

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District

P.O. Box D, Sandpoint, Idaho 83864

July 17, 2024

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 Kass Larson, Brett Babcock and Doug Bopp and Greg Keibler were also present.

Others: Treasurer Julia MacDonald, Operator Jason Barnhart and Engineer Kyle Meschko were present.

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

Members of the Public: Scott Brown

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Brown – Residential Subdivision Request for Will Serve

Mr. Brown submitted plans for the Bahia Del Sol Subdivision off of Bottle Bay Road, requesting 28 sewer connections. He also requested a "will serve" letter to proceed with County planning permits. Chairman Howard outlined the current sewer capacity and District policy. Hookup connections are sold individually on a first-come, first-served basis and "Will serve" letters are conditional, valid for one year from the building permit or sewer sign-off, or until a moratorium is declared. He also discussed other potential capacity demands with another project development that may be requesting a substantial amount of service connections. Mr. Bopp asked about the project's timeline and Mr. Brown anticipates starting construction in the spring if plans pass planning and zoning, with permits possibly to follow in the summer. Mr. Meschko emphasized the need for a construction improvement agreement to ensure infrastructure meets standards and also recommended removing abandoned infrastructure. Mr. Brown stated that they will only be utilizing about 20% of the current infrastructure and explained that a private line was planned to be upgraded to a main line outside the public right-of-way. Mr. Meschko stated that a 20' easement is required, and DEQ approval is necessary. A declining balance will also be requested by DEQ. Following discussion, the Board agreed that the abandoned infrastructure must be removed at the development's expense and District maps and GIS files will need updating.

Chairman Howard directed staff to draft a conditional "will serve" letter to facilitate Mr. Brown's progress with County planning and zoning.

Approve the 2024-2025 Proposed Budget for Publication

Ms. MacDonald presented the proposed 2024-25 budget that included the minor changes requested at the June Board meeting and an additional expense for payroll due to the increase in the health insurance premiums. After discussion, Mr. Bopp made a motion to approve the budget as presented and to forego the allowable increase in property tax and authorization to post notice for a public hearing at the August 21st Board meeting and with a second from Mr. Larson the motion passed unanimously.

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

Ms. MacDonald presented the over 90 day delinquent list to date and the deadline to pay in full by July 30th and requested Board authorization to certify the delinquent amounts to the County Tax rolls. Mr. Babcock motioned to authorize the certification and with a second by Mr. Keibler the motion passed unanimously.

Pending Construction - Request to Suspend Monthly Sewer Assessment

Following discussion, the Board denied the request from property owner at Comeback Bay Lot 11 to go outside of District policy and directed staff to inform the customer that once they are connected to the main sewer line, the hookup fee is due and the monthly service charges begin.

Radio Meter Vendor Selection

Mr. Barnhart presented the three quotes for radio meters and after discussion of funding and supplier options, the Board directed staff to target the initial equipment portion of the project for under \$50,000 and to move forward with Badger Beacon. Mr. Meschko requested a clean equipment bid under 50K for the ARPA funded portion so he can present the project plan to DEQ. The District will fund the remaining project needs to obtain completion in future years with capital funds allocated from available Ad Valorem Tax revenue.

Mr. Larson made a motion to approve the project plan and to move forward with Badger Beacon and with a second from Mr. Keibler the motion passed unanimously.

Capital Project Review / Update:

None presented

New Building Permit Review:

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

ICRMP Insurance Renewal Considerations:

Staff presented the revisions to lower the insured valuations on the District assets, as discussed in the prior meeting, by removing the cost to replace the lift station vaults and to only include the lift station contents and panels which are at most risk. The treatment lagoons were presented as the cost to replace the aerators and panels and the valuation to replace the land app lagoon was removed since the liner is not insurable. The Board considered other items to remove and/or add to the insured items and staff was directed to present the revisions to ICRMP. The proposed changes to the insured valuation was reduced by close to \$16M.

SCADA-Project Update:

Chairman Howard informed the Board that the representative from Bigfoot was on site to inspect the current issues in order to complete the project.

ARPA Water System Improvement Review:

Chairman Howard informed the Board that Amped well drillers are behind on the project and may fail to meet the timeline for substantial completion by July 28th so he reached out to H2O well drillers to help out if needed to meet the project timelines.

Next, the Chairman informed the Board that USDA will support the District with a loan to finance the water tank, the extra water line to the tank and the purchase option for the Linscott property. Judicial confirmation is needed and Susan Weeks is ready to help us with the process.

Next, the Chairman discussed the water tank property survey and that nothing had to be recorded until 1982 and Susan Weeks informed him that the water tank has been on the property since before 1982 and is technically the District property via adverse possession. He wants to ask the property owners for an easement for the setback in exchange for a water connection.

CONSENT AGENDA

Mr. Larson made motion, seconded by Mr. Keibler 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

Adjournment: A motion by Mr. Babcock and a second by Mr. Larson was made to adjourn the regular meeting of the Board of Directors at 3:37pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

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Jack Howard
Chairman of the Board