

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 20, 2019

I. OPENING

Mayor Rognstad called the regular meeting of the City Council to order at 5:30 p.m. on Wednesday, November 20, 2019, in the Council chambers at City Hall, 1123 West Lake Street, Sandpoint, Idaho.

ROLL CALL: Council members Ruehle, Aitken, Aispuro, Darling, Williamson and Eddy were present.

PLEDGE OF ALLEGIANCE: **Mayor Rognstad** led Council and the public in the pledge of allegiance to the flag.

City Engineer Dan Tadic announced that, downtown, the old streetlights and their corresponding overhead feed have been replaced by new cobra lights. The downtown construction contractor is rapidly preparing for winter shutdown, currently working on backfill and cleanup. The pedestrian fencing is scheduled to be removed by this coming Monday, November 25, and they will be completely demobilized by Tuesday. Work will begin again on or before April 1, and the tasks to finish this project will include: installation of the remaining electrical, fiber, irrigation, sidewalk, benches, bike racks, signage, and the final layer of asphalt, plus striping.

City Administrator Jennifer Stapleton thanked Parks Supervisor Austin Hull and the Parks crew for all of their work over the past month to install Christmas holiday lighting throughout downtown, including lighting on trees along Sand Creek where electrical was available. The lights will be turned on next Wednesday, just ahead of the Thanksgiving holiday and the annual Christmas tree lighting at Jeff Jones Town Square, scheduled for Friday, November 29. It will be hosted by Creations of Sandpoint and co-sponsored by the City of Sandpoint, with refreshments, entertainment, fire truck, and a visit from Santa Claus. This year, the tree was donated by Young Living Essential Oils and will be prepared and set in place by the Parks crew.

Ms. Stapleton announced that Solar Roadways has completed their project at Jeff Jones Town Square, replacing their SR3 model tiles with their SR4 model. She clarified that, when Solar Roadways develops new product and makes improvements to their demonstration area at the Town Square, there is no cost to the City. This is a project that was predominantly funded with an Idaho Department of Commerce Gem Grant, and the demonstration area improvements are part of Solar Roadways' research and development costs.

Mayor Rognstad announced that, pursuant to Idaho Code § 74-204(4)(b), because an amendment to the Agenda was proposed and posted less than 48 hours before the meeting, Council will need to consider this amendment, with a majority voting to approve, before the meeting can proceed under the Reamended Agenda, as proposed.

Councilman Eddy moved to accept the Reamended Agenda, as proposed and posted prior to the start of the meeting, removing item E-1, Proposed Resolution for CONTRACT WITH BONNER COUNTY PROSECUTOR LOUIS MARSHALL FOR MUNICIPAL PROSECUTOR LEGAL SERVICES. **Councilman Aispuro seconded the motion.**

A roll call vote resulted as follows:

Councilman Darling	Yes
Councilman Eddy	Yes
Councilman Aitken	Yes
Councilwoman Ruehle	Yes
Councilwoman Williamson	Yes
Councilman Aispuro	Yes

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The motion passed by a unanimous vote of Council.

City Attorney Andy Doman explained that he needed additional time to more closely examine the terms and conditions of the new contract that has been proposed.

II. PUBLIC FORUM

Corey Obenauer, who is not a City resident but is a downtown business owner, recommended, on behalf of the Downtown Merchants Association, that, before sidewalks are constructed in the spring, the City consider installing posts for overhead banners instead of stringing them between buildings.

Brooke Moore, City resident and downtown business owner, stated that the weekly construction updates are appreciated, but drivers coming into downtown need to understand where to park. In the spring, if the City could post this information on social media, for instance, the downtown merchants could share it with their employees and patrons. The downtown merchants are hoping to be able to generate more customer traffic downtown and create vibrancy. She reported that there are a handful of downtown business owners who are dedicated to the Downtown Shopping District, coordinate and attend meetings, create events, and ask for donations. It's challenging with so few volunteers. She urged the City or the Chamber of Commerce to initiate and form an organization or committee that can help.

Staci Schubert, City resident and downtown business owner, wondered whether the funds left over after dissolution of the Business Improvement District (BID) could be distributed to the downtown businesses to offset the challenges of the construction or used for more lighting on First Avenue or for marketing downtown businesses or to throw a party downtown to celebrate the end of the construction. Ms. Stapleton replied that the downtown lighting budget was doubled this year and funded exclusively from the Parks budget and that the money left over after dissolution of the BID was earmarked solely for purchase and maintenance of the downtown flower baskets. Finance Director Sarah Lynds reported that the balance in the BID account on September 30, 2019, was \$47,863.

Steve Berenson reported that he has participated on the Pedestrian and Bicycle Advisory Committee (PBAC) for the past six years. The Committee met recently and put significant effort into formulating a recommendation for Council, as directed. He was surprised to see that the meeting minutes from those meetings are not included on this evening's agenda for Council review. He stated that Sandpoint is a community, where people walk, bike, and participate. A greater effort needs to be made in order to reach people and get them interested in participating. There are lots of big things going on in Sandpoint that haven't happened before. We are in a position to make Sandpoint a wonderful place, but it should not be confused with a city; we're a community.

