

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

March 5, 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 6:00 PM on March 5, 2019.

- 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, Director Timmins and Interim Matthew Alexander.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **APPROVAL OF AGENDA:** (*Action Item*) Director Holton made a motion to approve the March 5, 2019 agenda, seconded by Director Timmins, motion passed.
- E. **CONFLICTS OF INTEREST ON AGENDA:** (*Action Item*) No Conflicts.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 33 checks (1315 to 13183), and three auto pays, totaling \$90,887.62. An itemized list may be found in the minutes book. Director Holton made a motion to approve the February 5, 2019 minutes and the March 5, 2019 financials as presented, seconded by Director Timmins, motion passed.
- G. **PUBLIC COMMENT:** The Administrator discussed a customer's request to receive a livestock/animal credit. Betty Kerr made the request by email and the application was emailed to the customer. The customer was informed they needed to return the application by February 28, 2019. The customer failed to return the application. The Board affirmed their decision made at the February 5, 2019 Board meeting; wherein, they determined no new livestock/animal credits would be accepted.
- H. **OLD BUSINESS:**
 - 1. **Wells #4 & #5:** The new Larix pump has arrived. The Administrator met with a General Electrics' salesman to discuss the motor repairs and was informed they will be covered under the warranty.
Motor fix kits will be put in the Dakota Well #1 and Larix Well #4. Construction on Well #5 is 2 weeks behind due to the bad weather. The District has attempted to keep the snow berm down to a minimum to allow construction to start. The District is hopeful construction will start in a week. The District will have a change order for the vinyl fence around the Carrington Well to match the

neighborhood décor. The cost of a vinyl fence was slightly higher than the original plan, estimated cost is \$3,800.00.

2. **Water Master Plan:** The Facility Plan has been in the hands of the DEQ since December 20, 2018. JUB has followed up with DEQ to determine if any progress on the plan acceptance has been made and was informed the review process has not begun. DEQ and JUB agreed a meeting would be helpful so JUB could verbalize the plan. JUB and DEQ will meet with the Administrator on March 7, 2019 to discuss the plan. The focus of the meeting will be the District's need for a water tower. JUB is hopeful the meeting will expedite the review process.

The District signed a contract with the Financial Consulting Services (FCS) in November 2018. The District should receive FCS's recommendations for CAP fees, connections, and user rates shortly. A meeting will be scheduled to hear the FCS results when they are available. A public hearing will be scheduled before fees are increased.

The District will be moving forward on the tower plans. JUB is working on plans to present to the City of Hayden with the hopes of doing so by April 12, 2019.

3. **Bureau of Reclamation:** The Administrator submitted a Public Records Request to the Bureau of Reclamation for the blanket utility easements. No progress has been on the request, but the District hopes to hear something soon.

I. NEW BUSINESS:

1. **Late Fee Forgiveness Owners/Tenants:** (*Action Item*) The District bills on a quarterly basis. Resolution 04-06A determined the late fee charge, penalties and interest rates. Every quarter, the District has customers stating they did not receive the bill and requesting their late fees waived. The District has an unwritten policy to waive a customer's late fees, penalties and interest on a one-time basis. The Board determined it is the owner of the property's responsibility to insure the water bill is paid in a timely fashion. Resolution 19-06 will be drafted and state a customer may only have the fees waived if they appeal to the Board by presenting their reasoning at the Board meeting following the bill cycle. The Board will now be the only entity with the authority to waive late fees of any sort or kind, including late charges, penalties, interest, door tag and lock off fees.

2. **Builder Notification Regarding Connection Information:** Builders should be aware, shut-off valves are required for all commercial and residential properties by the State Plumbing Inspectors. The District should suggest, when a builder purchases a new connection, that they schedule a date and time for the meter to be connected. If the builder opts not to schedule a connection time, the builder should be made aware the District is not responsible, and would be held harmless, for any water damage that may occur by a faucet or spigot left on when the meter is connected since the District technicians must check the flow of water when the meter is connected. The District would propose the builders sign, a one time only, notification informing them of the shut-off valve requirement and held harmless provision when a connection is purchased. The Board directed the Administrator to draft a notification.

3. **Dakota Well #2 Motor:** (*Action Item*) Dakota Well #2 is in need of a new motor. The Administrator contacted three company for bids for the motor. Premier Electric Motors, Inc. bid \$37,850.00, United Crown bid \$40,483.00 and Tatung could not guarantee they could produce the motor. The Administrator recommended the Board choose the United Crown bid of \$40,483.00. The bid is slightly higher than the Premier bid, but it includes a BMR motor, a 3-year warranty, is 51% American made, and the oil lube lower is not included in the Premier bid. The Administrator will be sponsoring a presentation for the BMR motor on March 8, 2019 at the District office. The Premier bid is cheaper, but it would require additional add-ons, making the price of the motor and parts over the cost of the United Crown bid. A motion was made to by Director Holton to approve the United Crown bid of \$40,483.00 for the BMR motor, accessories and warranty, seconded by Director Timmins, motion approved.

4. **Reserve Holiday Authorization:** (*Action Item*) When the District employees switched to a work week of 4 tens, the employees were given a 40-hour work week for working 30 hours when a legal holiday arose. When the holiday occurred on an otherwise regular day off for some employees, those employees were allowed to bank the holiday, referring to it as a floating holiday, to be used at another time. The District is seeking clarification from the Board regarding how long a floating holiday could be banked. The Board agreed a floating holiday must be used within the same pay period, either before the holiday occurs or after. An amendment will be made to the Personal Policy enacted in November of 2018. The Personal Policy amendment will be presented to the Board at the next Board meeting.

J. STAFF REPORT:

Administrator Report: Administrator's report may be found in the minutes book.

The Administrator discussed and presented Resolution 19-05 to the Board. Resolution 19-05 was discussed at the February 5, 2019 Board meeting. The Board will be looking at signing the Resolution at the April 2, 2019 Board meeting.

K. ELECTION: The re-election ballots were counted at 7:00 pm March 5, 2019 by the appointed Judge and Clerk. Chairman Fleming was handed the Combined Tally List and Official Returns and read the decision before the Board. The vote was 33 to 31, with the acting Chairman Fleming being appointed for another three-year term as a Hayden Lake Irrigation District Director. The election staff confirmed the District had a total of 64 votes and no voter was turned away. Present at the Board meeting for the announcement of the election results were customers Ed Morse and Royd Thomas, the election staff, Board of Directors, including Interim Alexander, and District staff. The vote was canvassed at 7:13 pm. All election records will be closed 20 days from the March 5th election date (March 25, 2019).

SETTING DATE FOR NEXT MEETING: - April 2, 2019

L. EXECUTIVE SESSIONS:

Chairman Fleming made a motion at 7:38 PM to hold an Executive Session under Idaho Code 74-206(1)(b): consider evaluation, dismissal, or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member, seconded by Director Timmins, motion passed.

Roll call vote:

Chairman Fleming	Yes
Director Holton:	Yes
Director Timmins:	Yes

A motion was made by Director Timmins to end executive session at 7:49 PM and return to the regular board meeting, seconded by Director Holton, motion passed.

A motion was made by Director Timmins to direct the District Administrator to make the necessary changes affecting the District personnel as discussed, seconded by Director Holton, motion passed.

With no further business, a motion to adjourn was made by Director Holton and seconded by Director Timmins. The meeting adjourned at 7:51 PM.

Respectfully submitted:

Dawn Chidester
District Clerk

Approved by:

Branden Rose
Administrator