Southside Water & Sewer District
P.O. Box D Sandpoint, Idaho 83864

Southside Water and Sewer District

Fiscal Year 2023-2024 Budget

Chairman – Jack Howard Vice Chairman – Kass Larson

Directors - Doug Bopp, Brett Babcock & Gregory Keibler

Treasurer – Julia MacDonald





Fiscal Year 2023-2024 Budget – Adopted August 16, 2023
August 2023 Minutes

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NOTICE: SOUTHSIDE WATER AND SEWER DISTRICT BUDGET - FY 2023-24

The Board of Directors of the Southside Water and Sewer District adopted a proposed FY 2023-24 budget and set a public hearing on the same for August 16, 2023 at 2:00 pm at the District Maintenance Shop,1670 Lakeshore Drive, Sagle, Idaho 83860. A copy of the Budget is available at southsidewaterandsewer.org or at the District Main Office, 102 S Fourth Ave, Sandpoint, ID 83864

	ACTUAL FY 2021-22	APPROVED FY 2022-23	PROPOSED FY 2023-24
OPERATING BUDGET			
GENERAL FUND:			
Revenues			
Property Taxes		125,000	125,000
Total General Fund Revenue	$ -	$ 125,000	$ 125,000
Expenses			
Transfer to Sewer Cap Fund	$ -	$ 80,159	$ 63,520
Transfer to Water Cap Fund		44,841	35,730
Administration			25,750
Total General Fund Expense	$ -	$ 125,000	$ 125,000
SEWER FUND:			
Operating Income			
Cash from Reserves	$ 106,756	$ 41,694	$ 43,612
Service Fees	383,682	468,045	456,000
Other Misc. Revenue	16,583	8,000	14,000
Total Operating Income	$ 507,021	$ 517,739	$ 513,612
Operating Expense			
Administration	$ 14,091	$ 13,000	$ 4,000
Utilities	35,711	32,000	36,000
Insurance	4,934	5,000	3,000
Professional Fees	52,429	55,000	5,000
Maintenance and Repair	67,129	79,000	70,000
Payroll Expenses	133,205	124,474	179,000
Vehicle Expenses	13,573	3,800	9,000
Testing	9,690	9,800	10,000
Depreciation	165,259	164,053	166,000
Debt Service Expense (DEQ)	11,000	31,612	31,612
To Reserves	-		
Total Operating Expense	$ 507,021	$ 517,739	$ 513,612
WATER FUND:			
Operating Income			
Cash from Reserves	$ 1,644	$ -	$ -
Service Fees	131,183	135,000	136,000
Other Misc. Revenue	1,427	1,000	3,000
Total Operating Income	$ 134,254	$ 136,000	$ 139,000
Operating Expense			
Administration	$ 7,490	$ 9,000	$ 2,500
Utilities	6,724	6,700	7,000
Insurance	2,114	2,200	1,400
Professional Fees	23,764	23,000	2,500
Maintenance and Repair	20,230	22,000	31,000
Payroll Expenses	53,968	53,346	77,000
Vehicle Expenses	5,812	2,000	4,600
Testing	2,760	2,400	1,500
Depreciation	11,392	10,060	11,500
To Reserves		5,294	-
Total Operating Expense and Reserves	$ 134,254	$ 136,000	$ 139,000
TOTAL WATER AND SEWER			
Total Water and Sewer Revenues	$ 641,275	$ 653,739	$ 652,612
Total Water and Sewer Expenses	641,275	653,739	652,612
CAPITAL FUND:			
Sewer CAP Fund Income:			
Cap / Hookup Fees	227,246	-	-
Transfer from General Fund	11,000	80,159	63,520
Cash Carry Forward/From Reserves	-	193,959	157,000
Total Restricted Income - Sewer	$ 238,246	$ 274,118	$ 220,520
Sewer CAP Fund Expenses:			
Capital Improvements	123,709	193,959	167,794
Linscott Property Lease		80,159	52,726
Debt Service Expense (DEQ)	20,612	-	-
To Reserves	93,925	-	-
Total Restricted Expenses - Sewer	$ 238,246	$ 274,118	$ 220,520
Water CAP Fund Income:			
Cap / Hookup Fees	36,253	-	-
Transfer from General Fund		44,841	35,730
Cash Carry Forward/From Reserves	6,795	53,784	40,000
Total Restricted Income - Water	$ 43,048	$ 98,625	$ 75,730
Water CAP Fund Expenses:			
Capital Improvements	43,048	98,625	75,730
To Reserves	-	-	-
Total Restricted Expenses - Water	$ 43,048	$ 98,625	$ 75,730
Total Water & Sewer Capital Fund	$ 281,294	$ 372,743	$ 296,250
DEBT SERVICE FUND			
Restricted Income - LID & DEQ Loan			
DEQ Loan Transfer from Sewer Fees	$ 11,000	$ 31,612	$ 31,612
DEQ Loan Transfer from Hookups	20,612	-	-
LID Principal Payments Received	49,888	37,112	35,609
LID Interest Payments Received	10,492	7,998	5,613
Total Restricted Income	$ 91,992	$ 76,722	$ 72,833
Loan Payments			
Principal Payments - DEQ	$ 31,612	$ 31,612	$ 31,612
Principal Payments - USDA/LID	49,342	39,870	51,000
Interest Payments - USDA/LID	8,270	6,425	3,373
To (From) Payoffs	2,768	(1,185)	(13,152)
Total Loan Payments	$ 91,992	$ 76,722	$ 72,833
Total Budget	$ 1,014,561	$ 1,228,204	$ 1,146,695