Ann Neal, City resident, observed a motorist fail to stop at the new four-way stop at the intersection of Pine and Division and urged the City, for safety's sake, to enhance notification to drivers with an electric sign, lights, or a red flashing traffic signal.

Chris Bessler, who is not a City resident but is a downtown business owner, urged Council to reconsider the new Memorial Field design they recently approved. He does not believe the public had ample opportunity to weigh in, and he is not convinced that Council had enough opportunity to review the options. His business and he personally donated substantial resources to the 1% local option tax (LOT) campaign to ensure its success. It was presented to the public as a means to rebuild the aging grandstands, not grass field vs. artificial turf. This tax will sunset a year from now, and there will be opportunity to seek

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support from the community for a new tax, but he is concerned that voters could be disenfranchised with this decision regarding the field design and new field surface.

Rick Howarth is a City resident, representing neighbors in south Sandpoint. He stated that notifications regarding discussion on the field surface may have met legal requirements, but he believes there was little thought given to Memorial Field neighbors, who should have received a letter or postcard in the mail, as not everyone takes the newspaper, is on Facebook, or regularly checks the City website. If the trees are moved, there will be no buffer from the parking lot noise and lights. Ponderay just approved a new LOT, which they will use to build a sports complex that will take some pressure off the need to use Sandpoint's fields. He wonders why a natural grass surface was not provided as a design option. The new approved design is oversized for the available acreage, and there has not been enough time for the neighborhood to provide feedback. He urges Council to delay the vote scheduled for this evening on approval of a design consultant.

Iris Harrison, a resident of the City who lives near the Field, urged council to reconsider their approval of this design. The impacts to the neighborhood are outside what this old residential neighborhood can handle. Currently, every event held at this location comes into their home, and kids heading to games drive faster than the usual neighborhood traffic.

Deborah Staggs, City resident who lives near Memorial Field, stated that she first heard about plans for the new design less than a week before it was approved. She listened to the meeting from home and heard the hands being counted and wonders whether that influenced the vote. If she knew there was going to be a straw poll, she would have attended. This was not presented as a decision about a sports complex, just natural vs. artificial turf. This design will have a negative impact on the neighborhood, with more traffic, parking, noise, and lighting. Neighbors who will be potentially impacted by planning and zoning decisions receive a letter in the mail. Why no mailing regarding this issue?

III. CONSENT CALENDAR

- A. MEETING MINUTES – *approval of Council minutes and informational review of all others*
 - 1. City Council – November 6, 2019, Regular Meeting
 - 2. Planning and Zoning Commission – October 1, 2019
 - 3. Arts Commission – August 13, 2019
 - 4. Urban Renewal Board – October 1, 2019

- B. BILLS in the amount of \$718,836.96, reflecting \$478,912.17 for payroll and \$239,924.79 for regular payables.

- C. TREASURER'S REPORT ON CASH AND INVESTMENT TRANSACTIONS – SEPTEMBER 30, 2019

- D. CONFIRMATION OF APPOINTMENTS TO CITY COMMISSIONS, ADVISORY COMMITTEES, AND BOARDS
 - 1. Hauk Dregelid, Development Impact Fee Advisory Committee
 - 2. Tom Bokowy, Urban Renewal Board – reappointment, new term to expire November 30, 2022

- E. RESOLUTIONS
 - 1. ~~CONTRACT WITH BONNER COUNTY PROSECUTOR LOUIS MARSHALL FOR MUNICIPAL PROSECUTOR LEGAL SERVICES~~
 - 2. **RESOLUTION NO. 19-61 PURCHASE OF BUDGETED POLICE VEHICLES**

Mayor Rognstad thanked Aksel Dregelid and Tom Bokowy for their willingness to serve on the Development Impact Fee Advisory Committee and Sandpoint Urban Renewal

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Agency, respectively, and urged Council to confirm these appointments.

Councilwoman Williamson moved to approve the Consent Calendar, items A-1 through D-2 and E-2. **Councilman Darling seconded the motion.**

A roll call vote resulted as follows:

Councilwoman Ruehle	Yes
Councilman Eddy	Yes
Councilman Aitken	Yes
Councilwoman Williamson	Yes
Councilman Aispuro	Yes
Councilman Darling	Yes

The motion passed by a unanimous vote of Council.

F. RESOLUTION NO. 19-62 PROFESSIONAL SERVICES AGREEMENT WITH BERNARDO WILLS ARCHITECTS FOR WAR MEMORIAL FIELD DESIGN SERVICES

Parks and Recreation Director Kim Woodruff reported that the City advertised a Request for Qualifications (RFQ) and received (3) Statements of Qualifications (SOQ), ranked, in order: 1) Bernardo Wills Architects of Spokane, Washington, 2) SPVV, also of Spokane, and 3) HMH from Boise, Idaho. Dell Hatch from Bernardo Wills Architects is in attendance and available to answer any questions.

