

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District

P.O. Box D, Sandpoint, Idaho 83864

June 19, 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. Cameron Arial from Clearwater Financial

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

Members of the Public: Ernie Kee

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Lift Station Odor Remediation:

Chairman Howard introduced the District member, Mr. Kee, who lives near the Tyler Lift Station. Next, he presented the Odor Management Plan slides. The Chairman highlighted available technologies to aid in mitigating the odor problem including a lift station monitoring system to help control waste water sit time in the lift stations. While the District is still analyzing the contributing factors to the odor problem at the Tyler lift station, the recent cleaning and float adjustments seemed to help the immediate problem and the District is considering additional cleaning schedules and filters. Mr. Kee thanked the chairman for working on the problem and he is looking forward to getting the problem solved.

Clearwater Financial – Municipal Advisory:

Chairman Howard introduced Cameron Arial who presented the slides on Clearwater Financial. He highlighted their focus as a regulated municipal advisory for the public sector that has expertise in a variety of services and can line up the District's needs with the best financing and rate options. The costs for professional services is covered by a \$6,000 annual retainage. The Municipal Advisory and Financial Service is separate and calculated based on the bond size as listed on the Master Services Agreement.

Avista - Public Safety Power Shutoff Plan of Action:

Mr. Babcock explained how the multi-stage Avista action plan will work and the Board discussed how it may affect the District and how to respond in a shutoff event. Chairman Howard stated that his request for standby generators from Avista was denied. The Board discussed costs for backup power options for lift stations and Mr. Meschko stated that Keller has spec'd and quoted the city of Sandpoint for fixed mounted generators at about \$50,000 each and the District may want to consider adding them in stages. Chairman Howard will contact our legal counsel to draft correspondence to Avista to let them know how this may affect the District with fire suppression and environmental impact.

ICRMP Insurance Renewal Considerations:

Chairman Howard explained the considerable insurance premium increase from \$5,000 last year to \$32,000 for the 2024-25 year and the District may want to reconsider how the District places value on the different property items. Mr. Larson has done some work on analysis and

will get together with staff to present alternatives to reduce the premium before the next meeting.

SCADA Service Level Agreement – Bigfoot:

Chairman Howard has informed Tom Bangle that the District will be contracting with Bigfoot for the SCADA system care and completion. He also asked Bigfoot to bid out for sewer lift station dialers and the quote was for approximately \$14,000 for devices that are compatible with the AT&T FirstNet public safety wireless network. The Board discussed if they should keep the current dialers as redundancy in case of cyber-attacks and Chairman Howard stated that the FirstNet system is designed to be protected from cyber-attacks and it may not be necessary and would save money for the District to eliminate the current land line dialer system but the District will monitor the reliability in the initial rollout. Mr. Larson has modified the master services agreement with Bigfoot to protect the rights of the District and the Chairman will send out the final version to Mr. Keibler and Mr. Bopp for approval to sign.

Administrative Assistant Proposal:

Mr. Larson made a motion to allow Ms. MacDonald to choose, vet and hire an office assistant for 40-60 hours a month at \$20 hr. to start and with a second by Mr. Keibler the motion was unanimously approved.

Crossflow Compliance:

The Board discussed the support of the District Crossflow Ordinance for shutting off water service for non-compliance of backflow testing requirements. Mr. Larson made a motion to authorize staff to issue 72 hour shut off notices and subsequently shut off service to non-compliant customers if the test isn't scheduled or completed by July 1st and with a second from Mr. Bopp the motion passed unanimously.

Capital Project Review / Update:

The District received the first quote from Mueller for approximately \$113,000 for radio read meter equipment and corresponding software. Mr. Barnhart has requested 3 bids and should have the other two before the next meeting. Ms. MacDonald has confirmed that the radio read software is compatible with the billing software but there will be a monthly connection fee and an initial setup fee from the billing software provider. Chairman Howard explained that the meters were included in phase 2 of the ARPA plan. After discussion of meter options, Mr. Meschko will submit for approval to go forward from Steve Burns at DEQ.

New Building Permit Review:

A will-serve and sewer approval was provided for a single family dwelling at 4230 Lakeshore Drive – Van Winkle – as previously reviewed by the Board.

Mr. Bopp discussed a property that built a pickle ball court over the sewer line easement and the Chairman will consult with the attorney regarding an encroachment violation notice.

Review Draft Preliminary 2024-25 Budget:

Ms. MacDonald presented the Draft Preliminary Budget that excludes the allowable 3% increase for the ad-valorem tax and excludes any increases in rates and also excludes a cost of living adjustment due to the recent market adjustment for wages and the incremental raises that are scheduled for the operator. After discussion of the reserve of the 3% the Board agreed that they will forego the reserve. The Chairman directed adjustments in the preliminary budget for the General Fund distribution to match the prior year and Mr. Bopp said that some capital improvements will be needed in the future for the aging water distribution system.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Lillis Lots – Sewer Connection to Main Line:

Mr. Bopp inspected the connection and took pictures of the connection into the existing manhole. He stated that there may be a current liability to the district where there is a large depression near the road where the digging occurred for the connection and proposed for staff to put a piece of fabric and gravel to fill the depression and suggested that at some point the connection should be done as the District had approved.

Vacate Old County Road Easement:

Chairman Howard updated the Board that the vacation was approved by the commissioners at the public hearing.

Ordinance Review:

This item was tabled.

SCADA-Project Update:

Mr. Larson made a motion to approve the modified Bigfoot agreement subject to Mr. Bopp and Mr. Keibler’s review and approval and with a second from Mr. Babcock the motion carried unanimously.

ARPA Water System Improvement Review:

The Board discussed the updates to Tom’s Planner and how the well project is progressing and Mr. Meschko will get together with Tom Bangle weekly to go over the progress to include in the updates. The Board discussed a water line to the tank issue where at certain times the flow from the well house is directed to the distribution system instead of the tank creating a potential issue with stagnation. The water line can be funded in the grant and is an important project to consider as a priority to improve water quality throughout the system. The Chairman is still waiting to hear from Scott Brown regarding the issue with the survey of the tank property. The Chairman updated that the geology will be scheduled this summer for the tank.

CONSENT AGENDA

Mr. Larson made motion, seconded by Mr. Bopp, 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 4:30pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

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Jack Howard
Chairman of the Board