

REGULAR MEETING OF THE BOARD OF DIRECTORS
Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
November 20, 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, Doug Bopp and Gregory Keibler were also present. Mr. Babcock was absent.

Others: Treasurer Julia MacDonald and Operator Jason Barnhart 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: Brent Sleep

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Sleeps Resort Modification:

Mr. Sleep presented the plans for the boundary modification to the Sleeps Cabins Resort and explained the reason for the boundary line adjustment is to separate the main house at 31 Sleeps Cabins Ln. from the adjacent cabin and common area. He added that he will provide a separate water line and meter for the adjacent cabin upon the sale of the cabin so that it will be separate from the main house water line and meter. He explained that all utilities for the resort are within the common area and all maintenance is the responsibility of the Sleeps Condo Association. He stated that the sewer lines connect to the District's main line at the west edge of the condo association property. The Board discussed the sewer service line for the adjacent cabin that runs under the main house and possible solutions for Mr. Sleep to consider. Next, Mr. Larson made a motion to approve the boundary line modification for Sleeps Cabins Condo's and with a second by Mr. Bopp the motion was unanimously approved. Mr. Sleep will provide the Condo Association Covenants regarding the easements for utilities for the District to keep on file.

Well Facility Bid Review – Keller Associates:

The Chairman informed that the building design and panel placement bid from Keller's structural engineer was estimated at \$400,000 and Keller is working on alternate plans that will be less costly. The item was tabled for a workshop or the next meeting.

Ratify – 7B Engineering Contract for Reservoir Design:

Chairman Howard explained the contract was signed with 7B Engineering for the water reservoir design. The Board ratified the signing of the contract with a motion from Mr. Bopp and a second by Mr. Larson that was unanimously approved.

Re-class Prior FY2023-24 Water O&M Surplus to Capital Asset Class & Transfer Funds to LGIP Investment Pool:

Ms. MacDonald presented the estimated surplus revenue in the water class at the end of the 2023-24 fiscal year and requested authorization to re-class the funds to capital reserves and to move the funds from the O&M Bank Account to the State Pool Investment. With a motion by Mr. Keibler and a second by Mr. Bopp, the Board unanimously approved.

Employee Compensation:

Ms. MacDonald explained there was a change in the Federal Fair Labor Standards Act and the Board will discuss in executive session.

Capital Project Review / Update:

Mr. Barnhart stated that the work has started on the gate project at the WW treatment facility. The Chairman stated that he is working on funding options to convert the Linscott lease to a loan and the Board discussed the maintenance needs to include in the funding request. He explained that the loan can only be used to maintain existing needs and not to facilitate growth. Next, Ms. MacDonald explained the addition of the emergency water line project at 1875 Lakeshore that included the District side of the service line from the main to the water meter. She also noted that there were 6 projects that closed in the last fiscal year and added to depreciation. She informed the board of several items that were disposed of and removed from the depreciation schedule as they were fully depreciated. For the audit record, the Board unanimously ratified the decision to dispose of the expired land app computer system with a motion by Mr. Bopp and a second by Mr. Keibler.

New Building Permit Review:

None Presented.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Farmin Lift Station:

Mr. Barnhart has been working with Reiner Pumps and presented the proposal to standardize lift station upgrades with the Top Vault from Reiner Pump Systems. The top vault kit includes the concrete lid with aluminum access doors and an above ground insulated fiberglass compartment that houses the control panel and check valves. The pre-packaged designs come in different sizes for different sized lift stations. The kit cost estimate is \$36,000. After discussion the Board unanimously approved the purchase of the kit and installation for the Farmin lift station upgrade project with a motion from Mr. Larson and a second by Mr. Keibler.

Water Hookup Fee – Meter Fee Addition:

This item was tabled for the next meeting.

Swans Lift Station Access Easement:

Chairman Howard explained that the new access easement was agreed to by a previous Board and that staff will need to work with the Lodge to keep the access open.

Bahia Del Sol Subdivision:

Chairman Howard updated that the developer, Scott Brown, wants a will serve before signing the Construction Improvement Agreement and that Mr. Brown says the as-built and specs for the Bottle Bay lift station that were thought to be with the Tucker Engineering Maps at Sewell were not found. The District needs to make sure the lift station is sized for the development and won't create problems down the line and Keller Associates doesn't have enough information to approve. After discussion, the Chairman will have a further conversation with Mr. Brown regarding District maps and Mr. Bopp would like staff to check for a field set of drawings at the maintenance shop.

SCADA-Project Update:

The SCADA panel and communications are completed by Bigfoot and the Chairman reported that the system is up and running for the well and reservoir and the project can be closed. The Board discussed repurposing or returning unused equipment to Amped Pump for refund and the Chairman will talk to Amped regarding the issue of unused equipment.

CONSENT AGENDA

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

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

Executive Session - Idaho Code 74-206 (a) & (b) Consider personnel matters

The Board unanimously voted to enter executive session at 3:35pm. Mr. Babcock was absent. The Board exited executive session at 3:50 pm

Employee Compensation:

After exiting executive session, the Board unanimously voted to increase the administrative salary and the hourly administrative wage to start on January 1, 2025 with a motion from Mr. Larson and a second by Mr. Keibler.

Adjournment: A motion by Mr. Keibler and a second by Mr. Bopp was made to adjourn the regular meeting of the Board of Directors at 3:51 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

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Jack Howard
Chairman of the Board