Councilman Darling moved to approve the proposed Resolution, PROFESSIONAL SERVICES AGREEMENT WITH BERNARDO WILLS ARCHITECTS FOR WAR MEMORIAL FIELD DESIGN SERVICES. **Councilwoman Ruehle seconded the motion.**

Ms. Stapleton responded to **Councilman Aitken** that, if Council does not approve the award of this contract this evening, a determination would need to be made as to whether Council would want to go through another review process and take a look at different options. With the first consultant, SPVV, three alternatives and associated costs were reviewed over the course of a couple of years. The master planning effort was then launched, with design concepts for specific sites. The current consultant, GreenPlay, as they were moving forward with their design, was able to determine and reported in their presentation that The Festival at Sandpoint and the timeline for that event and youth sports at War Memorial Field on a natural surface are incompatible, which led them to the design that included an artificial turf surface. During the conversations with both consultants and the process of reviewing the options with the consultants and the steering committees, it has been understood that there is a need to accommodate all users. SPVV reported the challenges surrounding the different turf surfaces, and GreenPlay has stated the incompatibility, as previously noted. Artificial turf is the surface type that accommodates all users at War Memorial Field. She noted that the concept design for City beach includes the potential to hold The Festival at Sandpoint and other events at that location.

Councilman Aitken is concerned about the timing of the project and the impacts to the community and pointed out that the proposed dog park will result in even more traffic. The timing and the schedule seem very rushed. He stated that, if he was in charge of The Festival, he would include a provision for liquidated damages in the lease with the City. If construction isn't completed because it's a snowy spring or there is some other delay, where would The Festival be held? How would tickets be refunded? He doesn't want the City to be responsible for that. A year from now, construction could begin directly after the end of the football season, and that would offer a more realistic timeframe.

Ms. Stapleton replied that the timeline challenges really revolve around the design timeline, as opposed to the construction timeline. The April through July construction timeline for installation of artificial turf is the same construction timeline identified by the

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first consultant, SPVV. Natural surface installation would require a two-year timeline. The next phase will be to finalize the concept design in order to create a construction design. City staff and the consultant will be working with user groups, The Festival, sports groups, and the neighborhood, with charrettes, to discuss the final design.

Mr. Hatch stated that, yes, we can step back and then move forward with more detailed studies and more public review; that's certainly within the realm of possibility. One of the goals, in determining how this project could accommodate, primarily, The Festival, was to set up a schedule that would allow the project to be fully complete by end of July 2020. That is what is driving the project schedule. If the contract is awarded this evening, and his firm starts the next day, they will have a window of two and a half (2½) months to create all of the construction documents for bidding purposes. The end-of-year holidays are within that timeframe, so about a week will be lost. It is a very aggressive schedule, both in design time and in construction time. He anticipates issuing a Notice to Proceed to the construction contractor on April 1. They would then have a four-month period to redevelop the field and convert from natural grass to artificial turf. In terms of the process, this coming Monday and Tuesday, a two-day validation charrette is proposed, where the design team will meet with City staff. They met with The Festival previously during the parks and recreation master planning process and will do so again as the consultants for the Memorial Field design project and discuss their needs and challenges in detail, determining all of the potential issues that may arise with the new artificial turf. They will also be meeting with the high school coaches in order to understand their schedules and program needs. The hope is to bring all of that together by the second day. The plan that was presented by GreenPlay and has been previewed by Council and the public is still a concept plan. It was compiled with enough detail to allow for a determination of material quantities and arrive at the most accurate cost estimate possible to gauge against the City budget, the decision to move forward, and the extent of improvements. The two-day charrette will be intense and include full-day schedules. At the end of the two days, their goal will be to have the ability to move forward with a clear understanding from the City, the high school, and The Festival the direction they will be going in order to accommodate all users. From there, the design team will meet weekly. Every other week, they propose to meet with the City to provide updates. In mid-December, the drawings will be 30% complete, with a full review and submittal to the City and updated cost estimates. Upon approval, they will move on to the last 70% of the work and the final design, which will culminate on February 18 with full documents ready for public bid. The bid period will last three to four weeks, with Council receiving the bids for review in March. A construction contract will be awarded, and construction would begin on April 1.

Ms. Stapleton added that this proposal calls for phased construction, breaking out Phase 1 and the minimal scope of what is needed to accommodate The Festival and going into fall sports season. The parking lot, the baseball and softball fields, the restrooms, etc., would fall under Phase 2, to be accomplished at a later date. With only Phase 1 being undertaken at this time, the entire project is not as large to complete, taking the risk element out in time for The Festival. The proposed dog park and shoreline improvements have been developed as part of the design but are not in this scope; they would be part of Phase 3. The City is already working on leveraging additional funds to bring this project to fruition, and Idaho State Parks and Recreation funding opportunities will be available next month, possibly for improvements to the boat launch and restrooms near the boat launch. The schedule that is proposed not only provides for completion in time for The Festival but also aligns with the timeline of when grant opportunities are available.

