

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

February 4, 2025
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 4, 2025.

- A. **CALL TO ORDER:** The meeting was officially called to order at 5:00 p.m. by Chairman Fleming.
- B. **ROLL CALL TO ESTABLISH QUORUM:** Director Dawn Van Vleet (FKA: Antrim), Director Troy James and Chairman Doris Fleming were present. District Attorney Susan Weeks was also present.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **CONFLICTS OF INTEREST:** A conflict will exist for Director James if past employee Curtis Reno appears for Public Comment.
- E. **APPROVAL OF AGENDA:** (*Action Item*) Director Van Vleet motioned to approve the February 4, 2025, agenda as presented, seconded by Director James, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 17 checks (15431-15448), totaling \$10,908.61, seven online payments totaling \$21,272.17, and 15 ACH transfer payments totaling \$63,671.79, for a total of \$95,852.57. Director Van Vleet made a motion to approve the January 7, 2025, regular meeting minutes and February 4, 2025 financials, as presented, seconded by Director James motion passed.
- G. **PUBLIC COMMENT:** Past employee Curtis Reno did not appear. No public comments were heard.
- H. **OBSTRUCTIONS:** Nothing at this time.
- I. **DEVELOPMENT:** Nothing at this time.
- J. **OLD BUSINESS:**
 - 1. **Ramsey By-Pass with the City of Hayden & HLID Phase 2 & 3:** There was nothing new to report.
 - 2. **Looping Line Phantom: (*Action Item*)** There was nothing new to report.
 - 3. **Employee Personnel Handbook Annual Revisions: (*Action Item*)** The Board agreed language should be added to the Personnel Handbook about

employee phone policies. Language should also be added for future employees regarding reimbursement of expenses if they do not maintain employment with the District for one year. A new employee hire contract will need to be executed. The handbook will be updated and provided for the Board for review prior to the next meeting to give them sufficient time to review the new provisions.

4. Billing Postage: (Action Item) The Administrator informed the Board of the cost of paper bills versus paperless bills. To save the District costs, the Administrator proposed giving paperless customers \$1.00 credit for receiving paperless bills. Even with the credit, the District would save money on paperless billing due to the excessive cost of preparing and mailing a paper bill. The \$1.00 credit would be applied to the customer's bill. The Board was not opposed to the credit or encouraging customers to go paperless but did request more information. Director James made a motion to authorize the Administrator to prepare a spreadsheet outlining the costs of paperless versus paper bills to present to the Board at the next meeting, seconded by Director Van Vleet, motion passed.

K. NEW BUSINESS:

5. Customer Credit Cap: (Action Item) The Administrator made the Board aware of District customers who have large credits on their accounts. Some credits are between \$500.00 and \$1,000.00. The issue of customers keeping large credits on their account was debated by the Board. Attorney Weeks mentioned the credits should not be a concern unless they surpass \$50,000.00 in total. Presently, the combined customer credits exceed \$32,000.00. It was discussed whether there should be a cap on how much customers can credit their account and whether they are aware of the credit. Chairman Fleming suggested a cap of \$500.00. The Board suggested contacting the customers that have a credit balance over \$500.00 to inform them of the credit and suggest using their credit. The Board agreed the customers will be called, notes will be taken on their reaction, and the issue will be readdressed at the next Board meeting.

6. Unclaimed Funds: (Action Item) During a recent visit from the District auditor, unclaimed payments were discussed. These payments were made by non-existing customers, through various banks. The auditor suggested we send the payments to the Idaho State Unclaimed Funds. Director Van Vleet made a motion to send the unclaimed payments to the Idaho Unclaimed Funds, seconded by Director James, motion passed.

7. Tank Inspection: (Action Item) As part of the tank warranty, the tank must be inspected annually for the next five years and then inspected every five years thereafter. The Administrator reached out to three inspectors for bids and information. Aquadrone came back with an estimate of \$750.00. They use a sanitized drone to inspect and perform maintenance in the tank. Director James made a motion to approve the inspection to be performed by Aquadrone for an estimated fee of \$750.00, seconded by Director Van Vleet, motion passed.

L. STAFF REPORT:

Administrator Report: The Administrator provided an oral report, reviewing the current and upcoming schedules and events, including updates on the T-Mobile

agreement. Also discussed were the Fitzgerald properties. The Fitzgerald's wish to enter into the Water Service Agreement presented. Director James made a motion to approve the Water Service Agreement, seconded by Director Van Vleet, motion passed.

SETTING DATE FOR NEXT MEETING: March 4, 2025

M. EXECUTIVE SESSION:

Director James made a motion at 5:55 p.m. to hold an Executive Session under Idaho Code 74-206(f)(l), Advise legal representative or public awareness of probable litigation, and Personnel Matter, Idaho Code 74-206(b), seconded by Director Van Vleet, motion passed.

Roll call vote:

Chairman Fleming	Yes
Director Van Vleet	Yes
Director James	Yes

A motion was made by Director Van Vleet to end the executive session at 6:50 p.m. and return to the regular board meeting, seconded by Director James, motion passed.

A motion was made by Director James to direct the Administrator and Attorney Weeks to move forward with writing a letter to Lake City Law to inform the City of Hayden of the District's intent to have a judgment made by the courts over the HLID 1910 platted easements, seconded by Director Van Vleet, motion passed.

A motion was made by Director Van Vleet to implement salary increases effective March 20th for the staff and Board of Directors, as discussed by the Board in executive session, seconded by Director James.

With no further business, a motion to adjourn was made by Director James and seconded by Director Van Vleet. The meeting adjourned at 7:15 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator