



# City of Greenleaf

20523 N. Whittier Drive  
Greenleaf, Idaho 83626-9199  
208/454-0552 (office)  
208/454-7994 (fax)  
[cityhall@greenleaf-idaho.us](mailto:cityhall@greenleaf-idaho.us)  
[www.greenleaf-idaho.us/](http://www.greenleaf-idaho.us/)

## Memorandum

Date: 20 February 2026  
To: City of Greenleaf Municipal Irrigation System Customers  
cc: Post to City Website  
From: Lee C. Belt, City Clerk  
RE: MUNICIPAL IRRIGATION SYSTEM  
FREQUENTLY ASKED QUESTIONS (FAQS)

---

Greetings!

This memorandum is intended to provide basic information and answer common questions regarding the City of Greenleaf's Municipal Irrigation System. Please be aware that the municipal irrigation system does not include all of the city limits. This memo is organized into the following sections:

**Billing:** When is the annual irrigation toll generated?  
Do I have to pay the toll in full if I have difficulty using irrigation water?  
What happens if the irrigation toll is not paid for three (3) years?  
What is the past-due date for the annual irrigation toll?  
What and when is the annual 'Board of Corrections' meeting?  
What and when are penalty and interest added if irrigation toll is unpaid?

**Irrigation Season:** When does irrigation season delivery typically start and end?  
What is the typical irrigation weekly schedule? (pressurized vs gravity)  
What should I do BEFORE calling City Hall for help with irrigation?  
What if there is a drought? (drought plan)

### BILLING

#### **When is the annual irrigation toll generated?**

Irrigation toll invoices are typically mailed every year in late February or early March.

#### **Do I have to pay the toll in full if I have difficulty using irrigation water?**

The short answer is "Yes" - Irrigation toll pays for distribution infrastructure operation and maintenance, regardless of any amount of irrigation water used. The toll is due in full even if no irrigation water is delivered, used, or if irrigation season ends early due to drought.

#### **What happens if the irrigation toll is not paid for three (3) years?**

Idaho Code Title 50, Chapter 18 requires that the municipal irrigation system take title deed for the property, which the City would then own outright and that the city may sell to someone else.

#### **What is the past-due date for the annual irrigation toll?**

Invoicing for annual irrigation toll is past-due after 01 April every year.

#### **What and when is the annual 'Board of Corrections' meeting?**

- The City Council sits as a municipal irrigation system 'Board of Corrections' once every year, usually in early to mid-March, to hear from account holders regarding their irrigation toll and make adjustments to the toll if deemed appropriate by the Board.

*RE: Irrigation System FAQs, p. 1 of 2*

- The formal “Notice of Meeting to Review and Correct Irrigation Assessments” is included with the mailed annual irrigation toll invoice, and published in the newspaper, and gives the date and time for this ‘Board of Corrections’ meeting.
- This meeting is the one time each year that irrigation account holders may ask for adjustment to their account. City Staff cannot adjust irrigation tolls.

### **What and when are penalty and interest added if irrigation toll is unpaid?**

A 2% penalty is added if not paid the first year, and 8% interest is added every year on the total unpaid balance. Penalty and interest are added after 01 July.

### IRRIGATION SEASON

#### **When does irrigation season delivery typically start and end?**

Irrigation season typically starts in mid-April and typically runs through September.

#### **What is the typical irrigation weekly schedule? (pressurized vs gravity)**

Pressurized areas typically have irrigation available seven days per week. Gravity areas typically have irrigation put into the system Monday morning and turned off Friday morning. Availability in gravity areas is subject to ‘upstream’ use of all available water. It is recommended in gravity areas to water overnight when the majority of properties do not irrigate.

#### **What should I do BEFORE calling City Hall for help with irrigation?**

- Please check to make sure that your privately owned irrigation system past the municipal irrigation delivery point is working correctly.
- Please clean your filter, make sure your pump has electricity / turns on, and that the pump assembly is not plugged. The municipal irrigation system is not responsible for issues past the delivery point. Small debris and silt are present in irrigation water and your filter may clog frequently
- Please remember that irrigation water is not potable (safe to drink) water
- Please note that Public Services employees start their work days early, and end their work days at approximately 4:00p. Irrigation is not a critical life-safety service. For after-hours flooding with potential property damage or other true irrigation emergency, please call Assistant to the Public Services Director Ruben Flores at 208/230-9296 (cell), or Public Services Team Member Andrew Tuning at 208/230-7116, or Public Services Director Doug Amick at 208/989-2983 (cell), or City Clerk Lee Belt at 208/880-4061 (cell).

Especially before irrigation delivery begins, irrigation customers that need assistance locating their delivery point or that have site specific questions regarding irrigation, are encouraged to email City Hall at [cityhall@greenleaf-idaho.us](mailto:cityhall@greenleaf-idaho.us) with their request for assistance from the city’s Public Services Staff.

#### **What if there is a drought? (drought plan)**

During a drought year, the city staff makes every effort to maintain normal schedules as best as possible. Staff may need to implement the following:

- Delayed start of irrigation in the spring
- Not have irrigation at all during weeks of cooler weather or spring rains
- Reduction of days that irrigation is available each week

In the event of severe drought, irrigation season may end early due to circumstances beyond the city’s control.

This institution is an equal opportunity provider.