

CONSOLIDATED IRRIGATION DISTRICT No. 19

BOARD MINUTES

May 11, 2022

The meeting was called to order at 7:00 p.m. by President Steve Schultz. Board members Dan Evans, Paul Schultz, and Denis McLaughlin were present as was Manager, Shane Sheppard. Board Member Jeff Bass was absent. Due to Governors Proclamation 20-28, phone number 844-621-3956 code 801125308 was provided for anyone that wanted to remotely access the meeting.

The April 13, 2022, Board Meeting Minutes were reviewed and upon a motion by Denis McLaughlin, second by Paul Schultz and a unanimous vote, the Minutes were approved as presented.

The current bills and financial reports were reviewed. Upon a motion by Paul Schultz, second by Denis McLaughlin and a unanimous vote, the financial reports were accepted, and the bills were approved for payment.

The Manager reviewed the Legacy Ridge Reservoir options and estimated costs for the 2-million-gallon tank. The options are a cast-in-place prestressed concrete tank, or a steel tank design. The steel tank design is approximately 25% (\$1 million) less than the cost of a cast-in-place concrete tank. Denis McLaughlin mentioned that steel shortages of 1" plus thickness has been an issue and, in some instances, lower grade than in the past. It was also noted that the District recently recoated an existing 2-million-gallon tank which cost \$500,000 plus to recoat and needs to be completed every 20 to 30 years whereas a concrete tank does not need coating. After some discussion, the Board agreed unanimously that the best option is the cast-in-place concrete tank due to the unreliability of steel and maintenance costs.

Resolution 81-3 Purchasing Policy was reviewed, as well as RCW 39.04.155 Small Works Rosters. After much discussion, the Board determined that Resolution 81-3 is sufficient and continues to align with current Washington State reporting for public works procedures. The Manager noted that our 3-year accountability audit will be conducted this fall and any suggestions regarding this policy will be reviewed at that time.

The Manager noted that the District reads residential meters in April and October of each year for winter and summer usage. The District's current Bylaws have exact dates of April 15th and October 15th for beginning and ending of irrigation season. Due to the increased number of customers and the amount of time it takes to read meters, the Manager suggested changing Section 11 (G) to read as follow: The normal irrigation season is from mid-April to mid-October. If irrigation water is used prior to the spring reading or after the fall reading, any excess usage will be billed at the domestic excess rate schedule. After some discussion by the Board, Denis McLaughlin made a motion to accept the changes to the Bylaws as presented, seconded by Paul Schultz and a unanimous vote was made in favor of the change.

Resolution 2016 – 5 was reviewed regarding delinquent fees. The Manager noted that due to the multiple delinquent fee tiers set up by this Resolution, our billing system software is not able to automatically calculate the correct fees. Thus, it has been overly time consuming for our Office Manger to complete the delinquency billing runs. The Manager suggested either a 10% or 15% straight delinquency rate. Customers who do not pay their overage bill by the due date will receive a one-time delinquent fee alerting them to an unpaid bill. After that, any unpaid bills will be transferred to the County Assessment Roll in December of each year. Customers receiving overages would be notified via verbiage on the bill that unpaid amounts will be transferred to the assessment roll. Commercial accounts with unpaid balances will receive a monthly delinquent fee on any unpaid balance as these accounts are not eligible to be placed on the County Assessment Roll.

The Board of Directors reviewed the policy and recommended a 10% one-time delinquency fee for residential customers with overages above \$25.00 and a 10% monthly fee for commercial accounts with unpaid balances. The Manager will make the changes and present a new resolution for signatures next month.

The Manager reviewed current and proposed projects within the District.

- a) RPM Carwash – Construction started. Fees Paid. Water service still to be installed.
- b) Starbucks – Water completed.
- c) Sterling Hills Phases 5 – Construction has started.
- d) Sam's Ranch – 90% of water complete, tap still to be performed on Mission.
- e) Barker Logistics – Taps on Barker still to be completed and service to be installed.
- f) Cottages on the Green – Construction to start. Fees Paid.
- g) Rivendell Springs – Construction to start – Fees Paid

- h) Barker Sprague RAB – District to extend hydrant and air valve. City of Spokane Valley to pay.
- i) Spokane Valley Fire Department Headquarters – Plans Approved.
- j) Mithril Manor – Plans in Review.
- k) Greenacres Residential Care – Plans in Review.
- l) Hodges North and South Plat – Plans approved.

Manager reported on field activities:

- a) Service Installs – ¾” services 14, 1” service 9, 1 mainline tap and 17 repair orders.
- b) Spring Meter Reading – Complete
- c) Well Site Maintenance – Completing

Denis McLaughlin noted that a hydrant at Wellesley and North Billy Jack has concrete material around the hydrant making it difficult for access. The Manager noted that the Fire Department and the District have a 3’ non obstruction of hydrant policy and will notify the customer of the rules regarding the hydrant.

There being no further business, and upon a motion by Paul Schultz, second by Denis McLaughlin and a unanimous vote, the meeting was adjourned at 9:25 pm.

Vouchers submitted and approved for payment:

Vouchers	Recipient	Description	Amount
2208	HEALTH CARE AUTHORITY	HEALTH INSURANCE	\$13,499.99
2209	HD FOWLER	INVENTORY	\$4,834.79
2210	CORRECT EQUIPMENT	CHLORINE	\$6,374.40
2211	VISION MS	OUTSOURCING	\$328.04
2212	SECRETARY REVOLVING FUND	REIMBURSE REVOLVING FUND	\$110,331.79
TOTAL			\$135,369.01

President

Attest:

Secretary