NORTH LAKE RECREATIONAL SEWER & WATER DISTRICT

MINUTES

Regular Monthly Board Meeting
Friday
September 11, 2026

REGULAR BOARD MEETING

1. Call to Order at 11:03am

2. Roll Call: The following directors were present: Dave Bruce, Michael Swanson, with John Sommerwerck and Julie Suitter via zoom.

   Also present were: Cheryl Beach, District Treasurer; Travis Pryor, Operations Manager; Amanda Vawter, District Recording Secretary; Kurt Holtan, Board Advisor and Jason King of Keller Associates

   John Sommerwerck motioned for Dave Bruce to run the meeting in his absence of in person presence. Mike Swanson seconds and all in favor. Dave Bruce will run the meeting for September 11, 2026.

3. Approval of minutes of preceding meetings:
   a. August 14, 2026 **ACTION ITEM**: Mike Swanson motions to accept the minutes as written and Julie Suitter seconds. All in favor

4. Treasurer's Report:
   a. August 31, 2026 **ACTION ITEM**: Cheryl mentioned that there was a refund issued to a customer for an ADU connection that was later deemed not to be an ADU. The board was advised that the O&M budget has already overspent the capital improvement allocation by approximately $200,000, urging caution in further spending. John Sommerwerck moves to approve the report as presented and Dave Bruce seconds. All in favor
   b. There was discussion on a line item in the budget for the maintenance operator clothing allowance. There is an annual budget set for all operators that also has money set aside if a new operator is hired. When the clothing allowance was originally added as a budget item, there was an annual allowance set per person per year but nobody can find the exact year and month minutes that includes this discussion. The board has asked that the maintenance clothing allowance be added to the October agenda.

5. Engineering
   a. SCADA Update **ACTION ITEM**: Jason King from Keller Associates provided an update on the SCADA (Supervisory Control and Data Acquisition) system implementation. The plant has been connected to the Tamarack Water system via Mountain Control. A larger antenna was installed for improved signal. The remaining challenge is the Poison Creek lift station, which has an aging PLC (Programmable Logic Controller) infrastructure that is incompatible with modern software and communications systems. Keller's estimated cost to replace the PLC is around $50,000. Travis is waiting for a quote from a contactor who is familiar with the District's system and could potentially do it for less money. It was pointed out that the board-approved budget of $60,000 has been overspent by $20,000 as of July and more work has been done. Jason explained this was due to having to hire an outside contractor and the work coming in higher than expected. Keller will wait to bill anymore work until the project is complete and the amount can be discussed with the board. The discussion for the PLC replacement will be tabled until the October meeting when a quote can be received from Todd Alder and Travis and Cheryl can go over the O&M budget to see if it will fit in the 2026 budget or not.
   b. Tamarack Expansion: Tamarack has started meetings with Travis about the beginnings of the expansion into the Heritage Phase of the resort. There is no timeline yet and everything is still in the discussion phase. The District will start the process of reviewing the connection requirements for this expansion. A map of the expansion area will be provided at the next meeting.

6. Operations Manager's Report:
    a. Shawn Barton Development Easement Update: The attorney has requested more information and Travis is waiting for a quote from Dunne Surveying.
    b. Tamarack Falls Estates Update: Travis has a meeting scheduled to go over the draft COAs.
    c. Discuss/Approve Wage Range to offer for open Operator-In-Training Position **ACTION ITEM**: The candidate does not hold an operator license and would enter the District's apprenticeship program that has been used in the past to fast track the license process. The proposed wage range for new hires was suggested at $24-$26/hour. The last comparable hire started at $22/hour in 2024. A salary reference overview was provided for every level of license the District has had. Dave Bruce suggested establishing a formal wage structure to have in place so this discussion does not need to be held whenever someone is hired. Another discussion was held about the inclusion of board Member involvement in interviews and if it was necessary. The consensus was that the board involvement in previous interviews has added little value. Mike Swanson motions to have a wage range for Operators in Training of $22-$26/hour. Julie Suitter seconds. All in favor. A wage structure discussion will be added to the October board meeting.
    d. General Operations Update: Travis provided a general operations update covering active construction and development projects. Timber Creek Reserve has restarted construction for its next phase. Tamarack Resort has multiple ongoing construction activities. Craig Groves submitted a preliminary engineering report for the MacGregor Township for review and comment. End of fiscal year budget review is also underway to identify remaining O&M and capital project opportunities before winter.
7. Old Business:
    a. Discuss/Take Action on City of Donnelly updates from Board Member actions from last meeting **ACTION ITEM**: An extensive discussion was held regarding the status and complexity of the City of Donnelly annexation process. There were many new developments that came about from the last committee gathering including finding a Keller study that was done in 2003 that is still relevant today and could potentially make the need for a new study unnecessary. It was proposed that the committee gather before the next meeting and go over all of the new developments and answer any and all questions that have come up to determine the correct next steps for this process. They will bring their findings to the October board meeting.
    b. Discuss/Approve method of Board Member follow-up for Action Items they are supposed to take care of following board meetings **ACTION ITEM**: It was determined that the method of sending out the Zoom action items from the last meeting worked best for everyone. John motioned to have this be the set method going forward and Mike Swanson seconded. All in favor.
    c. Discuss/Approve method of inviting Legal Services or Consultants to board meetings **ACTION ITEM**: John proposed that the chair and vice chair of the meeting be empowered to invite legal and engineering consultants as needed, based on guidance from attorney Bill Punkoney regarding Open Meeting Law compliance. Dave Bruce raised concern about cost control, noting the board has previously expressed concern about excessive legal fees. Julie Suitter suggested that non-urgent items requiring legal input could simply be tabled until the next meeting. Dave recommended Travis and Cheryl retain authority to invite consultants (including Keller) as they see fit, given their operational knowledge. John motioned that Travis and Cheryl have the authority to invite consultants and legal to meetings as needed. Mike Swanson seconds. All in favor. John withdrew his proposal and the chair and vice chair were not given authority to invite legal on their own. If something comes up that requires legal during a meeting the board will decide then and invite legal to the next meeting.
    d. Resolutions from Previous meetings: Travis explained that developers sometimes request detailed feasibility information before formally petitioning, consuming staff and engineering time without a reimbursement mechanism. Travis proposed that rather than creating an internal deposit/tracking system, Keller Associates would directly engage and bill developers who require engineering input beyond what the District can provide. The board agreed to the method and Keller will start working directly with any developer who approaches the District without a formal petition.

8. New Business:
    a. Discuss/Approve Legal Services Agreement **ACTION ITEM**: John shared that the attorney drafted a legal agreement including legal response times commitments. The document was sent to the board with the agenda materials. The discussion has been tabled until the October meeting for all board members to have a chance to review.
    b. Next Meeting is October 9th

9. Adjournment
    a. Motion by Board to adjourn **ACTION ITEM**: Dave Bruce motions to adjourn the meeting and John seconds. All in favor. Meeting adjourned at 12:42pm.