

Pioneer Irrigation District

By-Laws



Revised: March 9, 2026

Pioneer Irrigation District

Caldwell, ID

March 9, 2026
Revised

The Board of Directors met on March 9, 2026. Present were Brad Benke, President; Valerie Forster and Mark Hess, Directors; Megan McGuire, Secretary/Treasurer; and Kirk Meyers, Superintendent.

It was moved, seconded, and unanimously carried that all prior By-Laws of Pioneer Irrigation District be repealed. It was moved, seconded, and unanimously carried that the following be and are hereby adopted as the official By-Laws of Pioneer Irrigation District, pursuant to Idaho Code Section 43-304.

BY-LAWS

ARTICLE I NAME, BOUNDARIES AND DIVISIONS

Section 1 - Name

The name of this organization is Pioneer Irrigation District. The district was duly organized and confirmed under Title 43, Idaho Code; and its form, function and operations remain governed by the same, in addition to applicable provisions of Title 42, Idaho Code.

Section 2 - Boundaries:

Pioneer Irrigation District exists in portions of Ada and Canyon Counties, Idaho. The external boundaries of the district may change from time to time as property is properly annexed or excluded, pursuant to Idaho Code.

The district is divided into three voting precincts; the boundaries of which have been fixed as provided by law. A map showing district and precinct boundaries is available in the district office and on the district website at www.pioneerirrigation.com.

ARTICLE II BOARD OF DIRECTORS

Section 1 – Members

The Board of Directors shall consist of three members, one elected from each precinct; and they shall meet the qualifications required, and exercise the powers conferred upon them by law.

Section 2 - Qualifications

In addition to the qualifications and powers prescribed by law, the Directors must meet such other qualifications and may exercise such other powers as may be provided in these By-Laws; provided that any additional qualifications or powers required or granted herein do not conflict with applicable law. In cases of conflict, the applicable provisions of Idaho law shall govern.

Section 3 – Term

The term of office for a Director is three years. One Director shall be elected each year for a term of three years, or until his successor is qualified, elected, or appointed. Director terms are staggered so that no two Directors will be up for election in the same year, to the extent such a situation can be avoided. A Director must be a qualified elector of the district and be a resident of the precinct served by the seat sought, pursuant by Idaho Code.

Section 4 - Meetings

The regular monthly meetings of the Board of Directors are on the seventh day of each month. In months when the seventh occurs on a Saturday, Sunday, or observed holiday, the Board will meet on the following workday of that month, unless moved otherwise by the Board. The Board is free to hold additional meetings as it is necessary or appropriate, provided that the same are properly noticed in accordance with Idaho law.

Regular Board of Director meetings will be held at the district office, unless the meeting subject matter dictates that a larger space is required. In such an event, a temporary location may be assigned upon vote of the Board of Directors for that meeting and will appear in the official meeting notice.

If a special meeting is requested by someone other than a Pioneer Board member or Pioneer staff, the requestor shall be required to pay a special meeting fee at the current rate set by the Board if the meeting is approved. This fee must be paid before the meeting is scheduled.

ARTICLE III DUTIES OF DIRECTORS

Section 1 – Organizing as a Board

During the first regularly scheduled meeting in January, following the election, the Directors shall organize, elect, and appoint officers pursuant to Idaho Code Section 43-301. Board majority shall constitute a quorum for the transaction of business.

Section 2 – Hiring

The Board of Directors is authorized to employ general overseers, watermasters, employees, and other agents as they may deem necessary, to ensure appropriate water distribution among district patrons and efficient district management.

The Board may assign check signing privileges to any employee they deem suitable as a counter signature to the Secretary, who is given check signing authority in Article V, Section 5. The Board may revoke this privilege at any time.

Section 3 – Superintendent Appointment

It shall be the duty of the Board of Directors to appoint a Superintendent, who shall be in full charge of system operation and distribution of the waters of the district to the water users entitled to the use of the same. The Superintendent shall have the power to employ, supervise, and dismiss employees assigned to them as they deem necessary, to ensure appropriate operation and distribution of water to the patrons of the district. It shall be the Superintendent's duty to inform the Board of all employee matters beyond the scope of normal operation, such as employing and dismissing employees.

It shall be the Superintendent's duty to regularly examine the operations and condition of all district facilities owned by, or under the control of the district, and to make a report to the Board of Directors setting forth all major repairs and improvements necessary. The Superintendent's report(s) shall be sufficiently complete and detailed, providing the Board of Directors with the information necessary to make informed facility operation and maintenance decisions, promoting the fair and proper distribution of water throughout the district.

The Superintendent's report shall be done at least annually but may be done on an ongoing monthly basis at regular meetings of the Board of Directors.

Section 4 – Limitation of Director Personal Liability

The Directors of Pioneer Irrigation District shall not have any personal liability to the district or its qualified electors for monetary damages, for breach of fiduciary duty as a Director, to the extent allowable and provided in Idaho Code Section 43-204B, and any successor versions of the statute.

**ARTICLE IV
DUTIES OF THE PRESIDENT
OF THE BOARD OF DIRECTORS**

Section 1

The President shall preside at all meetings of the Directors. He shall sign all instruments which have been first approved by the Board of Directors. He shall call the Directors together whenever he deems it necessary for additional meetings; such meetings would be in addition to and not supersede the statutory requirement for the Board of Directors to hold regular, monthly meetings.

The President may temporarily delegate his duties to another Director during times of illness or other such unavoidable absence, provided that any such delegation shall be in writing and furnished to the Board of Directors.

**ARTICLE V
DUTIES OF THE SECRETARY**

Section 1 – Secretary Appointment

It shall be the duty of the Board of Directors to appoint a Secretary, who shall have full charge of the district office, to ensure all water users needs are met. The Secretary shall have the power to employ, supervise, and dismiss employees assigned to them as they deem necessary to ensure a just and proper operation of the district office. It shall be

the Secretary's duty to inform the Board of all employee matters beyond the scope of normal operation, such as employing and dismissing employees.

The Secretary's report shall be done at least annually but may be done on an ongoing monthly basis at regular meetings of the Board of Directors.

Section 2 – Record Keeping

It shall be the duty of the Secretary to provide, at the expense of the district, suitable record and account books in which to enter the proceedings of the Board of Directors and keep account of the fiscal affairs of the district.

Section 3 – Charge of Treasurer

It shall be the duty of the Secretary to charge the Treasurer with the amount of the assessment roll and water tolls required by law and carry such charges into the regular accounting system to be provided for that purpose. It shall further be the duty of the Secretary to keep, in regular form, accounts of the various funds which may be ordered from time to time by the Board of Directors; as well as the charges and credits to be made on accounts upon approval of the reports of the Treasurer by the Board of Directors.

Whenever the Treasurer reports any receipt from any source, other than assessments or water tolls levied by the Board of Directors, those receipts shall be entered upon the proper books of the Secretary upon the approval of the Treasurer's reports by the Board of Directors. The Secretary shall make a full and complete settlement with the Treasurer of all accounts, whenever required by law, and shall balance the books jointly with the Treasurer whenever required by order of the Board of Directors.

Section 4 – Keeping of Accounting System

It shall be the duty of the Secretary to keep a proper accounting system for the district which shall show all claims allowed against the district, to whom, for what, and the number, date, and amount of the checks or credit card payments issued, therefore.

The Secretary shall, after each meeting of the Board of Directors, make out a list of the checks drawn and credit card payments authorized, and shall transmit said list to the Treasurer of the District.

Section 5 – Elections

The Secretary shall provide, at the expense of the district, all the necessary supplies for regular and special elections; and it shall be their duty to place such supplies in the hands of the registration and election officials as needed.

Section 6 – Correspondence & Meeting Minutes

It shall be the duty of the Secretary to address the official correspondence of the Board of Directors and take minutes of all Board of Director meetings. The Secretary shall keep a copy of such correspondence and minutes as the Board directs.

The Secretary shall attach the seal of the district to all instruments requiring the seal, shall have authority to write and sign all checks, and shall countersign all contracts or other instruments required to be signed by the President.

Section 7 – Reporting

The Secretary shall make reports on the fiscal affairs of the district as required by law, and such other reports as the Board of Directors may require.

Section 8 – Combination of Offices

The offices of Secretary and Treasurer may be combined and filled with the same person at the discretion of the Board of Directors.

ARTICLE VI DUTIES OF THE TREASURER

Section 1 – Collections

It shall be the duty of the Treasurer of the District to collect the assessments and tolls, as required by law, and approve collections of the various funds as required by order of the Board of Directors.

Section 2 – Reporting

It is the Treasurer's duty to submit to the Board of Directors, on the day of the regularly scheduled Board of Directors meeting, a full and complete record of the financial condition of the district, closing the report with the last day of the preceding month. Such report must:

- Show the amount received into the treasury during the preceding month, and from what sources.
- Show what funds monies received have been apportioned into.
- Show a detailed statement of all monies paid out and from what funds, accompanied by receipts, invoices, cancelled checks or interest statements as the case may require.

Section 3 – Accounts Payable

As the district has no warrants outstanding and has chosen to operate on an accrual basis under Idaho Code Section 43-322, the Treasurer shall keep a register of accounts payable in which all invoices presented for payment shall be entered. The register must give the date upon which each invoice was presented, the date upon which each invoice was paid, the amount paid, and to whom it was paid.

The Treasurer shall neither record nor pay any invoices until they have received from the Secretary a list of the invoices ordered paid by the Board of Directors, and the Treasurer shall not record or pay any invoices that do not appear on said list.

ARTICLE VII FINANCIAL

Section 1 – Fiscal Year

The fiscal year of the district shall begin on October first and end on September thirtieth, the following year.

Section 2 – Assessment Levies and Board of Correction

The Directors shall determine the assessment levy at their regularly scheduled meeting in August and sit as a Board of Correction in September of each year. Assessments shall be calculated and levied according to applicable law.

ARTICLE VIII GENERAL PROVISIONS

Section 1 –Water Distribution

Every person having ordered water within the District, and for whom water is turned from the main canal into any lateral, must receive said water from said lateral and care for the same until they notify the watermaster not to turn such water into the lateral.

This By-Law is not intended to prevent or interfere with two or more people using water from the same lateral, rotating water by mutual consent.

As part of this section, the following policies will be followed by Pioneer Irrigation District in the distribution of water and maintenance of the district's facilities:

- a) Water should be ordered on and off through the appropriate ditchrider with a minimum of 36 hours' notice. Ditchriders have discretion to allow water orders with less notice, based on the operation of their individual rides.
- b) Where it is possible, water will not be delivered to property which has a delinquent balance, as authorized by Idaho Code Section 43-327. All assessments must be paid current before water will be delivered.
- c) Owners of livestock are responsible for any damage done to any irrigation facility by their stock.
- d) People who tamper with headgates or damage any water control device will be held responsible for their actions and liable for up to three times the cost of repairs.
- e) Water users of any ditch below Pioneer Irrigation District's point of delivery are responsible for the maintenance of said ditch, as well as any flood damage caused by not properly maintaining said ditch (Idaho Code Sections 42-1204 & 42-1206).
- f) Pioneer Irrigation District shall not be responsible for machinery, tools, siphon tubes, or any other individual property belonging to someone other than the

District that is left on the easement along District owned or controlled canals or drain ditches. The parties responsible will be billed for removal of such, and for clearing away junk and debris (Idaho Code Section 42-1209).

- g) All water users must keep silt, loose soil, and other debris from moving down their irrigation runs and off their property. If the District is forced to intervene to prevent damage to the district's facilities or other water users, the responsible property owners may, at the Board of Director's discretion, be specially assessed for any and all protective and restorative/remediation work (both labor and materials) performed by the district to remedy adverse discharge effects. (Idaho Code Section 43-733).
- h) Patron use of sterilant on District owned canal and ditch banks is prohibited.
- i) Ditchriders may delegate authority for operation of headgates (turning on/off and adjusting) to water users the District deems competent, thereby promoting convenience and greater efficiency of water delivery to patrons. Orders for water must still be placed with the ditchrider as referenced in sub-section (a).
- j) Ditchriders are authorized to lock headgates for purposes of regulating water delivery to water users and for any other reasonable purpose, including mitigating flood risks and the waste of water.

Section 2 – Development

For any development or activity proposing any improvements impacting a Pioneer Irrigation District owned, operated, or maintained facility, or otherwise encroaching upon a facility easement, preparation of a license agreement is necessary prior to commencement of construction to satisfy the prior written permission requirements of Idaho Code Section 42-1207 and 42-1209. The agreement shall be executed by Pioneer Irrigation District and the developer/landowner, and any other party deemed necessary by Pioneer Irrigation District.

Pioneer has developed a set of Standards and Specifications that govern development in and around District facilities and their easements to protect them. Anyone desiring to encroach upon or modify Pioneer facilities, shall submit a request to the District per the Standards and Specifications prior to any such activities. The District expressly prohibits and will act against all unauthorized facility and easement encroachments and/or modifications.

Pioneer's Standards and Specifications are periodically updated. A current copy can be obtained through the district office or from the District website.

Section 3 – Acreage-Weighted Voting

Pursuant to Idaho Code Section 43-111(2), and as ratified by landowner election held 8/1/2006, votes in Pioneer Irrigation District are cast based on an assessed acres basis. Each properly qualified voter shall have the right to cast one vote for every assessed acre and a proportionate vote for each fraction of an acre of assessed land owned by them within the district. Co-owners or multiple owners of parcels of land shall cast no

more than the total number of votes represented by the acres or fraction of acres of assessed land within the district.

Section 4 – Amendment of By-Laws

These By-Laws may be altered, amended, or repealed at any regular meeting of the Board of Directors, or at a special meeting called for that purpose.

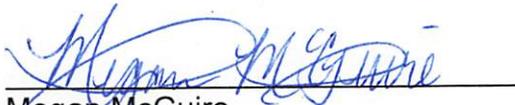
Section 3 – Authentication of By-Laws

The Secretary shall authenticate the By-Laws of the district by affixing thereto their certificate fully signed and sealed with the seal of the District and as shown below.

Caldwell, Idaho
March 9, 2026
Office of the Board of Directors
Pioneer Irrigation District

I, Megan McGuire, Secretary of Pioneer Irrigation District, do hereby certify that the foregoing is a true and literal copy of the By-Laws of Pioneer Irrigation District, adopted by the Board of Directors at a regular adjourned meeting thereof, held on the 9th day of March, 2026, as appears from the original now on file with this office.

In testimony whereof, I have hereunto set my hand and affixed the seal of the Pioneer Irrigation District



Megan McGuire
Secretary