

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

**March 5, 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 March 5, 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, with guest appearances from Lewiston Orchards Irrigation District, District Manager Barney Metz and Financial Manager Jo Ann Cole-Hansen.
- 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 March 5, 2024 agenda as presented, seconded by Director Antrim, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 13 checks (15230-15244), totaling \$59,595.71, nine online payments totaling \$23,297.09 and 10 ACH transfer payments totaling \$177,099.22. Director James made a motion to approve the February 6, 2024 meeting minutes, the March 5, 2024 financials as presented and authorized Ronirae Bocksnick to have access to the Mountain West Bank accounts and grant ACH payment ability, seconded by Director Antrim, motion passed.
- G. **PUBLIC COMMENT:**
- 11259 Stinson Leak Credit: Customer failed to appear. Request denied.
  - 1494 Sutherland Leak Credit: Customer failed to appear. Request denied.
  - 1837 Ridgemont Late Fee Dispute: Customer failed to appear. Request denied.
- H. **OBSTRUCTIONS:** Nothing to Report.
- I. **DEVELOPMENT:**
- **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 April Board meeting if the customer provides the necessary paperwork.

**J. OLD BUSINESS:**

**1. Ramsey By-Pass with the City of Hayden & HLID:** The City of Hayden Actual Cost Utility Agreement was severely amended by the District and Idaho Transportation. The City has agreed to pay for easement relocation and to update crossings. The agreement has been approved by the District attorney and is ready for signature. The Chairman will sign the agreement and the City will put it on their next agenda. The Administrator will provide the City invoices for reimbursement. The blanket easement provided for the Board is what the City seeks to relocate. Director Antrim motioned to approve the Actual Cost Utility Agreement, seconded by Director James, motion passed. Chairman Fleming will sign the agreement. This project is now complete.

The City of Hayden sent the District a letter dated February 16, 2024 requesting the District remove all abandoned waterlines. The District intends to preserve their abandoned lines so that they may be used as sleeves for future projects. A resolution will be drafted to confirm the District's decision.

**K. NEW BUSINESS:**

**2. Billmaster Billing Software Update: (*Action Item*)** The District has experienced a number of problems with their current online payment system (Invoice Cloud). Customers have complained about navigating the system. Billmaster has a much more customer friendly efficient system. The new service will make information more readily available to the customers and allow the District access to the customer emails. The new system would allow the District to send emergency emails about outages, when necessary. After the initial start up costs are paid, the Administrator believes the District will save money with the new software. The new software will also import the payments into the batches for review and entry, saving time and money. Director Antrim made a motion to approve the new software at an annual cost of \$5,280.00, plus a onetime installment fee of \$1,000.00, and the annual cost for Billmaster maintenance assistance, seconded by Director James. Set up time should be approximately two months.

**3. Vermeer Mole and Compressor Bid: (*Action Item*)** The Administrator is seeking approval for the purchase of an air compressor and hole hammer with accessories. The equipment will pay for itself with just a couple of the upcoming boring projects. The District would still contract out for dangerous bores, such as jobs by electrical poles. The total cost will be \$25,839.00. Director James made a motion to approve the purchase of the air compressor, hole hammer accessories, seconded by Director Antrim.

**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:** April 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 6:15 p.m.

Respectfully submitted:  
Dawn Chidester  
District Clerk

Approved by:  
Branden Rose  
District Administrator