

## **REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS**

Southside Water and Sewer District  
P.O. Box D, Sandpoint, Idaho 83864  
April 19, 2023

**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 Jim Haynes, Doug Bopp and Brett Babcock were also present.

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

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

**Members of the Public:** None present

### **New Business – All Items are Action Items**

#### **Set FY 23-24 Budget Hearing Date:**

The Board approved submitting notification to the County Clerk the budget hearing date of September 20th at the Maintenance Shop at 2:00 PM.

#### **Ratification of Resolution 2023-001 - Lease with Purchase Option:**

Chairman Howard brought forth Resolution 2023-01 for the lease with purchase option of the 15 acres at the land app site to be ratified back to the March 22<sup>nd</sup> date of the down payment and signing of the lease/purchase agreement as noted from the March Board meeting. Mr. Haynes made a motion to accept and ratify the Resolution, and with a 2<sup>nd</sup> from Mr. Babcock, the board voted all in favor to sign the Resolution with Mr. Larson absent.

#### **Judicial Confirmation Discussion:**

Chairman Howard informed the Board that when we are ready with a completed facility plan and reuse permit our attorney has agreed to execute the judicial confirmation for a loan with USDA to pay off the 15 acre lease. He explained that with a loan from USDA, the District can pay off the lease and also request funds for other planned sewer capital projects at a lower interest rate.

#### **WW Treatment Land:**

##### **Determination for Logs**

Chairman Howard stated that he and Mr. Bopp had inspected the clearing of the Murphy exchange property and determined a significant cost of the logging was to improve the land for future development of the treatment lagoon so a negotiated share of the log profits was paid out to the Murphy's as agreed in the exchange contract.

##### **Contract Terms for Water Service**

Next, Ms. MacDonald brought forth the contract for services for the Murphy's water line to determine the scope of the work involved. After discussion, the Board agreed that the contract terms and property lines need to be clarified before the work proceeds and tabled the discussion for the next meeting with Chairman Howard and Mr. Bopp to clarify the scope of work and how the water accounts and meters will be applied to the properties. Ms. MacDonald

stated that the project is over the approved budget and asked for an estimate for the cost of installation. Mr. White said they have the materials and it will take at least a few days to install.

### **Operations:**

#### **Safety Equipment Review**

Next, Mr. Howard discussed a respirator that is available to be used in the chlorine building that must be certified and easy to access. Mr. White described an alternative policy of calling the fire department if there is a leak. Mr. Bopp added that the respirator was provided after a prior operator was injured with the gas and there should be a policy for wearing the respirator when working in the chlorine building. After discussion, Mr. White was instructed to look at the current policy and to also equip the maintenance shop and trucks with first aid items. Next, Mr. White said there wasn't a definite policy outlined in the current safety manual for working with the chlorine. Chairman Howard directed staff to ask ICRMP if there is a policy that the District should use and the issue was tabled.

#### **Supply Inventory Review**

Next, the Board discussed items that are needed to keep in stock. Mr. White wants to have parts in stock for emergencies and when there is a lag in availability. Mr. Babcock stated that he is in favor of having inventory of critical items.

#### **Trees on Land App Site Discussion**

Next, Mr. White said a large percent of the new trees have been lost to either heat in the summer or rodents during the winter months and asked if the District should plant trees again or plant hay. After discussion of the issues, the item was tabled until next month.

### **Administration:**

#### **Non User Fees – Pending Connections**

Next, Ms. MacDonald explained the issue of recent years pending sewer and water connections that have been paid but are not in construction yet and asked if there should be a non-user fee applied at this time and the Board directed to start charging a non-user fee for water connections and to not accept payments for connections until they are ready to hookup.

#### **Authorization to Change Transfer Account for State Investment Pool**

Next, Ms. MacDonald requested to change the transfer bank for the State Investment Pool to facilitate the transfer of property tax revenue to be held where it makes a better rate of return for the District until it is needed to make the lease payments. The Board directed, as policy, to bring each transfer request to the Board with authorization documented in the meeting minutes. The Board unanimously approved the change, after a motion by Mr. Haynes and a second from Mr. Babcock.

### **Capital Project Review FY 22-23**

#### **Approval to Add Service Truck**

Next, the safety issue of the service truck was explained. Mr. Babcock stated that used trucks are currently not easy to come by. After discussion, Chairman Howard directed to take the truck to be fixed for the issue and for staff to continue looking for a used replacement truck.

#### **Lift Station Parts**

Mr. White explained the lift station stock that was originally ordered for a previous year's lift station project is sitting at Consolidated Supply and we can either purchase it or pay the restock fee and he explained that the stock can be used for other projects. After discussion the Board directed to purchase the stock and add to the capital budget using the available ADHOC sewer budget.

**New Building Permit Review:**

Ms. MacDonald presented a permit application for an ADU at 1008 Lakeshore but the landowner says that there won't be an ADU and is only renovating an existing barn to an office and shop. Ms. MacDonald stated as policy the land owner would amend the application with the County before the Board sign off on the permit and staff was directed to relay that information to the land owner.

**Old Business – All Items are Action Items**

**Approval of WW Facility Plan:**

Item was removed as the plan was approved with pending updates at the last meeting.

**Sewer Line Repair:**

Chairman Howard stated that he is working with the property owners on the easement and has requested more frequent status updates from the engineers so the District can keep the property owner informed. The Chairman requested Mr. Bopp to work with the operators and the property owner to approve the lift station plan as revised by Operator White and Amped Pump.

**Additional Re-Use Land - Funding:**

Next, as discussed earlier, Chairman Howard reiterated the judicial confirmation needed for funding with USDA for the additional re-use land and the additional aeration project needed to avoid moratorium.

**ARPA Grants - Funding:**

Next, Chairman Howard informed the Board that the contract with the Engineers needs to be signed before going forward with Phase 1 of the Water System Improvement plan as presented (Attachment A).

**Consent Agenda**

Chairman Howard asked about the O&M sewer deficit and Ms. MacDonald informed that the price of the chlorine gas cylinders had increased significantly and in March there was a large expenditure for charcoal for the lift station filters and some of the costs had bled over from February.

Mr. Haynes then made a motion, seconded by Mr. Babcock to approve the attached consent items and the motion passed with Mr. Bopp voting no.

**Minutes  
Treasurer's Report  
Engineers Report**

**Paid Invoices  
Maintenance Report**

**Approval of Financials  
Water Reclamation Report**

**Roll Call for executive session:**

The Board entered executive session at 3:28 pm citing Idaho Code 74-206 (f) to communicate with legal counsel regarding litigation with a motion from Mr. Haynes and a second from Mr. Babcock. And with a roll call vote, all were in agreement. Mr. Larson was absent.

Jim Haynes            Yes  
Chairman Howard    Yes  
Brett Babcock        Yes  
Doug Bopp            Yes

Mr. Haynes moved to exit executive session at 3.37pm with a second from Mr. Babcock. And with a roll call vote, all were in agreement.

Jim Haynes            Yes  
Chairman Howard    Yes  
Brett Babcock        Yes  
Doug Bopp            Yes

No action was taken.

**Adjournment:** A motion by Mr. Babcock and second by Mr. Haynes was made to adjourn the regular meeting of the Board of Directors at 3:40 PM. Motion carried unanimously.

Respectfully Submitted and Approved:

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Julia MacDonald  
Treasurer/Administrator

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Jack Howard  
Chairman of the Board