

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

**September 4, 2018**  
**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 September 4, 2018.*

- A. **CALL TO ORDER:** Meeting was called to order at 6:00 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 amend the September 4, 2018 agenda to include the Financials, seconded by Director Timmins, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) No Conflicts.
- F. **APPROVAL OF MINUTES:** (*Action Item*) Director Timmins made a motion to approve the August 7, 2018 minutes and financials as presented, seconded Director Holton, motion passed.
- G. **PUBLIC COMMENT:** Administrator made the Board aware of the events involved with 10425 Reed. The meter for said property was located on a neighboring property. There was a leak in the line which caused water to build up in the neighbor's yard. The water was shut-off until the owner connected to a new meter box located on the property.
- H. **OLD BUSINESS:**
  - 1. **Wells Larix #4 & Carrington #4:** The Larix Well is still not running properly. JUB sent a "defective work" letter to the distributor of the Larix pump and motor on August 20, 2018. The Administrator proposed the purchase of a 350HP VFD. Bigfoot Technical Services provided a bid for parts and labor of \$18,250.00. The Administrator is waiting for a second bid to arrive. The new pump and motor malfunctions could possibly be related to a non-operable VFD. The Well currently contains a 300HP VFD but Ryan Litzko, with AEI, recommended upgrading to a 350HP VFD. Director Holton made a motion for the purchase and installation of the 350HP VFD, not to exceed \$18,250.00, seconded by Director Timmins, motion passed. (The second bid from Max Electric was submitted after the September 4, 2018 Board meeting. The bid came in at \$19,500.00. The District accepted Bigfoot Technical Services' bid.)

2. **Water Master Plan:** JUB will submit the future Water Master Plans to the Board. The Board will need to review and approve the plans before the workshop will be scheduled to allow the members the opportunity to comment. The District will also need the approval of DEQ to move forward with the future plans. A financial analyst will prepare a report for future water rates, cap fees and expected income.
3. **Employee Handbook:** The Chairman requested a few revisions be made to the handbook. The handbook will be tabled pending the completion of the revisions.
4. **Bureau of Reclamation Title Transfer, Resolution 18-08:** The Administrator will get an update on the topic from the District attorney shortly.

**I. NEW BUSINESS:**

1. **Carrington Meadow Homes:** The project has received a Will Serve and a Development Agreement.
2. **Public Hearing to Approve 2019 FY Budget:** (*Action Item*) The Board stopped the regular board meeting at 6:50 p.m. to approve the 2019 FY Budget. A motion was made by Director Timmins to approve the 2019 FY Budget, seconded by Director Holton, motion passed. No protest or rebuttals were made. The regular board meeting was resumed at 6:53 p.m., after the topic was addressed.
3. **Auto Pay Utilities:** (*Action Item*) The Administrator proposed a few monthly bills be paid through direct pay/auto-pay. Director Timmins made a motion to pay AT&T monthly through auto-pay, seconded by Director Holton, motion passed.
4. **Generator Installation Bid:** (*Action Item*) The District needs a pour pad and generator for Dakota Well #1. The Generator is scheduled to arrive in October 2018. The present pad is not large enough to accommodate the new generator. The pad needs to be a minimum of 10x18. The Administrator will obtain bids for the pad. The generator will be paid in two installments with the first installment being paid upfront.
5. **AEI Bid for PLC Panel Installation:** (*Action Item*) The SCADA PLC monitor must be replaced. It is not working properly. AEI will replace it with a current 15' model. The amount of \$2,546.10 would cover the hardware and the labor. Director Holton made a motion to accept the AEI bid of \$2,546.10 for the cost of the SCADA PLC monitor and labor, seconded by Director Timmins, motion passed.
6. **Kootenai Electric Capital Credit Allocation:** (*Action Item*) The Board decided to roll the Capital Credit Allocation for 10 years.

**J. STAFF REPORT:**

**Administrator Report:** Administrator presented his report verbally.

**Financial Report:** There are 46 checks (12899-12945) totaling \$141,764.28. An itemized list may be found in the minutes book.

Director Timmins made a motion to approve the payment of the checks in the amount of \$141,764.28, seconded by Director Holton, motion passed.

**SETTING DATE FOR NEXT MEETING:** - October 2, 2018

**K. EXECUTIVE SESSIONS:**

An Executive Session was not required.

With no further business, a motion to adjourn was made by Director Holton and seconded by Director Timmins. The meeting adjourned at 7:30 p.m.

Respectfully submitted:

Dawn Chidester  
District Clerk

Approved by:

Branden Rose  
Administrator