

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
June 21, 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, Doug Bopp, Kass Larson, Brett Babcock and newly appointed Director Greg Keibler 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. Larson made a motion, seconded by Mr. Babcock to approve the agenda and it passed unanimously.

Members of the Public: Robert Morris, Randy Carne

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Robert Morris Water Connection:

Next, Mr. Morris explained the issue with the water meters at his properties on Sherwood Drive and would like to reactivate one of the accounts and Ms. MacDonald explained a letter was found in the file that suggests there was a clerical error when the home was torn down and the account was made inactive and billing ceased in 2015 and it should have been made a non-user account and billed \$4 per month. The Board and Mr. Morris agreed to reactivate and bill the account as a non-user account retroactive to the time the home was torn down.

Next, Mr. Carne raised concern about the easement for the water line to the Morris properties and would like clarification on the easement that goes through his property. The easement issue was tabled to gather more information.

Swearing in of the Directors:

Next, Chairman Howard introduced Greg Keibler who resides as a qualified elector in the District and has offered to fill the open Director position and with a motion from Mr. Larson and a second from Mr. Bopp all members agreed to appoint Mr. Keibler to the open position and he was sworn in as a Director to serve until the next biannual election. As an unopposed candidate, Mr. Bopp was sworn in for a second 6 year Director term.

Appoint Officers:

Next, Chairman Howard made a motion, seconded by Mr. Larson to nominate Ms. MacDonald as Secretary/Treasurer and the motion passed unanimously. Next, Mr. Howard made a motion, seconded by Mr. Bopp to nominate Mr. Larson as Vice Chairman and the motion passed unanimously. Next, Mr. Larson made a motion, seconded by Mr. Babcock to nominate Mr. Howard as Chairman and the motion passed unanimously.

Add/Remove Signers:

With a motion from Mr. Larson and a second from Mr. Bopp, the Board directed staff to initiate the paperwork to remove all bank account and investment authorizations for retired board member, Jim Haynes and to add signing authority to Gregory (Greg) Keibler for all Southside Water and Sewer Bank Accounts and the State Investment Pool.

Mr. Keibler left the meeting at this time.

Amend By Laws for New Budget Hearing Date:

Next, Ms. MacDonald presented the amendment for the By-Laws regarding the new budget hearing date to be in August instead of September due to the reporting requirements for the property tax levy and with a motion by Mr. Bopp and a second from Mr. Larson the amendment was unanimously adopted.

Preliminary Budget Review:

Ms. MacDonald presented the draft budget for consideration and explained there was no rate increase presented in the draft, but funds are pulled from reserves to balance the sewer budget and the board can impose up to a 5% increase without a rate hearing if they choose. She explained there is an annual 3% property tax levy increase available to all taxing Districts and if the Board wants to forgo the increase this year, she recommends reserving it for future Boards to consider. The Board discussed the budget items and the distribution of the property tax levy in the General Fund to cover the Linscott lease, capital improvements and administrative expenses. After discussion, the board tabled the budget discussion for the July meeting.

Source Water Protection Grant Discussion:

Next, Mr. Howard presented the DEQ source water protection grant that was recently made available for application. The Board discussed the option to use the grant to decommission a well and Mr. Larson agreed to follow up with the application process.

ARPA Water System Improvement Review:

Next, Mr. Meschko presented the well site evaluation report for the initial siting of the well and requested District approval to submit the report so they can schedule an onsite meeting with DEQ. And with a motion from Mr. Larson and a second from Mr. Bopp, all were in favor of submitting the well site evaluation report to DEQ to proceed with the source water well project. Mr. Meschko discussed the tank project and Chairman Howard suggested a future workshop to discuss the tank and the PER for the tank.

Operations:

Employee Policy Review

Ms. MacDonald presented adjustments to the employee policy regarding the work week, overtime pay, and personal mileage for callouts. After discussion, the issue was tabled for further review.

Employment contract review

Next, Mr. White informed the Board that he will be retiring Jan 1, 2024.

Administration:

III_A Joint Powers Acknowledgement – Health Insurance

With a motion from Mr. Bopp and a second from Mr. Larson, the Board unanimously directed Chairman Howard to sign the acknowledgment.