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REGULAR MEETING & PUBLIC HEARING MINUTES OF THE BOARD OF DIRECTORS
Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
August 16, 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. Babcock to approve the agenda and it passed unanimously.

Members of the Public: Michael Reina arrived at 2:52 pm and asked about the monthly sewer charges for VRBO's and the chairman explained the District policy for Short Term Rentals and Mr. Reina left the meeting at 3:07 pm.

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Public Hearing – FY 2023-24: Chairman Howard opened the hearing at 2:02 pm, following a motion by Mr. Larson and seconded by Mr. Bopp and with no public present the hearing was closed at 2:03 pm following a motion by Mr. Larson and a second by Mr. Keibler. Next, the Board unanimously approved the final budget following a motion by Mr. Bopp and a second by Mr. Keibler and then, following a motion by Mr. Babcock and a second by Mr. Bopp, the Board unanimously decided to not reserve any available forgone amounts for this year.

Lease Renewal – FY 2023-24:
Next, following a motion by Mr. Keibler and second by Mr. Babcock, the Board unanimously approved the renewal of the Linscott Lease for the next fiscal year.

Consider Amendments & Set Public Hearing Date to Amend FY22-23 Budget:
Ms. MacDonald presented the amendments for approval and publication and stated that the amendments were for unanticipated increases in revenues and expenses in the current year and mostly attributed to the Linscott property lease down payment, grant income, harvest sales and that professional accounting fees were decreased while the payroll expenses increased. After discussion, Mr. Bopp made a motion to approve the amended budget for publication and with a second from Mr. Larson the Board unanimously adopted the amended budget for publication and set the public hearing in conjunction with the September 20th Board meeting at 2:00 pm.

Audit Engagement – Hayden Ross:
With a motion from Mr. Larson and a second by Mr. Babcock, the Board unanimously approved to renew audit services with Hayden Ross for the 2022-23 fiscal year.

Lakewood Odor Complaint:
Next, Chairman Howard presented the concerns regarding odor at the Tyler lift station and the subsequent visit to the site. Mr. Bopp says they have had the problem previously and suggested a letter go out regarding grease, oil and wipes and after discussion, Chairman Howard will follow up with a letter to the affected parties.