Mr. Woodruff added that Dave Nygren, who, for many years, worked for The Festival as their organizer, has joined the Bernardo Wills Architects team as a consultant to assist through this process. He is very aware of the specific needs of The Festival. The City and the consultants plan to reach out aggressively and work with all parties as a team. Tomorrow, for instance, a meeting has been planned with all the coaches, the lacrosse group, etc., with a clear understanding of the concerns surrounding the tight timeline.

Mr. Woodruff replied to **Councilman Aispuro** that, yes, if the design contract is not awarded this evening, we will need to go through this whole process again, and it will not

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be accomplished until the following year, at the earliest.

A roll call vote resulted as follows:

Councilman Darling	Yes
Councilwoman Williamson	No
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	No
Councilman Aispuro	No

The motion passed, with Council members Williamson, Aitken and Aispuro dissenting, and Mayor Rognstad voting in the affirmative to break the tie.

G. WASTEWATER TREATMENT AND INFILTRATION/INFLOW (I/I) UPDATE

Water/Wastewater Superintendent Jeff Cowley and City Engineer Dan Tadic provided a report and update on this issue.

Wastewater Treatment and Infiltration/Inflow: The current status of Sandpoint's sanitary sewer system.

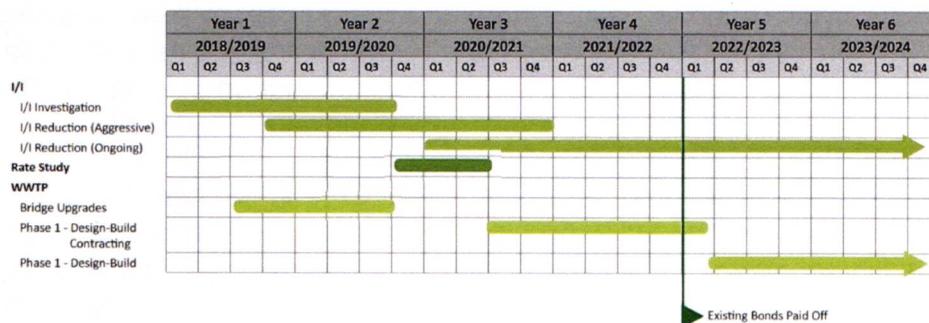
A brief history of the Sandpoint Wastewater Plant

Mr. Cowley reported that, the bottom line is, the plant is old. Originally, it was designed to handle only 3 million gallons. In 2008, it was upgraded to 5 million. The City of Sandpoint's current wastewater treatment plant was originally built with components purchased from the Farragut Naval Station in 1955. Portions of the original plant are still in use today, over 60 years later. The typical planned life of a wastewater facility is 20 years. Sandpoint's plant is now at the end of its useful life span and in August of 2018, the City Council adopted a facility plan to replace and reconstruct the facility at its current location by 2026. The replacement project will ensure the City remains in compliance with permit conditions and state and federal laws.

Recent Progress at the Wastewater Plant

- New NPDES Permit and Conditions Issued 12/1/17 by the federal Environmental Protection Agency (EPA). The Idaho Department of Environmental Quality (DEQ) now oversees the permit and handles compliance and will do so into the future.
- Refinanced existing bond for 2008 repairs (paid off early in 2022)
- Facility Plan, by JUB Engineers in Jan 2019, approved by City Council and DEQ
- Interim Plant Upgrades designed and approved by DEQ in 2019 (chemical feed system to adjust pH and enhance phosphorous removal - install completed 2019)
- Interim Equipment Upgrades, replace boiler 2019

Timeline to Replace Existing Wastewater Treatment Plant



Additional “bridge” upgrade: Two aging pumps at the end of their useful life will be replaced in the next nine months.

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Permit Violations and Water Quality

Since the implementation of the Clean Water Act and subsequent creation of the United States Environmental Protection Agency (USEPA) in the early 1970s, industrial, institutional and commercial entities have been required to continually improve the quality of their process wastewater effluent discharges.

- Influent is sewer that enters the facility (untreated).
- Effluent is treated sewer that leaves the facility and discharges into the river.

The determination of wastewater quality set forth in environmental permits has been established since the 1970s in a series of laboratory tests focused on four major categories:

- **Organics.** A determination of the concentration of carbon-based (i.e., organic) compounds aimed at establishing the relative “strength” of wastewater (e.g., Biochemical Oxygen Demand (BOD), Chemical Oxygen Demand (COD), Total Organic Carbon (TOC), and Oil and Grease (O&G)).
- **Solids.** A measurement of the concentration of particulate solids that can dissolve or suspend in wastewater (e.g., Total Solids (TS), Total Suspended Solids (TSS), Total Dissolved Solids (TDS), Total Volatile Solids (TVS), and Total Fixed Solids (TFS)).
- **Nutrients.** A measurement of the concentration of targeted nutrients (e.g., nitrogen and phosphorus) that can contribute to the acceleration of eutrophication (i.e., the natural aging of water bodies), and
- **Physical Properties and Other Impact Parameters.** Analytical tests designed to measure a varied group of constituents directly impact wastewater treatability (e.g., temperature, color, pH, turbidity, odor, metals).

