

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

October 17, 2017
Regular Meeting

The following are minutes of a regular meeting of Hayden Lake Irrigation District held at 2160 W. Dakota Avenue, Hayden, Idaho at 6:00 PM on October 17, 2017

Meeting was called to order at 6:00 PM by Chairman Timmins

Roll call was taken: Present were Chairman Timmins, Director Eifler and Director Fleming; a quorum was declared.

Staff: Branden Rose, Dawn Chidester and Paul Klatt

Visitors present: None

Directors were polled for conflict of interest: None declared

Director Fleming made a motion to approve the minutes as presented for October 3, 2017, seconded by Director Eifler, minutes passed. Chairman Timmins sustained as he was not present at the October 3, 2017 meeting.

Public Comment:

None

New Business:

1. **Employee Handbook:** At the suggestion of Attorney Weeks, Administrator presented a Special Purpose Districts Sample Personnel Policy handbook. The handbook complies with ICRMP. The Board agreed to use the handbook as an outline, with the option to make revisions as necessary to suit Hayden Lake Irrigation District. The objective is to develop a clear and precise handbook that meets the District's needs. The handbook presented was generic. The Board agreed to readdress the topic of the handbook at a special meeting in January, after the Board has had an opportunity to review the handbook.
2. **Snowplow:** Administrator presented two suggestions for snowplow purchases; a Western Plow for \$7,075.00 and a Boss Plow for \$7,670.00. The Western Plow does not contain an electronic disconnect. The Boss Plow includes an auto clamp and is said to be easier to operate. The Western Plow must be loaded and unloaded off the truck. Director Fleming suggested the Boss Plow would be better for the life of the truck. The Board agreed to purchase the Boss Plow as it would eventually save money by reducing the amount of labor necessary to operate the Western Plow. The Board directed Administrator to purchase the Boss Plow.
3. **Vehicle Sale:** Administrator proposed the base bid for the 1993 Dodge be set at \$4,500.00 as it includes the manufacturer truck box, plus an additional upgraded box, a snowplow and newer tires. The truck is good running condition. The Administrator

proposed the 1998 Chevy be listed with a base bid of \$1,500.00 as it is in need of repairs and new tires. The condition and maintenance records will be revealed to the public for the sealed bids and access to review the trucks would be granted during regular business hours. The base amounts were proposed in accordance with the condition of the trucks and the Blue Book suggested values. Board agreed the sealed bids would start at \$4,500.00 and \$1,500.00. The bid will be awarded November 8th at 8:00 am.

Unfinished Business:

1. **Well 5:** Paul with JUB announced the alignment test was performed and the results were positive. Some clarification is necessary but the results look good. JUB needs to calculate the drift. The 40-foot dummy was lowered. JUB intends to have plans to review in 3 weeks and they will be submitted to DEQ in December if everything goes as planned, with the project award being obtained in January. The ground will be blanketed to prevent deep frost which could delay the progress of the project.

JUB will provide an update for the Larix. Administrator announced the Larix was having some difficulties and it might have a broken shaft. The pump will be pulled to determine the problem but the Larix is out of commission until the problem is resolved and a new pump and motor installed, upsizing to 300hp, to help with demand.

2. **Carrington 16" Pipeline Viking/Daughtary:** Administrator has been in contact with Attorney Weeks and is still attempting to obtain the necessary easement from Daughtary. There should be no problem obtaining the easement from Viking. The signed contract and proof of insurance has been received from Big Sky. The Administrator will contact Big Sky to establish the timeline for the Notice to Proceed. Big Sky has 30 days from the date the bid was awarded, October 3, 2017, to receive the Notice to Proceed. If Big Sky is eager to proceed, the Notice to Proceed will be issued immediately, with a pre-con scheduled to follow.
3. **Hayden Grove 1st Addition:** An easement from Alan Kerr is still needed. The District has signed off on the project.
4. **Water Master Plan:** Paul with JUB is processing data received from the Administrator. Paul is in need of additional information for the peak water usage days. JUB is requesting readings for 3 days, in 15-minute intervals. The information will be obtained through SCADA. The highest use day for 2017 to date was August 3, 2017, with a use of 8.2 million gallons.

Administrator has located a possible new water tower location on the corner of Government Way and Miles. Administrator spoke to RPC, owner of the property, to see if they would be an interested party in allowing the District to build a water tower, with the possibility of RPC building a cell tower on the water tower. Paul with JUB will pursue the possibility.

5. **Connection Fee:**

A motion was presented by Director Fleming to increase the meter rates through a two-part process, meter connection (cap) fees shall be increased by 5% on December 1, 2017 and an additional 2.5% by June 1, 2018, for a total increase of 7.5% for fiscal

year 2018, seconded by Director Eifler, motion passed. The notification will be publicized at a public hearing at the November 7th Board Meeting.

Staff Reports:

Administrator Report: Report may be found in the minutes book. Board approved the Administrator's request for staff holiday incentive purchases.

Board agreed to reduce the monthly meetings to one per month for the months of November and December in consideration of the upcoming holidays.

Financial Report: There are 25 checks (12451-12475) totaling \$157,764.76. An itemized list may be found in the minutes book. Director Eifler transferred funds in the amount of \$123,992.96 from the Capital Improvement ICS account to cover the Consolidated Supply cost in the same amount.

With no further business, a motion to adjourn was made by Director Eifler and seconded by Director Fleming. The meeting adjourned at 7:20 PM.

Respectfully submitted,

Branden Rose
Administrator