

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

February 6, 2024
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 February 6, 2024.

- 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 February 6, 2024 agenda as presented, seconded by Director Antrim, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 13 checks (15217-15229), totaling \$9,049.32, eight online payments totaling \$23,184.61 and nine ACH transfer payments totaling \$147,598.27. Director Antrim made a motion to approve the January 23, 2024 special meeting minutes, and the February 6, 2024 financials as presented, seconded by Director James, motion passed.
- G. **PUBLIC COMMENT:** Nothing at this time.
- H. **OBSTRUCTIONS:** Nothing to Report.
- I. **DEVELOPMENT:**
- **Will Serve 10299 Reed Minor Subdivision: (*Action Item*)** The Reed minor subdivision will consist of six lots, over 1.488 acres, and will be known as the Basset Subdivision. The Developer will need to relocate the 2" line and install a new 10" main from south Miles to the southern edge of the property. All connections will come off the new 10" waterline, with two additional residential homes, one north of the project and one south, outside of the subdivision. Director James made a motion to approve the Basset Subdivision, and two additional residential outside of the subdivision, seconded by Director Antrim, motion passed.
 - **Will Serve Carrington Meadow South: (*Action Item*)** Carrington Meadow South will consist of 175 connections for single family homes. The Viking and the District have a Developer Agreement from 2020 which gives the District option to

purchase the Well located on the parcel. The District has until March of 2024 to decide whether or not the District will purchase the Well. The Administrator proposed the District pay for the Well by waiving the annexation fees (\$144,000.00), six 2" CAP fees (\$6,792.96), and granting a \$1,140.00 discount, per connection, for the 175 single family homes (\$199,500.00). This would allow the District to purchase the \$250,000.00 Well without putting money forth for the purchase. In exchange, the District would receive the Well, the water rights, and a half acre lot surrounding the Well. If the Board approves of the Administrator's proposal, a Memorandum of Understanding will be drafted for approval. Director James made a motion to approve the \$1,140.00 connection discount if a Memorandum of Understandings can be approved, and a Will Serve for Carrington South with 175 residential connections, seconded by Director Antrim, motion passed.

- **Conditional Will Serve & Annexation PIN 51N04W-20-7300, 35.1 Acres: (Action Item)** No paperwork has been submitted. The Conditional Will Serve will be addressed at the March Board meeting.

J. OLD BUSINESS:

1. Ramsey By-Pass with the City of Hayden & HLID: The Ramsey By-Pass is almost complete, with the waterline moved to the front on Buckles. Flushing will occur on February 7th, with the final water samples scheduled for February 9th, and a pressure test scheduled for Monday February 12th. The 10" waterline will dead-end at a fire hydrant.

2. Personnel Handbook Annual Revisions / Change Sick Leaves to PTO: (Action Item) Per the Board authorization from the January 2nd Board meeting, the Administrator made a few minor changes to the District Personnel Handbook. Sick leave is now considered PTO. The employees can accumulate no more than 160 hours of PTO. PTO can be transferred from employee to employee, if needed. Finally, the Administrator will have the ability to adjust the holiday schedule as needed. The Board approved and signed the revised handbook.

K. NEW BUSINESS:

3. Nothing at this time.

L. STAFF REPORT:

Administrator Report: The Administrator provided an oral report. He provided a review of the current and upcoming schedules and events.

SETTING DATE FOR NEXT MEETING: March 6, 2024

M. EXECUTIVE SESSION:

Director Antrim made a motion at 5:45 p.m. to hold an Executive Session under Idaho Code 74-206(b): To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student, seconded by Director James, motion passed.

Roll call vote:

Chairman Fleming	Yes
Director Antrim	Yes
Director James	Yes

A motion was made by Director James to end executive session at 6:30 p.m. and return to the regular board meeting, seconded by Director Antrim, motion passed.

A motion was made by Direct Antrim to direct the District Administrator to individually discuss and document the personnel performance and make the necessary changes affecting the District personnel and Board as discussed, seconded by Director James, motion passed. All Board members were in agreement, none opposed.

With no further business, a motion to adjourn was made by Director Antrim and seconded by Director James. The meeting was adjourned at 6:35 p.m.

Respectfully submitted:

Dawn Chidester
District Clerk

Approved by:

Branden Rose
District Administrator