

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
May 17, 2023

Call to Order and roll call: Chairman Jack Howard opened the meeting at the District Maintenance Shop at 2:04 pm and a roll call confirmed that Jim Haynes, Doug Bopp, Kass Larson and Brett Babcock were also present.

Others: Treasurer Julia MacDonald, Operators Brad White and Jason Barnhart were present as well as the Engineer Kyle Meschko.

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

Members of the Public: Tom Vanderford from 561 Lakeshore

Sewer Line Repair and Lift Station: Old Business Action Item:

Chairman Howard opened the meeting with this item. Mr. Meschko updated Mr. Vanderford that the easement has been signed and filed with the county. He also updated on the progress of the project and the other items needed before going out to bid and the potential timeline to complete. Mr. Vanderford stated that his contractor is ready to start building his terrace wall but is on hold until the temporary sewer line is removed because they are planning to access from above and over the bank instead of from the water side. With these concerns, they discussed the Vanderford's plans for construction and ways to allow access and work to progress without expensive alternatives. After discussion, Mr. Vanderford will set up a meeting with his contractor (Lippert), Mr. White and Mr. Meschko in the next week and Mr. Meschko will provide a status update for the Board. Mr. Bopp brought up the plans and specs for the lift station and he and the maintenance crew will meet with the engineer to discuss.

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Operations:

Pole Barn for Rural Water Generator

Chairman Howard opened the discussion by informing that Rural Water has generators to loan and is looking for a place to store them and may be interested in storing them at our facility if we provide a storage facility and that we would get first use when needed. Mr. White informed there would be 6 to 8 generators on trailers and the storage building would need to be around 40 x 60. Power and security will be needed and liability concerns addressed. After discussion of the issue, the Board directed staff to get more information.

Spare Pump Approval

Next, Mr. White explained one of the Jones Road lift station pumps was replaced with a spare that serves two lift stations with two pumps each. He informed that the District still has one emergency backup pump for these stations and they recently installed 3 phase monitor protection at both stations. The Board considered rebuilding or replacing the old pump with a second spare at over \$19,000. After discussion of the issue of spare pumps needed, the board directed staff to instead invest in spare pumps for the Dolsby and Swans lift stations.

Administration:

Ratify Change in FY 23-24 Budget Hearing Date

Because of timing issues of budget reports due to the County in early September, Mr. Haynes made a motion to ratify the emergency email approval to change the budget hearing date from September 20th to August 16th and to re-submit notification to the County Clerk before April 30th, and with a second from Mr. Bopp, the Board unanimously approved.

Crossflow Testing/Billing Discussion

Next, Chairman Howard voiced a patron's suggestion that the District consider an option to contract with a company to do the backflow testing for the District patrons with backflow devices and add it to the billing. After discussion of the issue and the administrative complications, staff was directed to continue following the current process and issue a shut off warning if the patron doesn't comply by the date on the letter. Ms. MacDonald informed this year's letter required the testing to be done by July 31st. Staff was directed to change the required test-by date to June 1st for the 2024 compliance.

Request to consult/hire IT professional to set up office email and server

Next, Ms. MacDonald requested approval to consult with Sandpoint Computers to consolidate the two admin emails and to determine best action for moving forward with a multiple user system. After discussion, the Board authorized the initial consult and to initiate a monthly contract if it meets approval of staff and Mr. Larson who will attend the initial meeting.

Capital Project Review FY 22-23

Request to Transfer funds from Capital to O&M

Ms. MacDonald presented the Capital Project Report and requested authorization to transfer funds for Capital expenditures of \$27,792. The Board unanimously authorized the transfer with a motion from Mr. Larson and a second from Mr. Haynes.

Re-balance Project Budget & Additions

Ms. MacDonald requested to allocate capital funds to the Murphy Land project of \$22,000 to cover current expenditures and the projected amount to complete the project. The Board directed staff to allocate the funds from the Ad Hoc sewer and to balance out the other completed projects. Mr. White provided an update on the search for a service truck and Mr. Babcock informed of an option that may be available in the fall. After discussion, staff was directed to continue to search for available service trucks.

New Building Permit Review:

Ms. MacDonald presented a permit application and approval form for a single family dwelling at 879 Comeback Bay Lane and a remodel project at 687 Lakeshore that may require a change in building plans or a signed variance agreement for encroachment on the sewer easement. After discussion, the sewer request was approved and staff was directed to contact the homeowners in regard to the easement.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Operations:

Safety Equipment Review

Next, Mr. Howard discussed the issue of the respirator and the recommendations from IRWA. After discussion, the Board instructed staff to put the SCBA at a place where it is accessible and an eye wash station should be available to use as well and the issue was tabled for the next meeting to bring back ideas for areas to store and place the items.

Trees on Land App Site Discussion

Next, the Board discussed the issue of the loss of trees at the land application site. Mr. White asked if the permit would allow for planting larger perimeter trees and hay for the remainder. Mr. Meschko added that he will set up a quick call with DEQ to see if the permit can be adjusted. Mr. White estimated the 12' tall spruce trees may be around \$150 per tree and would be about \$5,000 for the project and with a motion from Mr. Haynes and a second from Mr. Larson, the Board unanimously authorized to go forward with planting perimeter trees pending approval of the permit adjustment.

WW Treatment Land Boundary Adjustment Contract:

Contract Terms for Water Service

The discussion was tabled 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.

ARPA Grants - Funding:

Mr. Meschko discussed the inspection of the reservoir and a well site evaluation. The Board discussed the issues with the old liner and cleaning of the reservoir and Mr. Bopp brought up a second reservoir option on property potentially donated for trade for water service connections. The Board discussed possible issues and project management for the entire project. Mr. Meschko stated that he will provide an amended engineering scope to include the second reservoir for the Board to review in the next few weeks.

CONSENT AGENDA

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

Adjournment: A motion by Mr. Haynes and second by Mr. Bopp was made to adjourn the regular meeting of the Board of Directors at 4:46 pm and the motion carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

Jack Howard
Chairman of the Board