

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
July 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 Doug Bopp, Kass Larson, Brett Babcock and Greg Kiebler 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: None present

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Approve the 2023-2024 Proposed Budget for Publication:

Ms. MacDonald presented the proposed budget models for approval and publication. Chairman Howard opened the discussion and expressed his desire to forgo the increase in property tax levy and to not raise rates for the next budget year. Mr. Keibler inquired about the water rate study and restructure in 2022 and Chairman Howard explained the tiered rates were implemented to promote conservation and aid with operational expenses related to water distribution needs. After discussion Mr. Larson made a motion to approve the budget as presented without an increase in the property tax levy and with a second from Mr. Bopp the Board unanimously adopted the budget for publication. Ms. MacDonald presented the option to reserve the 3% foregone amount for future Boards and, after Board discussion, she was directed to present resolutions at the Hearing next month for Board decision.

Approve/Discuss the Operator Job Posting for Publication:

Next, Ms. MacDonald presented the draft job posting for the maintenance operator. Mr. Meschko said that there are a few Districts that are currently looking for operators and it's been hard for them to find qualified applicants and to consider supplemental contract backup operators. With a motion from Mr. Bopp and a second from Mr. Larson all were in favor of posting the position as presented.

Non-conforming Water and Sewer Line Discussion / Determination:

Next, the Board discussed the water and sewer lines that are currently non-conforming to ordinance standards and the new lines that were installed by Mr. Sleep on S. Pebble Beach Lane that are not part of the District's distribution and collection lines but will currently serve 3 parcels. Future responsibility of the lines were discussed by the Board and the ownership delineated by a master meter for the water line as other non-conforming lines currently have. Staff was directed to inform Mr. Sleep, as the owner of a non-conforming line, that he is responsible for the installation of a master meter at the beginning of the water line and the maintenance or replacement of water meters that are installed south of the master meter. Staff was directed to request a signed agreement that states ownership of the sewer line and both

the water line and meters with authorization for operators to read and inspect the meters and to include documentation of the state inspections.

DEQ Document Requirements for New Property at Land App Site:

Mr. White explained the request from DEQ for the plans and specs for the new property. He stated that they needed this within 30 days of the July 12th inspection so they can include the plans on the new permit. Mr. Meschko will schedule a call with Todd at DEQ and include staff.

Administration/Billing:

Approve the Delinquent List to Certify Liens to the County Tax Rolls

Ms. MacDonald presented the list of delinquent accounts to be certified to the County Tax Rolls and after discussion and with a motion from Mr. Larson and a second from Mr. Babcock, the Board unanimously voted to approve the list as presented to be certified to the County tax rolls if not paid in full by the date specified. Next, the Board unanimously authorized Ms. MacDonald, as Treasurer, to deliver the list to the County with a motion from Mr. Larson and a second from Mr. Keibler.

Request for Travel & Lodging - Annual Treasurers, Clerks & Financial Officers Training

Next, Ms. MacDonald requested support to attend the annual ICCTFOA training in Boise on September 19th-21st and to reschedule the Board meeting and hearing on September 20th. Mr. Larson moved to approve the training and would like a report on key items at the following meeting and with a second from Mr. Bopp, the motion passed unanimously. The Board then discussed changing the September meeting from the 20th to the 13th to be on the next agenda.

Capital Project Review FY 22-23

Mr. White mentioned that we'll need some pumps for the next fiscal year.

New Building Permit Review:

None Presented

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Operations:

Employee Policy Review

Next, the Board discussed overtime policy for call-outs outside of normal work hours and staff was directed to bring a draft policy for consideration to the next meeting.

Safety Equipment Review

Mr White explained the maintenance and inspections that are currently required for the equipment and Chairman Howard directed him to go forward with whatever is needed.

SCADA Project Update

After discussion of the progress on the project, Mr. Meschko was asked to contact an alternate person to complete the project and Mr. White was directed to inform Mr. Bangle.

Permit Amendment for Treed Portion of Permit:

Chairman Howard updated on the progress and Mr. White stated that in his discussion with DEQ, they were supportive of the change from trees to grass with a treed buffer on the perimeter.

WW Treatment Land Boundary Adjustment Contract:

Contract Terms for Service

Chairman Howard stated that he is scheduled to talk with the attorney and will report at the next meeting.

Source Water Protection Grant Discussion:

Mr. Larson stated that he got started on the grant application to decommission an abandoned well and he had received an estimate from H2O well driller for the work. Next, Chairman Howard requested a bid from Mr. Meschko for engineering on the project.

Sewer Line Repair:

Mr. Meschko updated the Board that the contractor hasn't started work yet and a meeting will be scheduled before work commences.

ARPA Water System Improvement Review:

Next, Mr. Meschko stated that he submitted the well-siting report and he will schedule an on-site meeting after DEQ's review and approval.

CONSENT AGENDA

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

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| 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 **and** (c) Deliberate regarding an acquisition of an interest in real property

The Board entered executive session at 3:32 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 the executive session at 3:52pm.

Adjournment: A motion by Mr. Babcock and second by Mr. Larson was made to adjourn the regular meeting of the Board of Directors at 3:52 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

Jack Howard
Chairman of the Board