Blower Filter Relocation at Swans Landing:
Next, Mr. White stated that Glen Harvey wants to move the blower filter building that serves the Swans Lift Station. After discussion, the Board approved moving the building as long as it doesn't further interfere with the District access to the lift station and it is located within the existing easement or a new easement is granted. The Board directed oversight and inspections to be done by the District personnel and agreed that Mr. Harvey would be responsible for costs to move the building and any easement changes if needed. Staff was directed to use the construction agreement as guidance for billing and inspections.

Land Acquisition for Water Tank:
Chairman Howard explained there is a patron interested in donating property to place a water reservoir tank in exchange for water connections and the property location is around the same elevation as the current tank. Chairman Howard proposed moving forward with exploring this option because of the age of the old tank and needed redundancy in the system and that it would also offer additional fire protection. The Board discussed the size of tank and storage needs, easements, setbacks, elevations, conditional use permits and options for tying into the existing system. Mr. Meschko will provide a new scope of work for the water systems improvements ARPA project with preliminary cost estimates.

Administration/Billing:
Transfer Funds to State Pool
Ms. MacDonald requested authorization to transfer $44,374 from the O&M bank account to the LGIP state fund account where it provides a good monthly distribution yield until needed for capital improvements. Next, the Board unanimously authorized Ms. MacDonald to transfer the funds with a motion from Mr. Larson and a second from Mr. Bopp.

Capital Project Review FY 22-23 – None presented

New Building Permit Review:
Next, the Board considered the building application for the Clearwater Lillis Lot 4. Chairman Howard stated that the application to the County is for a large single family dwelling with a guest wing and two RV pads. After discussion of the District ordinances and Bonner County addressing, the board agreed to assess 2 ERU's for the main structure and guest wing and 1 ERU per RV connection, with conditions that they install a flow meter in a vault and authorize District personnel to access the meter and that the pool would not be connected to the system. Staff was directed to document the additional conditions in the standard will serve letter of approval.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Operations:

Employee Policy Review

Staff presented proposed amendments and additions to the employee pay policy regarding working hours, call outs and premium pay and after discussion and a motion by Mr. Larson and a second from Mr. Keibler all were in favor of amending the policy as presented starting with the current pay period starting August 16th.

Safety Equipment Review

Mr. Barnhart stated that he is in contact with someone to do the testing of the respirator and is waiting to hear back from them.

SCADA -Project Update

Mr. White stated that there was some progress and they are at the programing stage.

Permit Amendment for Treed Portion of Permit:

Chairman Howard stated that he and Mr. Larson are working on amendments to revise the permit from forest crop to grass and Mr. Bopp stated that he would like the Board to consider leaving part of the acreage in trees and after discussion, the Board will do a site visit.

Source Water Protection Grant Discussion:

Mr. Larson stated there is no news on the progress and there is a new contact for the grant.

Sewer Line Repair:

Mr. Meschko updated the Board that he went onsite at the Vanderford's yesterday and they are back to the original plan and placing fill over the hill and that it should be monitored.

ARPA Water System Improvement Review:

Mr. Meschko stated that the onsite meeting with DEQ and the hydrologist was good and anticipates the well site to be approved for a deep well.

CONSENT AGENDA

Mr. Bopp requested to pull the maintenance report from the consent agenda and asked about the change in the pumping contractor and Mr. White explained that the prior contractor was not available when needed. Then he asked about the end gun issues and Mr. White stated that the motor likely burned up and they will replace it in the spring. Next, Mr. Larson made a motion, seconded by Mr. Keibler, to approve the attached consent items and the motion was approved with Mr. Bopp abstaining.

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, as authorized above, at 3:45 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 4:25 pm.

WW Treatment Land Boundary Adjustment Contract: - Contract Terms for Service
After exiting executive session, the Chairman requested any further discussion regarding the addendum to the boundary line adjustment agreement items and with no further discussion, there was a motion from Mr. Larson and a second from Mr. Bopp with all voting in favor of signing the addendum as presented. Ms. MacDonald was then directed to add an agenda item for the next meeting to discuss modifications to the grandfather clause in the ordinance.

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