Is the City dumping raw sewage into the river? No, that is absolutely false. We have not discharged and do not discharge untreated sanitary sewer into the river. All water that enters the plant is treated.

Have we had permit violations? Yes.

What is a violation? Why do they happen at our facility? And, what are we doing about it? Our facility operates under the conditions of the above-mentioned NPDES permit. This permit became in effect on December 1, 2017, and is valid for five years. The permit requires that we conduct specific and regular lab tests to measure the characteristics of the sewer throughout the treatment process and ultimately the quality of effluent that leaves the plant. All testing relates to one of the four categories noted above - some of which have thresholds (or allowable) limits, specific to our plant, as noted in the permit. Additionally, the permit contains specific administrative and operational requirements.

Violations occur and are reported by the City anytime anything occurs that does not strictly meet the permit requirements. Recently, the Idaho Conservation League (ICL) reported on discharge violations at facilities throughout the state, noting 20 violations at the Sandpoint Wastewater Treatment Plant between 2016 - 2018. The majority (12) of these violations related to organics. The remaining seven violations related to solids, nutrients, and physical properties. Below is a more detailed summary regarding these violations.

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Sandpoint Wastewater - Discharge Violations 2016 - 2018		
Number of Violations	Cause of the Violation	Corrective Action
14	High Flows due to I&I	Reconstruct Treatment Plant Reduce High Flows
2	Age / Design of Plant	
1	Equipment Failure	Repair Failing Equipment
1	Lab Error	Modified Procedure
1	Sampling Issue	
1	Industrial User	
20*	Total Violations 2016-2018	
<i>*11 of the total violations occurred over a two month period in 2017 where flows peaked.</i>		

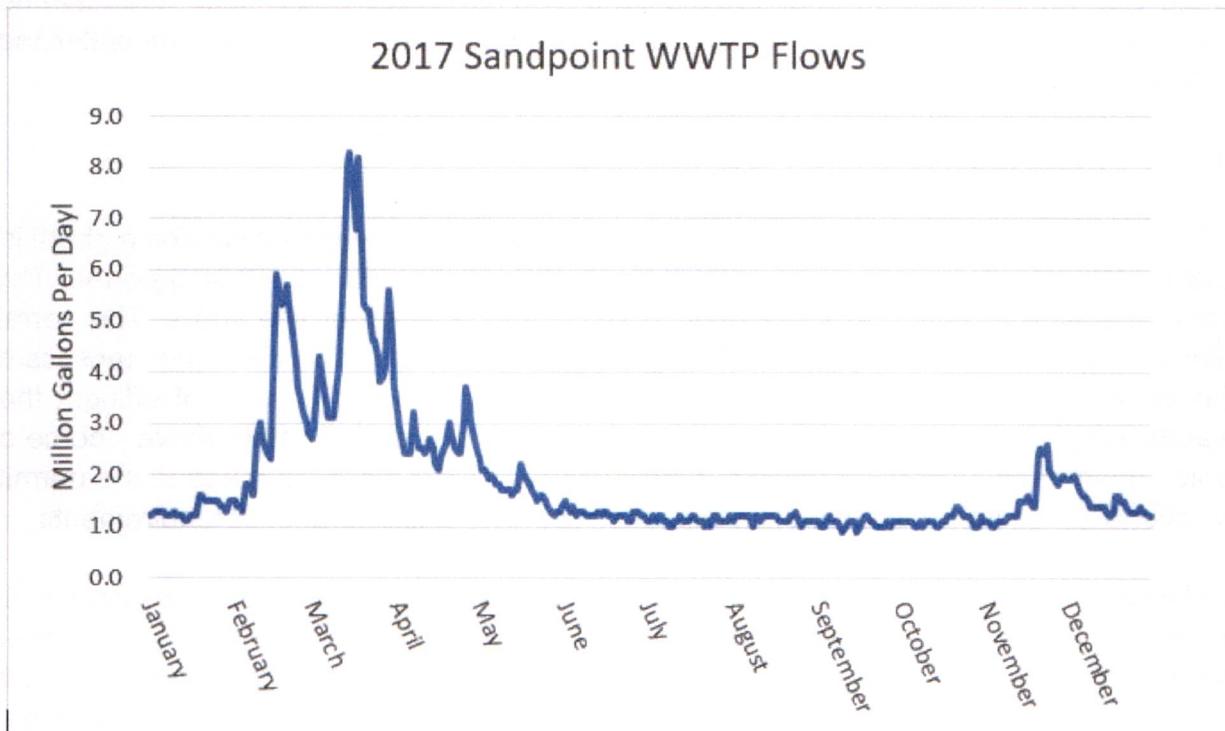
To Date... No Discharge Violations in 2019!

The plant is overloaded, hydraulically, and simply cannot handle the flows. It can handle up to about 4.5 million gallons a day and short spikes above that. During two months in 2017, there was a week of more than 4.5 million gallons per day coming in. In one week in March, we were treating the same amount of wastewater as the City of Coeur d'Alene.

Clear flows: what's the big deal?

