived but the customer failed to appear. The Board will not waive fees if the customer is not present.
- H. **OLD BUSINESS:**
1. **Bureau of Reclamation:** The District Administrator contacted the Bureau and was given a February start date to proceed with the release of interest of the Bureau waterlines. The Bureau has been behind in the process due to COVID but expects to start the proceed shortly.

2. **Tank 2 / 375 Lacey / Bond:** The project is on schedule. The foundation is ready and back filled. The foundation is ready for spring. CB&I is waiting until spring to proceed further due to possible freezing temperatures. The concrete pedestal is the next process and will start in spring. JUB will delay future project meetings to save costs until the project gets closer to resuming. JUB will be minimizing their involvement during the winter lull to save project costs. The District will work to complete the record drawings and obtain the building permits. The District expects Panhandle Health to sign off on the building permit shortly. After weighing the pro and cons, the District will extend a waterline down Reed for future tie-ins, as part of the tower project for future. An upcoming project going down Lacey will be connected to the Reed waterline in the future. The District anticipates receiving assistance from a local subcontractor for the Reed waterline.
3. **Strawberry Fields:** Nothing new at this time. The issue is tabled until the spring or the District is notified by a Strawberry Fields representative stating their intent, whichever comes first.

I. NEW BUSINESS:

1. **200-Watt Generator for Office:** The District Administrator cancelled the request for the generator and will instead have an electrician wire LED lights to an existing generator. The office computers will also be wired to the generator so the District can service customers even during a power outage.
2. **Website Update** (*Action Item*) The District website is outdated and in need of an upgrade to better serve the District customers. Currently, the District only has control over the Announcement and New Project tabs on the website and must seek the services of the webpage designer to alter other aspects of the site. The District approved a \$40,000.00 budget for public involvement involving the tower and the website can assist the District with the public involvement. The website will be linked to the District's Facebook page for customer convenience. A section of the website will be laid out in a blog format to update customers of important issues, such as scheduled water outages or unexpected breaks. Customers wishing to receive important updates can provide an email through the website. Knock Marketing, the website designers, estimate the cost of the update to be roughly \$8,400.00 but the District Administrator is hopeful the upgrade can be done for less. The estimated time frame for completion of the project is three months. Director Holton made a motion to approve the website upgrade for a cost not to exceed \$8,400.00, seconded by Director Antrim, motion passed.
3. **Will Serve for 935 Lacey, Brantley Estates:** (*Action Item*) Brantley Estates will consist of 15 subdivided lots and is located on the 4.82-acre parcel known as 935 Lacey. Director Holton made a motion to approve the Will Serve for Brantley Estates, seconded by Director Antrim, motion passed.
4. **Will Serve for Orchard Acres:** (*Action Item*) Rainey-Orchard Subdivision will consist of 18 subdivided lots and is located on the 4.99-acre, parcel #H-4050-22-235-AB. Director Antrim made a motion to approve the Will Serve for Rainey-Orchard Subdivision, seconded by Director Holton, motion passed.

5. **ARC Flash & Cabinet Labeling:** (*Action Item*) LC Engineers submitted an offer to model and analyze the three Dakota wellhouses for an Arc-Flash Hazard Risk Assessment. The Board denied the offer due to the expected costs.

6. **Ramsey Road / Wyoming to Lancaster, Phase 1A & 1B:** (*Action Item*) The City of Hayden has received Federal funds which are earmarked for a construction project. The project will wrap around Buckles Avenue, the west side of Reed Road, in an “L” shape, past the airport. The District has a waterline in the area of the construction project. The District has the opportunity to piggyback on the project and extend the waterline down Buckles while the City of Hayden has the area under construction. This would allow the District to abandon A/C lines, a waterline located in customers’ backyards. The District plans to prepare the drawing for Phase 1A immediately and prepare Phase 1B to tie in and move towards Lancaster. This project could start in the fall of 2021, but an exact date is not set. It is the District’s goal to eventually bring a 10” or 12” line from north Ramsey to the airport. Surveying for the project has already begun. Director Antrim made a motion to approve the Ramsey Road / Wyoming to Lancaster, Phase 1A and 1B project, seconded by Director Holton, motion passed.

K. STAFF REPORT:

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

A motion was made by Director Holton to transfer \$245,425.76 from MWB Connection account (481) to MWB Checking account (2557), \$100,000.00 from the MWB Credit/Debit account (5796) to the MWB Checking account (2557), \$50,000.00 from the MWB EFT account (4313) to the MWB Checking account (2557), and \$10,000.00 from the MWB Checking account (2557) to MWB Payroll account (5149), seconded by Director Antrim, motion passed.

The Board authorized the District Administrator to make the final decision regarding the District’s backflow software.

SETTING DATE FOR NEXT MEETING: - March 2, 2021

With no further business, a motion to adjourn was made by Director Holton and seconded by Director Antrim. The meeting adjourned at 6:20 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator