

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

December 5, 2023
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 5:00 p.m. on December 5, 2023.

- A. **CALL TO ORDER:** Meeting was called to order at 5:00 p.m. by Chairman Fleming.
- B. **ROLL CALL TO ESTABLISH QUORUM:** Present were Director Antrim, Director James, and Chairman Fleming.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **CONFLICTS OF INTEREST:** No Conflicts
- E. **APPROVAL OF AGENDA:** (*Action Item*) Director James made a motion to approve the December 5, 2023 agenda as presented, seconded by Director Antrim, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 18 checks (15182-15201), totaling \$10,445.59, eight online payments totaling \$22,843.16 and 10 ACH transfer payments totaling \$295,498.47. Director James made a motion to approve the November 7, 2023 regular minutes, and the December 5, 2023 financials as presented, seconded by Director Antrim, motion passed.
- G. **PUBLIC COMMENT:**
- Eagle's RV Engineer Bart North – Money in Lieu of Pipe Installation: The engineer did not appear. The topic will be removed from the agenda.
- H. **PUBLIC HEARING FOR ANNEXATION OF PROPERTY INTO DISTRICT:**
- Huetter Homes LLC, Northwinds Development: There were no comments received.
- I. **OBSTRUCTIONS:** Nothing to Report
- J. **DEVELOPMENT:** Nothing at this time.
- K. **OLD BUSINESS:**
1. **Tank 2 / 375 Lacey / Bond:** JUB has completed and submitted all necessary documentation. The documents are under review with the state. The Green Project Reserve memo is complete. The punch list is done. The District has one more

invoice to pay CB&I. The District is already seeing a savings on their energy bills since the tank has been put online and the wells do not start/stop as much.

2. Ramsey By-Pass with the City of Hayden & HLID: (Action Item) The second payment request was approved by the Board. The project is approximately half done. The District will be reimbursed for one-third of the cost of the project from IDWR. JUB reported the project is going well.

3. Material Port 120' x 32' Roof Only (Maybe 2 Sides): (Action Item) The Administrator decided to put the project on hold pending completion of some ongoing projects and the possibility of the District office needing a new roof.

4. Annexation Agreement with Northwinds: Out for Comment

L. NEW BUSINESS:

5. Personnel Handbook Annual Revisions: (Action Item): The District Administrator suggested the benefit currently accrued as sick leave be switched to PTO, allowing the employees to use the accumulated days as they see fit. The hours would not accrue any faster than they do now. The Board debated the difference between sick leave and PTO and decided to table the issue until the next meeting. An edited version of the Personnel Handbook will be drafted for the Board's review.

6. Vactor Trailer: (Action Item) The Administrator expressed interest and explained the need for the District to purchase a Vactor Trailer or to create something similar. The Administrator provided various options for the trailer, including drill packages, and flush attachments. Vermeer provided three quotes. They ranged from \$59,767.00 to \$229,074.93. The Administrator said the trailer would need at least 1,400 pounds of suction. The District could purchase a trailer for roughly \$76,000.00 that would have what the District requires. Or, the District could lease a trailer, with the option to purchase the trailer later. The trailers are serviced regularly and come with a warranty. The trailers are designed to be pulled by a standard truck. The Administrator is hoping to find a different trailer that meets all of the District's needs and will provide the Board his findings.

7. IPVC Pipe Bid: (Action Item) At the November 2023 Board meeting, the Administrator addressed the issue of purchasing PVC pipe from Korea through PPI American Inc. After the November meeting, the Administrator informed the seller the District intended to hold off on purchasing the pipe. In response, the seller offered a discount on two quotes: \$98,703.17 and \$106,175.32 for 8", 10" and 12" pipes. The pipes would fill two shipping containers. The Administrator pointed out that the District needs the pipe but if the money is spent, the District would lose accrued interest funds. It is unknown whether the cost of local pipes will go up or down. It will take three months to get the pipes from Korea. Purchasing the pipe from Korea will save approximately \$2.00 per foot, totaling thousands of dollars in savings for upcoming projects. The discount offered is only good for a short period of time. If the purchase is not made now, the price will go back up. Shipping is included with the quotes. PPI America offered to store the shipping containers until the District was ready, but this will not be necessary. The District has room. The District will not pay for the pipe until it is received. Director Antrim

made a motion to accept the bid for \$98,703.17 for the purchase of PVC 8", 10" and 12" pipes, seconded by Director James, motion passed.

STAFF REPORT:

Administrator Report: The Administrator provided an oral report. He provided a review of the current and upcoming schedules and events. Also discussed was the office billing software being outdated and the Administrator looking to update the software by using Cloud based systems. This would give the customers the ability to log into their accounts and review the bills and meter reads.

SETTING DATE FOR NEXT MEETING: January 2, 2024

With no further business, a motion to adjourn was made by Director James and seconded by Director Antrim. The meeting was adjourned at 6:38 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator