

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
December 21, 2022

Call to Order and roll call: Chairman Jack Howard opened the meeting at the District Maintenance Shop at 2:00 pm and a roll call confirmed that Brett Babcock and Kass Larson were also present. Mr. Bopp also arrived at 2:15pm

Others: Treasurer Julia MacDonald and Operators Brad White and Jason Barnhart were present.

Guests: Jacob Copeland and Paul Lacasse from Coolin Sewer District and Michael Reina

Approval of the Agenda: Next, Mr. Larson made a motion, seconded by Mr. Babcock to approve the agenda and it passed unanimously.

Members of the Public:

Mr. Reina stated that he has two houses that he rents VRBO for up to 16 people in each home for 3 months of the year. He stated that nobody wants to rent in the winter months and is struggling with the continuous monthly expanded use fee. Chairman Howard explained the expenses of the District and the concept of ERU's and the calculation. Then, Mr. Babcock explained that a VRBO use is a change from the original intended use which makes them a different category of user. Then Chairman Howard spoke of the capital needs and the impacts of additional users and that pump size and infrastructure must accommodate the extra people at the peak time. Next he explained the 7% tax that the City of Sandpoint is charging for gross proceeds for VRBO rentals. Mr. Reina asked about reducing the ERU charge and Mr. Babcock explained that he can reduce the occupancy to reduce the expanded use charge.

New Business – All Items are Action Items

Resolution – Fee Schedule & ERU Schedule:

Next, the Board considered the fee schedule Resolution 22-03 to adjust the fee for the US Corp of Engineers at Springy Point Campground and with a motion by Mr. Larson and a second by Mr. Bopp the resolution was unanimously approved.

Employee Manual Updates

Ms. MacDonald explained the changes to delete comp time from the manual and to add a new job description and parameters for part time salary exempt. After discussion and with a motion from Mr. Larson and a second from Mr. Bopp the amended manual was unanimously approved.

Billing Considerations

Short Term Rentals: Ms. MacDonald brought forth a patron's request to include the total ERU's paid monthly on an account for use in the calculation for ERU's for expanded use. After discussion, a motion was made by Mr. Bopp and seconded by Mr. Larson to include the ERU's paid by account in the calculations and the motion passed unanimously.

ADU Discoveries: The Board considered the ADU discoveries and discussed the charges and the progress of the audit for additional users in the District. Next the Board instructed staff to inspect properties when there is a pending change in ownership.

General Fund (from Excess Sales Tax)

Ms. MacDonald explained the use of the excess sales tax as being for general purposes such as office equipment, insurance or subscriptions that are not specific to Water or Sewer fund.

Equipment Purchase

The Operators presented a quote for a snow blower to expedite making trails into lift stations. Mr. Babcock suggested they should have snowshoes. Chairman Howard expressed concerns about safety of loading and unloading the machine on the truck and offered to loan his machine for testing. Mr. Larson also offered his unused machine as a loaner and all were in agreement.

Operator Backup

Ms. MacDonald has rehired a temporary employee to cover the next few days while Mr. Barnhart is out of range and Mr. White is out on temporary injury restrictions. The Board discussed the need to consider an on call resource for the District when both of the operators are out and Mr. Babcock suggested that we keep Water Systems Management in mind as a resource and all were in agreement. Mr. Larson brought up the need to limit the job duties of temporary employees and Mr. Bopp added that temporary employees shouldn't work with chlorine or use heavy equipment without direct supervision.

Capital Project Review

New project Approvals: Ms. MacDonald informed there were currently no additional projects to approve to the capital list but the fire hydrant repairs may approach the capital threshold with repairs expected to resume in the spring.

New Building Permit Review: None presented

Old Business – All Items are Action Items

Sewer Line Repair:

The Chairman updated the Board that the engineer submitted the timeline for completion and is working with DEQ.

Resolution for Additional Re-Use Land:

Chairman Howard stated there is a bank interested in financing the lease with an acceptable down payment and rate with PAC working on the proposal.

Consent Agenda

Mr. Babcock then made a motion, seconded by Mr. Larson to approve the attached Consent Items and the motion passed with Mr. Bopp voting no.

Minutes

Paid Invoices

Approval of Financials

Treasurer's Report

Maintenance Report

Water Reclamation Report

Adjournment: A motion by Mr. Larson and second by Mr. Babcock was made to adjourn the regular meeting of the Board of Directors at 3:34pm. Motion carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

Jack Howard
Chairman of the Board