

REGULAR MEETING & PUBLIC HEARING MINUTES OF THE BOARD OF DIRECTORS
Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
September 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, Kass Larson, Brett Babcock and 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. Bopp to approve the agenda and it passed unanimously.

Guests: John Gaddess - Arborist

Members of the Public: John Kee - Lakewood Drive

Mr. Kee had questions about the ongoing odor issue at the lift station near his home on Lakewood Drive and the lack of response to the letter that was sent. Chairman Howard stated that the operators had recently cleaned the lift station after which he and Mr. Bopp had inspected the lift station and on that day the odor wasn't noticeably bad and the possible cause was due to a grease layer on the surface and the warm weather. He was hopeful that the cleaning had helped the odor issue and had a letter to send out to the public to make them aware of the issues that putting grease and other items down the drain can cause. Mr. Kee said that the odor issue was still there and was especially bad on Monday and would like a better response to the odor issue that is repetitive on a weekly basis and is getting progressively worse. Following Mr. Kee's comments, Chairman Howard wants to look closer at alternative solutions to the problem and stated that it was good to get Mr. Kee's input on the more recent issue with odor.

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Public Hearing – Amendments to FY 2022-23 Budget:

With no public present, the Board delayed the hearing to the end of the meeting. Chairman Howard opened the hearing at 4:08 pm, following a motion by Mr. Bopp and seconded by Mr. Larson and with no public present the hearing was closed at 4:09 pm following a motion by Mr. Larson and a second by Mr. Bopp. Next, the Board unanimously approved the final amended budget following a motion by Mr. Babcock and a second by Mr. Bopp.

Arborist Consultation & Services:

Next, Chairman Howard introduced John Gaddess who is an arborist and forester who reviewed the District's land app site and explained the best practices for growing trees. He explained the history of the property and stated that he is part of a group that has a mission to reforest and knows how to plant the right trees for different tolerances. He recommended site preparation for this fall and tree planting in the spring and the District will employ his services and advice to help with successful tree farming.

Sleeps Water & Sewer Lines on Pebble Beach Lane

Chairman Howard explained the current ordinance for the water and sewer service lines and suggested that nonconforming installations, like the water and sewer lines on Pebble Beach Lane, should have a point of demarcation from the District system, to be decided at the discretion of the Board, such as a shut off valve or meter with anything past the point of demarcation to be the responsibility of the owner of the line. Staff was directed to work on a new ordinance item or amendment.

Keller Contract Amendment #1 for Water Systems Improvement Phase 1:

Next, Mr. Meschko explained the amendment to the engineering contract with a new scope of work to include a second tank at a second location. With completion due at the end of 2026, he will need comments on the scope so that he can go forward with permitting approvals and acquisition. And, with a motion from Mr. Bopp and a second by Mr. Larson, the Board unanimously approved the contract as amended by Mr. Meschko.

Well Site – 3 Phase Power Option Discussion:

Next, Mr. Meschko got a quote from Avista at around \$30,000 to bring 3 phase power to the well house and stated that because this will be funded by ARPA funds, the competitive bid market is required for the work. The District would be responsible to install 3, 2” conduits to the well site and install a pad for the transformer and equipment. He stated that according to the prior quote, Avista will pull the wires through the conduit and install the equipment. After discussion, the board unanimously agreed to go forward with the three phase power option. Mr. Meschko will provide more details to move forward for the next meeting.

Lot 4 Lillis Lots – Request to Vacate Easement:

Chairman Howard presented the request that came from Bonner County Planning on behalf of the property owners to vacate a Southside easement and following discussion of the issue, the Board unanimously agreed to deny the request for lack of information.

Ordinance Amendments Discussion:

After Board discussion the agenda item was tabled and Mr. Larson and Ms. MacDonald were directed to gather more information on the needed additions and amendments.

Employee Compensation & Review:

After exiting the executive session, the Board unanimously voted to include a 3% cost of living adjustment for all employees starting with the new fiscal year 2023-24.

Capital Project Review FY 22-23 & FY 23-24 Preliminary Discussion:

Ms. MacDonald stated that some projects for 2022-23 were closed and she will be creating a new project list for 2023-24. The Board discussed items for the next fiscal year with focus on completion of current water and sewer projects and identifying the most pressing needs for the systems. They also discussed research for adding standby power for critical lift stations and a boom truck to save the District expenses for pulling pumps. Mr. White stated that the Green Acres lift station needs the wiring redone.

Q3 Funds Transfer Request:

Ms. MacDonald requested authorization to transfer \$24,668.29 from the MWB Capital bank account to the O&M account. This is the amount available for transfer through the month of July (Q3) for capital project expenditures. With a motion from Mr. Larson and a second from Mr. Keibler, the transfer was unanimously approved.

New Building Permit Review:

The building permit for Lot 11 Comeback Bay Estates was approved for sewer service for one ERU with the standard conditional will serve for one year.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Operations:

Safety Equipment Review

Mr. Barnhart stated that the inspector did a flow test on the respirator and an air tank is still needed at about \$1200. After discussion staff was directed to get the tank.

SCADA-Project Update

Mr. White stated that the contractor had made some progress on the project but still not getting it to talk to the shop.

Land Acquisition for Water Tank:

Chairman Howard requested Mr. White and Mr. Bopp to contact land owners to resolve issues with easements that are needed to connect the water supply to the new tank site.

Permit Amendment for Treed Portion of Permit:

The permit amendment issue has been dropped and the District will replant with trees in the spring as outlined in the agenda item discussion with the arborist above.

Source Water Protection Grant Discussion:

Mr. Larson asked about the requests from DEQ regarding the well decommissioning. Mr. Meschko stated from an engineering point of view of the request, there are reports that DEQ normally requires for decommissioning a well. Chairman Howard stated that the reason for the decommissioning is to protect the source water and should be used in response to DEQ.

Sewer Line Repair:

Mr. Meschko updated the Board regarding his request to the contractor for documentation or photos on the backfill and that a test will be needed to confirm no leaks. He will draft a certified letter to share with the Board to state our concerns and that the District will not be responsible for failure due to work done outside of the original plans and to request a camera of the line.

ARPA Water System Improvement Review:

Mr. Meschko needs approval to submit the well PER to DEQ to get it to review. He will also present the plans for the well casing construction for review next week.

CONSENT AGENDA

Mr. Bopp asked about the repairs that were done at the Bennett property and Mr. White explained the leak issue.

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

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 4:09 pm following a motion by Mr. Larson and second by Mr. Bopp and a roll call confirmed all were in agreement. Ms. MacDonald was requested to attend. The Board exited the executive session at 4:16.

Adjournment: A motion by Mr. Babcock and second by Mr. Larson was made to adjourn the regular meeting of the Board of Directors at 4:27 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

Jack Howard
Chairman of the Board