

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

March 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 March 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, Director Troy James, and Chairman Doris Fleming were present.
- C. **DECLARATION OF A QUORUM:** A quorum was declared.
- D. **CONFLICTS OF INTEREST:** No Conflicts.
- E. **APPROVAL OF AGENDA:** (*Action Item*) Director Van Vleet motioned to approve the March 4, 2025, agenda as presented, seconded by Director James, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 17 checks (15449-15466), totaling \$38,068.44, eight online payments totaling \$24,963.94, and 12 ACH transfer payments totaling \$50,536.40, for a total of \$137,408.94. Director Van Vleet made a motion to approve the February 4, 2025, regular meeting minutes and March 4, 2025 financials, as presented, seconded by Director James motion passed.
- G. **PUBLIC COMMENT:** Nothing at this time.
- 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:** The project has resumed and will proceed down Dakota. The City of Hayden will proceed down Ramsey, to Lacey, for the sewer. There are a few issues to finish from last fall. The District hopes to have the project completed by August 2025.
 - 2. **Looping Line Phantom:** (*Action Item*) Nothing to report at this time.
 - 3. **Employee Personnel Handbook Annual Revisions:** (*Action Item*) The Administrator added language regarding the phone policy. The Board approved

and signed the revised Personnel Handbook. The new handbook will be presented to the staff for signature.

4. Billing Postage: (Action Item) After reviewing all the facts, it was determined the postage, and all costs associated with sending a paper bill, will cost more than giving customers a \$1.00 credit for going paperless. If an account has more than one person on the account, all parties must go paperless to receive the credit. For the credit to be applied, no more than two people can be on the account since Invoice Cloud only allows two emails to be added. If necessary, the owner may be removed from the account to allow their property management and tenant to go paperless. This can only be done at the owner's request. A form would need to be created for the owner to sign, releasing their interest in receiving a bill. Director James made a motion to promote and implement the paperless billing and \$1.00 credit, seconded by Director Van Vleet.

5. Customer Credit Cap: (Action Item) The District staff checked with the customers who held large credits on their accounts. Most of the customers were unaware they had such large balances. A few other customers opted to make large payments instead of paying the bill monthly. The Board felt nothing needed to be done regarding these accounts. However, the office staff should alert customers when their credit is over \$500.00.

K. NEW BUSINESS:

6. Office Remodel: (Action Item) The District office needs updating. The design is not conducive to the District's needs to conduct business. The original office was designed on a budget, with a smaller staff, for a smaller District. The Administrator produced a new floor plan for the District office. The Administrator sought the advice and services of an electrician and plumber. The Administrator would like to design the office working space to add windows and expand the working space. More windows would mean more natural light. Better lighting will be added to the ceiling. The Administrator believes the remodel can be done for approximately \$25,000.00 to \$30,000.00. The Administrator would also like to add an extension to the shop to house the heavy equipment. The shop process would be spread out over time. The sidewalk and curb/gutter would be necessary to meet the City of Hayden standards and/or requirements when the District adds to the shop or adds another shop. Director James suggested drafting building plans for the shop. The Administrator will get plans and bids for the shop. Some of the remodeling will require building permits but not all. The Administrator is presently seeking approval for the office remodel and to start the planning phase of the shop with frontage improvements, plus replace the parking lot asphalt. Director James made a motion to approve the office exterior, asphalt and sidewalks, and the office remodel, for an estimated cost between \$25,000.00 to \$30,000.00, seconded by Director Van Vleet, motion passed.

7. Office Extension of the Shop, New Roof & Parking Lot: (Action Item) This topic was discussed in New Business No. 6.

8. Dakota Sidewalk & Approaches: (Action Item) This topic was discussed in New Business No. 6. When the sewer is installed down Dakota, the District will put

in a sidewalk. Part of the demonstration landscaping will have to be removed to make room for the sidewalks.

9. HARBS Construction Easement: (*Action Item*) A forcemain will be installed down Dakota. HARBS is requesting a construction easement. The Administrator can create the easement and send it over for approval and signature to HARBS. Director Van Vleet made a motion to approve the HARBS construction easement, seconded by Director James, motion passed.

10. Support for Administrator Running for City Council: (*Action Item*) The Administrator would like to run for City Council and is seeking approval to do so. The Board felt there could be advantages to the Administrator being involved with the City Council. The legalities will be confirmed with the District Attorney to confirm that running for City Council does not hinder the Administrator's position with the District.

11. Sale of Surplus Vehicle, 2013 F150: (*Action Item*) The Administrator requested authorization to sell the 2013 F150. It would be sold through a sealed bid, with the highest bidder being awarded the truck. Director James made a motion to proceed with the sale of the 2013 F150, seconded by Director Van Vleet, motion passed. The sale will be posted in the local newspaper, swap and shop, and Craigslist. The sale must be advertised for 30 days. The bid will be selected at the May 6th board meeting.

L. STAFF REPORT:

Administrator Report: The Administrator provided an oral report, reviewing the current and upcoming schedules and events.

SETTING DATE FOR NEXT MEETING: April 1, 2025

With no further business, a motion to adjourn was made by Director Van Vleet, seconded by Director James, motion passed. The meeting adjourned at 6:59 p.m.

Respectfully submitted:
Dawn Chidester
District Clerk

Approved by:
Branden Rose
District Administrator