

NORTH LAKE RECREATIONAL SEWER & WATER DISTRICT

MINUTES

Regular Monthly Board Meeting

Friday

December 13, 2024

11:00 AM REGULAR BOARD MEETING

1. Call to Order at 11:00am
2. Roll Call- The following directors were present: Kurt Holtan, Dave Parrish, Chris Renfro and John Sommerwerck.

Also present were Cheryl Beach, Office Manager; Travis Pryor (via telephone), Operations Manager; and Amanda Vawter, Recording Secretary.

3. Approval of minutes of preceding meetings
 - a. November 8, 2024 **ACTION ITEM:** John Sommerwerck motions to accept the minutes as written and Dave Parrish seconds. All in favor
 - b. Discuss the timeline of when to send out the minutes to board members. There was discussion about when was more convenient to receive the minutes. Amanda will do her best to get them to the board as soon as she can.
4. Treasurer's Report
 - a. November 30, 2024 **ACTION ITEM:** Mr. Parrish had a question concerning O&M money being moved to the Capitol Improvement Fund. Cheryl explained that this was part of the budgeted amount of revenue available to move from O&M to Capital as shown in the income statements given to the board each month. There was not expected to be enough Capital Revenue to cover expenses. Mr. Sommerwerck had a question about money that was moved from the Contingency Account in Fund 1 to the Capital Improvement Fund. Cheryl explained that this is what the board had told the office staff to do when staff expressed the need to replenish the Capital Fund to pay the bills that were coming in. This was also the plan that was discussed when the project came in above the budgeted amount. Chris Renfro moves to approve the treasurers report as submitted and John Sommerwerck seconds. All in favor.
5. Operations Manager's Report:
 - a. Lagoon Biosolids Removal Project Progress Payment Approval **ACTION ITEM:** Work on the lagoon project has stopped due to freezing. Lagoon 1 is mostly completed and Lagoon 2 has less work than was originally expected. Dave Parrish motions to approve the payment for \$53,190.00. John Sommerwerck seconds and all are in favor.
 - b. General Operations Update: Lift Stations have been performing better after some much-needed maintenance. There was an issue with a broken valve at Tamarack that caused the underground water tank to empty but that has been resolved.
6. Engineer Report
 - a. Presentation of Fee Study- Jason King and Ryan Wagner joined the meeting via Microsoft Teams to present the Fee Study that Keller did for the District for the connection fees and any other fees that are currently in place at the District. They showed the different methods that can be used to calculate and EDU (Equivalent Dwelling Unit). With the fee study they have calculated the max per EDU to be charged for Sewer would \$13,307 and the max per EDU of Water would be \$8,542. This would

be for a connection to the District's system and is for a starting point to go off of. This would also get rid of our current Sewer/Water Line Capacity fees as all of those are included within the number stated above.

The final report will be presented at the January 10, 2025 meeting.

7. New Business

- a. Discuss/Approve Conditions of Annexation for MacGregor Townsite Phase 1 **ACTION ITEM**- Tabled until January
- b. Discuss/Approve Encumbering Funds from FY 23-24 for Lagoon Project that will not be finished until summer 2025. **ACTION ITEM**: John Sommerwerck motions to encumber \$220,873.20 from FY 23-24 to cover the Lagoon Project finalization in the spring of 2025. Dave Parrish seconds and all are in favor.

8. Unfinished Business

- a. Review Received Letter(s) of intent- Letters were reviewed with board packets
- b. Board to accept letter of intent received after deadline was published **ACTION ITEM**: Kurt Holtan motions to extend the deadline to January 3, 2025 and republish the notice in the local paper. John Sommerwerck seconds and all are in favor.
- c. Discuss/Approve Appointment of New Candidate to Fill Open Board Seat **ACTION ITEM**: Tabled until the January meeting

9. Executive Session – Request/motion by Board to go into Executive Session per Idaho Code Section #74-206 (1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff or individual agent or public-school student. **ACTION ITEM**: Dave Parrish motions to enter executive session citing the above referenced executive session code. Kurt Holtan seconds. A roll call vote was taken and all were in favor. Entered executive session at 12:53pm

- a. Discuss/Approval of action resulting from Executive Session per Idaho Code Section #74-206 (1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff or individual agent or public-school student. **ACTION ITEM**: John Sommerwerck motions to end executive session and Chris Renfro seconds. All in favor. Left Executive Session at 1:56pm. It was decided that Kurt Holtan and John Sommerwerck will perform the manager evaluations with Cheryl Beach and Travis Pryor.

10. Adjournment **ACTION ITEM**

- a. Motion by Board to adjourn: Kurt Holtan motions to adjourn the meeting. John Sommerwerck seconds and all are in favor. Meeting adjourned at 1:58pm