Clear flows are stormwater and groundwater that enters the sanitary sewer system and makes its way to our treatment plant - otherwise known as Inflow and Infiltration (I/I). This is a major problem in Sandpoint. Here's why:

1. At peak flows, the future plant has to treat a volume equivalent to 50,000 residents.
2. Excessively high infiltration and inflow is a struggle to treat efficiently and makes meeting permit conditions a challenge.



Why should you care about I&I?

Fundamentally, Inflow and Infiltration directly impacts rates.

Mr. Tadic reported that, if we can reduce Inflow and Infiltration, it may be possible to construct a smaller treatment plant. And, if you'll recall from the above summary of

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violations, high flows caused by inflow and infiltration were the cause for numerous permit violations. Reducing high flows directly impacts our ability to remain compliant with permit conditions and protect the environment.



The photo above shows a hose, coming out of a crawlspace vent, likely connected to a sump, that is discharging ground water into the sanitary sewer cleanout next to the house. This is what we do not want to see and what needs to be stopped.

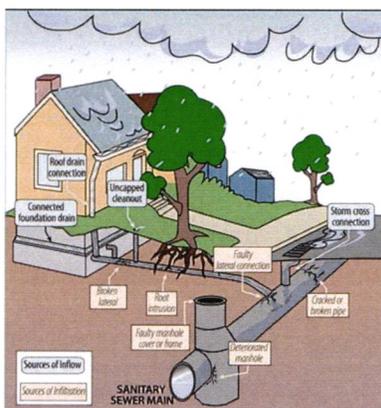
Inflow is a rapid flow, usually a direct source, such as a storm drain that's cross-connected with the sanitary or a roof drain or a foundation drain or an uncapped cleanout in a yard that acts as an area drain or, as depicted above, a sump pump. Infiltration is more like a seep, typically ground water through a cracked or broken main or lateral, a manhole, or a faulty lateral connection at the main.

Common sources of the problem:

Clear water flows into wastewater collection system through:

- Cracks and holes in the system mains
- Cracked or broken lateral lines that connect homes and businesses to the mains
- Sump pumps, yard drains, and roof drains that are connected to the sewer system rather than the stormwater system
- Uncapped cleanouts
- Storm drain cross-connections

Are these common sources of clear water the cause of our high flows in Sandpoint? Crews have been working to find out!



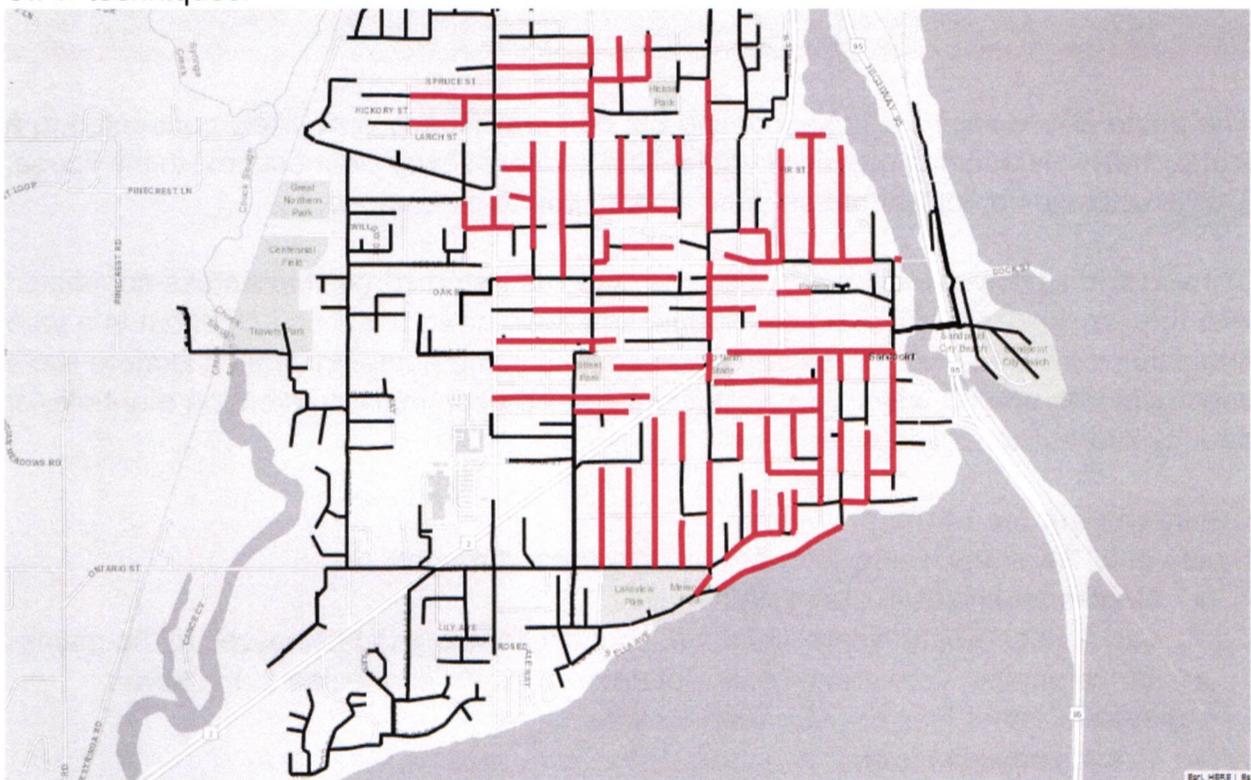
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What action has been taken to date?

