

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

**January 7, 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 January 7, 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 Antrim, Director 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 James motioned to approve the January 7, 2025 agenda as presented, seconded by Director Antrim, motion passed.
- F. **APPROVAL OF MINUTES & FINANCIALS:** (*Action Item*) There are 22 checks (15409-15430), totaling \$9,292.12, nine online payments totaling \$24,659.37, and 14 ACH transfer payments totaling \$160,253.55, for a total of \$194,205.04. Director Antrim made a motion to approve the December 3, 2024 regular meeting minutes and January 7, 2025 financials, as presented, seconded by Director James motion passed.
- G. **PUBLIC HEARING FOR ANNEXATION OF PROPERTY INTO DISTRICT:**
- Hayden Sky Subdivision Annexation – Appeal: With no appeals received, Hayden Sky Subdivision, a 127.64-acre parcel, is officially annexed into the District.
- H. **PUBLIC COMMENT:** Nothing at this time.
- I. **OBSTRUCTIONS:** Nothing at this time.
- J. **DEVELOPMENT:**
- **1810 Honeysuckle Lot Division:** 1810 Honeysuckle is a 1.13-acre parcel that backs up to Tumbleweed Circle. The owner wishes to divide the lot into two parcels. They will require a second connection and will need to tap into the line off Tumbleweed. The customer intends to sell the second parcel once divided.

Director Antrim made a motion to approve the property division for a second lot off 1810 Honeysuckle, seconded by Director James, motion passed.

**K. OLD BUSINESS:**

**1. Ramsey By-Pass with the City of Hayden & HLID Phase 2 & 3:** The final payment for phases one and two were approved for payment. The final retainage was released. MDM Construction hopes to return to work on the project in February, but it may be later, depending on the weather.

**2. Looping Line Phantom: (*Action Item*)** The Building Permit Application was signed. The District will be installing a 12" line down Phantom Drive which will loop into Atlas. The District anticipates the costs to be approximately \$150,000.00 but that is not a set amount.

**L. NEW BUSINESS:**

**3. Employee Personnel Handbook Annual Revisions: (*Action Item*)** The Personnel Handbook was provided for the Board of Directors in advance to provide them with adequate time to review the handbook. The Administrator and Board made some minor revisions to the handbook during the meeting, including language updates to the Employee Benefits and adding a provision to the Employment Start Up forms. From here on forward, employees can bank up to 160 vacation hours. Anything above the 160 hours must either be used or cashed out. The Administrator suggested adding language regarding the insurance deductible reimbursement benefit the employees receive. The current Board was unaware of this benefit since it was not in the handbook. The benefit has been in place for over a decade. Due to the increase in insurance rates, the Board was opposed to the employees receiving the insurance deductible reimbursement. This benefit is now cancelled. In error, an employee, who has since resigned, was paid in full for the deductible reimbursement, despite having not met the full deductible costs. This was addressed with the Board. The Administrator volunteered to repay the overage paid to the employee, since the overpayment was approved. The Board informed the Administrator he was not required to pay the overage. The past employee will be invoiced for repayment of the funds.

**4. City of Coeur d'Alene MOU Property Service Disconnect: (*Action Item*)** The District was informed by the City of Coeur d'Alene that the customer paid their bill.

**5. 2025 GMC Siera 1500 Payment Authorization: (*Action Item*)** The 2025 GMC should arrive at the dealership soon. The next step is for the bedliner to be installed. Then, the truck can be picked up. It is anticipated that the truck will be ready before the next Board meeting. The Administrator requested authorization to make an ACH payment for the truck prior to the next meeting, if the truck is ready as expected. Director Antrim authorized the Administrator to make an ACH payment to pay for the truck prior to the next meeting, seconded by Director James, motion passed.

**6. Billing Postage: (*Action Item*)** The District is spending large amounts of money to mail the customers water bills. Postage costs increase regularly, with the postage cost for the last year being over \$24,000.00. The postcards for billing add

an extra cost as well. There is also a routine cost for the postage machine toner and maintenance lease. The District does pay for the online paperless bills, approximately \$.25 per customer, but the cost is cheaper than the paper bills. Paperless billing provides customers with reminders numerous times in the billing cycle, which helps prevent missed payments and avoids lost postcards. Paperless billing is the best method for the District customers to receive their bills and it saves the District money. The Administrator is proposing, if the Board approves, that the customers receive an extra \$1.00 charge if they opt to receive paper bills. This would give customers an incentive to switch to paperless. This issue was undecided and will be addressed by the Board again at a later date.

**M. STAFF REPORT:**

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

**SETTING DATE FOR NEXT MEETING:** February 3, 2025

With no further business, Director James made a motion to adjourn, which was seconded by Director Antrim, motion passed. The meeting was adjourned at 6:40 p.m.

Respectfully submitted:  
Dawn Chidester  
District Clerk

Approved by:  
Branden Rose  
District Administrator