

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

May 7, 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 May 7, 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*) The agenda was amended to include the Pace Development Will Serve to Development #3. Director Antrim made a motion to approve the amended May 7, 2024 agenda, seconded by Director James, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 22 checks (15261-15283), totaling \$15,437.58, nine online payments totaling \$22,522.99, and 12 ACH transfer payments totaling \$82,907.93, for a total of \$120,868.50. Director Antrim made a motion to approve the April 2, 2024 regular meeting minutes, and the May 7, 2024 financials as presented, seconded by Director James, motion passed.
- G. **PUBLIC COMMENT:** Nothing to Report.
- H. **OBSTRUCTIONS:** Nothing to Report.
- I. **DEVELOPMENT:**
- **Will Serve for Hazelnut Glen Updated:** (*Action Item*) Hazelnut Glen Subdivision was annexed into the District in 2023. They are requesting an updated Will Serve. Director James made a motion to approve the updated Will Serve for Hazelnut Glen Subdivision, seconded by Director Antrim, motion passed.
 - **Will Serve for Mabrey Estates:** (*Action Item*) Mabrey Estates consists of 4.74 acres. If approved for development, it will be 16 lots. The project has been in the works since 2021. The previous Will Serves have expired. Director James

made a motion to approve the Will Serve for Mabrey Estates, seconded by Director Antrim. Motion passed.

- **Will Serve for Pace Development: (*Action Item*)** 10275 Reed is a .74-acre lot. The homeowners seek to divide the property into two parcels and build a new residence on the second lot. The homeowners request a Will Serve to service the subdivided lot. Director James made a motion to approve the Pace Will Serve, seconded by Director by Antrim, motion passed.

J. OLD BUSINESS:

1. Ramsey By-Pass with the City of Hayden & HLID: The District submitted their first claim for the grant reimbursement for the Ramsey project. The District received one-third of the amount paid. The total reimbursed by the grant for the claim was \$341,781.89. The District intends to submit the second claim shortly.

2. Ramsey Phase 2 & 3: (*Action Item*) Seven bids were received for the project. The bid was awarded to MDM Construction, who came in with a bid of \$342,201.30. MDM Construction has 300 days to complete the project. The road must be paved by October 1st, 2024. With the completion of this project, the District will be able to abandon an old main that is located in customers' backyard. This project will connect services to the front of the properties. This project is great progress for the District. The Board approved the bid, awarding the contract to MDM Construction, verbally and authorized the Director to sign the Notice of Award prior to the May Board meeting. The Notice of Award was signed and submitted by the Administrator. Director James made a motion to award the bid to MDM Construction in the amount of \$342,201.30, seconded by Director Antrim, motion passed.

K. NEW BUSINESS:

3. Debt/Credit Card Payment Restrictions: (*Action Item*) The District recently had a customer complaint about a utility service fee. The customer stated he did not understand there would be a charge. The charge was a card processing fee. The customer was not comfortable with the fee and the credit card process. The customer voiced that he intended to dispute the charge and the payment processed on his credit card. It was explained to him by office staff that if he cancelled the payment there would be a \$15.00 fee added to his account since the third-party service would charge the District that amount. The customer opted not to dispute the fee. Taking credit card payments for customers puts the District in a position of responsibility. The Administrator proposed we have a tablet available for customers to pay their bills in the office. By requiring the customer to process their own payment, it makes them responsible for their payment and fees. This would protect the District from disputes and from taking secure sensitive card information. For phone payments, there is a number on the water bills for the utility service. This number is through a utility payment processing center designed to take phone payments. Customers will still receive assistance when they come into the office, but they will be instructed on how to make their online payments. Director James made a motion to authorize the

office to refuse phone payments through the office and prohibit the staff from taking credit card payments, seconded by Director Antrim. Motion passed.

4. Banking Added Security: (Action Item) The Administrator informed the Board of a secondary security system he heard about through the District bank. The system would allow the staff to submit their payment schedule to the bank and the bank would ensure nothing more was withdrawn from the bank accounts except for the schedule payments. The staff can do a daily search of the accounts to ensure there are no fraudulent charges. If there is a fraudulent charge discovered, the District has 48 hours to dispute the charges. The new security system comes with a monthly charge of \$15.00 per account, per month. The Board decided it was not worth the extra cost for the additional security.

L. STAFF REPORT:

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

The Administrator informed the Board we would need to increase the weekly bank transfers from checking to payroll to \$11,000.00 per week to meet payroll. The bank will be contacted, and the weekly transfer increased.

SETTING DATE FOR NEXT MEETING: June 4, 2024

With no further business, a motion to adjourn was made by Director Antrim and seconded by Director James. The meeting was adjourned at 6:28 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator