

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District

P.O. Box D, Sandpoint, Idaho 83864

December 20, 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, Brett Babcock, Kass Larson and Greg Keibler were also present.

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

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

Members of the Public: Dennis McCracken, Steve McCracken, Brandon McCracken, Kathryn Rose and Roland Rose

Ms. Rose stated that she has a vacation rental and only rents from June through September and she had the water turned off for the winter and expected the expanded use charge would be discontinued. Mr. Howard explained the issue with infrastructure and facility impacts created by vacation rentals and the methods that the District adopted to manage the billing for expanded use through a continuous monthly expanded use charge determined by permitted occupancy over 4 persons. He explained if the maximum occupancy on the permit and the listing is reduced to 4 persons then there won't be an expanded use fee. Mr. Babcock reiterated the reasons for the administrative methods adopted by the District to address VRBO's and if the property owner chooses to have a vacation rental, the way to remove the expanded use fee is to reduce maximum occupancy to 4 persons. Ms. Rose wants better communication regarding the occupancy and continuance of charges and will check into reducing the occupancy. Mr. Larson suggested that the District will make efforts for better communication.

Steve McCracken stated that he and his relatives, Brandon and Dennis, are part owners of the property that the access road to the water tank is on and wanted to know if there is an easement document in place and he would like a copy. He noted that any work on the road should be done properly and the District should contact the property owner when road work or utility work is done and stated concerns with a part of the road falling off on one side. Chairman Howard asked for contact information so the District could keep them informed and introduced Jason as the maintenance operator that will be in charge going forward. Mr. Bopp stated concerns regarding the gate access and that some trees were cut on the property that should be set aside for the McCrackens. Steve McCracken requested a key to the gate and was directed to contact the office. He also wants the location of the District utilities because he may want to use the access to install utilities for a future home site and he discussed potential solutions for the access road with ditching and a culvert. Chairman Howard suggested for him to meet with the operators regarding thoughts about the access road and stated that the District needs good boundary markers.

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Ratify Contract Proposal with Water Systems Management:

The decision to enter into an agreement for backup operator support with Water Systems Management was ratified with all in favor following a motion from Mr. Larson and a second from Mr. Bopp.

On Call Phone Logistics:

Next, Mr. Barnhart explained the issue with lift station emergency dialers and how to utilize these for the backup operators. Chairman Howard stated that there will be a spare phone account when Brad retires. The Board and staff discussed issues with the number of rings to the phones from the dialers and the need for those to be increased so that it gives more time to answer and staff was directed to get technical support. Mr. Larson volunteered to take one of the spare dialers home to research a solution. After discussion, the board directed staff to allocate the spare phone account and supply a phone to Water Systems Management.

Authorization for Chairman to Approve Standard Project Engineering Documents:

Chairman Howard explained the issue with required signatures for standard engineering items that have already been budgeted and approved in the plan and the need to have authority to sign these select items. He explained that if a signature required item lines up with the Board approved plan then it could be signed so the project can move forward rather than waiting until the next board meeting. He stated that anything that doesn't conform to the plan or is a new construction item then it will be a full Board decision. Mr. Meschko said that this is common with other districts where there is a point person to approve the standard documents. Mr. Larson brought forward the issue of flow of information. After discussion of this issue, with a motion by Mr. Bopp and a second by Mr. Keibler, the Board unanimously authorized the Chairman to sign as outlined above, and to include a follow-up distribution of the signed document to all Board members.

Land Financing Conversion:

Chairman Howard stated that he and Mr. Larson had gone to USDA with regards to getting a loan to finance the Linscott Land Lease/purchase. He explained the issue is USDA doesn't loan for land purchase without a project plan and if the District wants to pursue this option, the Board would need to decide on a project to include with the land finance. He explained another option presented by the attorney was to apply for a low interest DEQ loan for this purpose. Mr. Meschko asked if the District would like to look into funding through the US Army Corp and after Board discussion of this option, he was directed to submit a letter of request for \$550,000 for the property. The Board discussed the use of the rock material at the Linscott Land for the berm around the lagoon at the WW Treatment plant.

Capital Project Review: Funds Transfer Request

The District purchased a 2013 1 Ton Service Truck to replace the 1994 1 Ton Truck that has had more issues. Mr. Bopp asked about the District's need for two trucks for one employee and the decision to purchase a truck without Board discussion and Chairman Howard stated that the 1 ton service truck has been discussed in prior meetings and on hold in the budget for a few years and is needed for specific duties and can be fitted with a boom to pull pumps. The Chairman stated that Mr. Babcock had looked at the truck and thought it was in line with the

budget and the needs of the District. Next, the Board discussed the disposal of the old truck where public disposition is a requirement. After discussion of the issues and a motion from Mr. Larson and second by Mr. Babcock, the Board unanimously approved disposal and staff was directed to post the 1994 1 Ton Truck for bids.

Next, Ms. MacDonald explained the issue with large ARPA project expenses and that \$46,049 was transferred from the Asset account to the O&M account for the expenses. The Board unanimously ratified the transfer with a motion by Mr. Larson and a second by Mr. Keibler.

New Building Permit Review: None presented

Water Overage Forgiveness Request:

Ms. MacDonald explained the request for water overage forgiveness at 367 Lakeshore for \$986. She said the owners were notified of the potential leak with the final meter reading in October and they replaced the old service line and provided documentation of the repair. With a motion by Mr. Babcock and a second by Mr. Larson the Board unanimously approved the one-time forgiveness.

Payroll Service Request:

Chairman Howard explained the requested by Ms. MacDonald to contract with Paycheck Connection in Hayden for payroll services and after discussion, the Board approved going forward with the contract as submitted with a motion by Mr. Larson and a second by Mr. Keibler.

Employee Compensation:

Decision after exiting executive session below.

After exiting the executive session and following a motion by Mr. Bopp and seconded by Mr. Larson, the Board unanimously approved the employee compensation adjustments starting the 1st of January as discussed with Mr. Barnhart moving to the supervisor hourly pay rate with 3 equal adjustments every 6 months starting January 1, 2024 and Ms. MacDonald moving to full time and prorating the current part time salary to full time salary plus 10% adjustment.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Ordinance Review:

Next, Mr. Larson updated the Board on the Ordinance review progress and the strategy to define the necessary updates and terminology. He commented on the non-conforming items that require special rules and contracts and he hopes to have a document to review at the January meeting. Mr. Meschko offered help with technical documents to support the Ordinance items if needed.

Source Water Protection Grant:

Chairman Howard stated that this item is no longer being pursued and can be removed from the agenda.

SCADA-Project Update:

Chairman Howard stated that the SCADA system should be operating by the end of the year.

Well Site – 3 Phase Power:

Chairman Howard stated that the conduit is installed and ready for the three phase power and the District needs to coordinate with entities when working on projects. He referenced section TM 3 of the 2017 Water Facility Plan for the project development and said the water rights should be ready soon and the District will go into a more controlled approach and will schedule project review meetings using a project management tracking sheet. He spoke with Tom Bangle who said the current pumps will work with the 3 phase power but the District may need to get a new pump for the new deep well. Mr. Meschko asked if the Avista permit has been submitted and wants to make sure we get the final cost and a timeframe for installation.

ARPA Water System Improvement Review:

Chairman Howard referenced the project management tracking sheet and discussed scheduling regular review meetings with staff and engineers to stay on track. The District will send out the meeting requests for review workshops so the Board can be involved. He spoke to Steve Burns at DEQ regarding using forced labor account for incidental project work done by staff within the existing infrastructure that can be submitted as part of the ARPA requests. Mr. Bopp commented that the District should keep good documentation and get appropriate permits for any work done.

CONSENT AGENDA

Next, Mr. Larson made motion, seconded by Mr. Babcock, to approve the attached consent items and the motion was approved unanimously.

Minutes	Paid Invoices	Approval of Financials
Treasurer’s Report	Maintenance Report	Water Reclamation Report
Engineers Report		

Executive Session - [Idaho Code § 74-206(1)] (a) & (b) Consider personnel matters.

The Board entered executive session, as authorized above, at 4:10 pm following a motion by Mr. Larson and second by Mr. Babcock and a roll call confirmed all were in agreement. The Board exited the executive session at 4:37.

Adjournment: A motion by Mr. Babcock and a second by Mr. Keibler was made to adjourn the regular meeting of the Board of Directors at 4:40 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

Jack Howard
Chairman of the Board