The problem is not new. In fact, the City first began collecting data to define the source of the problem in 1995! Over the past 12 years, the City of Sandpoint has successfully invested in rehabilitating its wastewater pipeline infrastructure, while reducing I&I and treatment costs, by implementing cured-in-place pipe (CIPP) technology.

The CIPP process includes installing a seamless, jointless, resin-impregnated felt liner into the existing pipe (aka: a pipe-in-a-pipe). This process is considered trenchless because it does not require excavation or full pipe exposure. This approach saves Sandpoint ratepayers about 25% of the cost of open trench methods. To date, over 62,000 feet (11.7 miles) of pipe has been rehabilitated. This amounts to 23% of the total system. The Sewer Lateral Inspection Program (SLIP) has proactively helped address a portion of the issue. Approximately 42% of the private system has been inspected and 13% of the private laterals have been replaced. SLIP is triggered by property sale and sometimes a building permit. Approximately 25% of I/I reduced due to these efforts, but there's more work to be done.

In the map below, the red lines indicate where sewer mains have been rehabilitated with CIPP techniques.



Private sources.

Despite all of the effort to date, we are still seeing excessively high flows at the plant. Mr. Tadic showed video footage from inside a sanitary sewer mainline pipe, explaining that the clear water flowing into the mainline pipe is from a private sewer lateral, more than likely a sump pump in the basement is draining into the system, this is called inflow. The last part of the video zooms in on the lateral and mainline connection where groundwater is leaking into the system - this is infiltration. It's estimated that this affects approximately 25% of the City's 3,800+ service connections. Mr. Cowley reported that this video was taken earlier this year, during a time when the flow was not very high, topping out at 4.1 million gallons. That day, there were about 3.5 million gallons coming into the plant. Imagine twice that much I/I on the highest flow days, such as in 2017.

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Mr. Tadic replied to **Mayor Rognstad** that the pipe depicted in the video had been treated with CIPP. CIPP results in a very minor reduction in capacity. CIPP lifespan is approximately 50 years.

What did we learn from smoke testing?

21% of the smoke test results related to public infrastructure (mains, manholes, cross-connections) and the remaining 79% related to private system (yard drains and clean outs)



Questions that still need to be answered before decision-making:

- What areas of town contribute the most to the flows at the plant? Quantifying flows in the mainlines during peak flows at the plant will tell us if a portion(s) of town is contributing more than others so that possible improvements can be focused in areas that will have the greatest impact of reducing flows. Flow monitoring must be conducted in the spring when rain on snow events provide the most volume of flow. The spring of 2019 did not provide conditions conducive to flow monitoring and the effort is now scheduled for 2020.
- What if all the private sources were repaired? Since the majority of the leaking mainlines in town have been repaired and we still have high flows, the current conclusion is that a significant amount of flow is on the private side. To determine the effectiveness of focusing on fixing private sources, a demonstration project is being reviewed by staff. The project would include repairing 100% of issues in a small portion of town and evaluating what (if any) effect doing so has on flows. This effort requires collecting a variety of flow data before and after repairs, as well as immediately adjacent to the demonstration area.
- How many sump pumps may be contributing to flows? Collecting this information requires input from residents and can help us determine if focusing on removing these sources would reduce flows.

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- How many private laterals in town are failing? The SLIP program has helped; however, nearly 60% of the laterals have not been inspected. The City could inspect the laterals but costly equipment is required; or, the code relating to SLIP could be advanced in a manner that required all lines be inspected by the property owner within two years. The above-mentioned demonstration program will help determine if continuing to repair laterals reduces flows at the plant.

Infrastructure and Development Services Manager Amanda Wilson responded to **Mayor Rogstad** that the cost of a SLIP inspection is \$350.

Next steps...

- Public Education Campaign – working with JUB on fliers. How do other cities communicate these issues? Developed draft fliers. Mailed with utility billing. Social media.
- Mr. Cowley reported that he staffed the City booth at the Bonner County Fair and had some good discussions with citizens who stopped by. Half the booth was dedicated to I/I.
- Collect data to dive deeper into where and why
- CIPP mainlines (Summer 2020)
- Manhole repairs and other “low hanging fruit” learned from smoke testing results
- Survey residents to learn about inflow sources
- Use data to develop options and cost benefit analysis for future decision-making by City Council



All data collection is leading up to future decisions:

1. What can be repaired and how effective will the repairs be at reducing plant flows?

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2. What are the results of a cost-benefit analysis and how much should we invest in repairs?
3. What amount of responsibility should fall on the private property owner? How is that responsibility enforced?

MOVING FORWARD

The work continues...