Water Overage Forgiveness Consideration

Next, Ms. MacDonald presented the letter from a water customer at 2016 Lakeshore Drive who is requesting overage forgiveness for a leak that occurred over the winter and confirmation that

the leak had been repaired in May. The calculations were presented for the winter months and separately for the portion of the month of May. After discussion of the leak issue, Mr. Babcock made a motion to allow the one-time forgiveness of the winter overage portion of \$454.50, and with a second from Mr. Bopp, the motion was unanimously approved.

Capital Project Review FY 22-23:

SCADA Project Update

Mr. White informed that there hasn't been any progress on the project due to personnel changes at Amped Pump. Chairman Howard requested references for alternative contractors for the Board to consider if Amped Pump doesn't have time or personnel resources to finish the project and Mr. Meschko will follow up with contact information for some experienced SCADA contractors that he has worked with and the issue was tabled.

New Project Additions

Next, Ms. MacDonald informed the Board of several pumps that have been, or need to be replaced and requested Board approval to add \$8,800 for replacement pumps for the Buck Run station. \$11,000 for the Lally station rebuild, \$12,000 pump and supplies for the Swans station and \$8,000 pump for the Dolsby station. With a motion from Mr. Larson and a second from Mr. Babcock the board unanimously approved adding the projects to the 22-23 list. Next, Mr. White said there is a short at the Green Acres station and they need to replace with new wires and he estimated \$10,000 to drill and pull new wire. After discussion of other options, Mr. Bopp will follow up on the options and the issue was tabled for the next meeting.

New Building Permit Review:

None presented.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Operations:

Safety Equipment Review

Accessible placement of the respirator and eye wash station is still being determined by staff and the issue was tabled for the next meeting.

Trees on Land App Site Discussion

Next, Chairman Howard reiterated last month's decision to go forward with planting perimeter trees and grass hay on the tree permitted portion of the land app site and Mr. Meschko said that he had a meeting with DEQ and will submit the amendment to the reuse application permit and Chairman Howard stated that he will update the QAPP and the issue was tabled.

WW Treatment Land Boundary Adjustment Contract:

Contract Terms for Service

No action was taken and item was tabled for the next meeting.

Sewer Line Repair:

Mr. Meschko updated the Board with an alternative repair option that had been presented following the last meeting when he met with Mr. Bopp, the Operators, Mr. Larson and Mr. Vanderford who said his contractor (Lippert) is willing to reinstate the sewer line as it currently lays and bring it up to standards concurrent with installing the new retaining wall for the Vanderford's. Mr. Meschko checked with Chris Westerman at DEQ who said the current work with engineering for the new lift station and line will be covered by the emergency grant but if the Board chooses to use this other option, the private work can't be funded by the grant. He stated that the District would probably need to fund their required elements for completion. Chairman Howard informed that he had reached out to the attorney, Susan Weeks, who advised that we can donate materials if that is helpful and she additionally suggested a hold harmless agreement and to initiate the release of the new easement that was executed for the lift station and line. Mr. Meschko suggested a follow-up meeting with Mr. Vanderford, the contractor, Keller and staff before work is started.

ARPA Grants - Funding:

No discussion or action. Chairman Howard directed to remove this item from the agenda.

CONSENT AGENDA

Mr. Larson informed the Board that he has taken over the water reclamation report from Jim Haynes and will review how to look at the trends. Next, Mr. Babcock requested an update on the Hawkins Road water line repair and expressed concern with the time to find the leak that had been apparent for a while. Mr. White explained the process to find and repair the leak and that it had been suspected because the booster pumps were running excessively but the exact location wasn't found until the leak reached the surface. Mr. Larson then made a motion, seconded by Mr. Bopp, to approve the attached consent items and the motion passed with Mr. Babcock abstaining.

Minutes

Treasurer's Report

Engineers Report

Paid Invoices

Maintenance Report

Approval of Financials

Water Reclamation Report

Executive Session - [Idaho Code § 74-206(1)] (a) & (b) Consider personnel matters **and**
(c) Deliberate regarding an acquisition of an interest in real property

The Board entered executive session at 4:15 pm, following a motion by Mr. Larson and second by Mr. Bopp. A roll call confirmed all were in agreement. Ms. MacDonald was requested to attend. The Board exited executive session at 5:02 pm.

Following executive session, staff was directed to review additional policies for the next meeting.

Adjournment: A motion by Mr. Babcock and second by Mr. Bopp was made to adjourn the regular meeting of the Board of Directors at 5:05 pm and the motion carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

Jack Howard
Chairman of the Board