- Rate payers continue to pay off our current bond.
- System repairs in treatment and collections are ongoing.
- Data collection throughout 2020.
- Rate study in 2020 will assess options to pay for reconstructing the wastewater treatment plant.
- Public Education efforts will launch first of the year, 2020.
- City staff will continue to meet with potential funding agencies and work with legal to craft shovel-ready, design-build documents for replacing the wastewater treatment plant.

Bob Staggs, City resident, reported that he's had his lateral snaked out three times in the last three years due to a neighbor's tree roots. He has hired someone to line-bust his lateral. Mr. Cowley advised him to keep a record of the repair in lieu of an inspection. When he had the line snaked, the contractor video-recorded it, at a cost of \$85 - \$160 each time, plus they cleaned the line. He pointed out that this is substantially less than \$350.

H. RESOLUTION NO. 19-63 INTERIM FIRE CHIEF

Ms. Stapleton reported that Sandpoint Fire Chief Ron Stocking, who was an employee of the City, retired effective October 15, 2019. Under the Joint Powers Agreement (JPA) which formed Selkirk Fire, Chief Stocking also served as the Fire Chief for Westside and Sagle Fire Districts. The Joint Powers Board recommends that Dale Hopkins, who has served as the Assistant Fire Chief for the agencies participating in Selkirk Fire be appointed the Interim Fire Chief for all three entities through September 30, 2020.

Chief Hopkins has been working in this capacity since Chief Stocking's retirement, and, from an administration standpoint, both she and the Mayor are very confident in his abilities, not only to lead Selkirk Fire during this time but also to appropriately represent the City of Sandpoint, be involved in the City's cross-departmental needs and discussions and, as appropriate, participate as a member of the City's Leadership Team.

In line with requests by City Council through both strategic planning efforts and prior presentations from Chief Stocking, the Sandpoint representatives on the Joint Powers Board recommended to the Board the goal of developing a clear, data-driven business plan that assesses our current shared operational structure and considers a variety of other best-practice governance and structure models, anticipates growth opportunities (i.e., new partnership with Northside Fire, perhaps, or other partners in the area), provides a current and future staffing model and a complete fiscal analysis that identifies opportunities for service enhancement, efficiency and cost avoidance. This was presented to the Board for consideration at the last Board meeting, along with the Interim Fire Chief Resolution that would need to be signed by all of the entities, with the suggestion of savings of approximately \$39,000 for each agency as a result of moving Assistant Chief Hopkins into the position of Interim Fire Chief and leaving the Assistant Fire Chief position vacant through September 30. This would provide the opportunity to find a consultant through a Request for Qualifications (RFQ) that can complete the appropriate operational assessment feasibility study for all of the partners and present

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the results. Based on those results and recommendations, ultimately a long-term decision can be made relative to overall staffing structure and how we continue to operate, whether that's moving toward consolidation of fire districts, as has been discussed in Sandpoint, continuing to operate in a Joint Powers Board arrangement, or moving to a contractual arrangement. Down the road, perhaps we would move toward a consolidated fire district that includes Sandpoint, as well. There are a couple of different consulting firms across the country that specialize in these reviews and operational analysis. She is hopeful that the Board will agree to the joint study, in response to recommendations and discussions that staff has had with City Council through the strategic planning process.

Ms. Stapleton commented that Chief Hopkins brings great knowledge and already has brought significant operational assessment recommendations in just the last six weeks.

Chief Hopkins introduced himself. He lives in Dover. He grew up in Sandpoint, and his family lines go back many years in the area. He's worked as an aircraft mechanic, a boat captain, and a paramedic. He started working in fire services in 1985 in Rathdrum, where he worked his way up to Battalion Chief, then they consolidated with Hayden Fire. He moved up to this area and was appointed Chief of Westside Fire District. When Westside joined the JPA, he began serving as Selkirk Fire Assistant Chief. He supports the JPA and what it stands for, and his goal is to continue that process.

Councilwoman Ruehle thanked staff for the data-driven process in order to more clearly define the cost savings and answer questions more specifically than has been done historically. She looks forward to more specific data in the future to help inform Council how to proceed in the best way for the City and the taxpayers.

Councilwoman Williamson moved to approve the proposed Resolution, INTERIM FIRE CHIEF. **Councilwoman Ruehle seconded the motion.**

A roll call vote resulted as follows:

Councilman Aispuro	Yes
Councilman Aitken	Yes
Councilman Darling	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilwoman Williamson	Yes

The motion passed by a unanimous vote of Council.

I. EXECUTIVE SESSION PURSUANT TO IDAHO CODE § 74-206(1)(f)

Councilman Eddy moved to convene in executive session, pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated. **Councilman Aispuro seconded the motion.**

A roll call vote resulted as follows:

Councilwoman Williamson	Yes
Councilman Aispuro	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Eddy	Yes
Councilman Darling	Yes

The motion passed by a unanimous vote of Council.

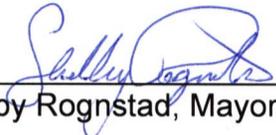
Council convened in executive session at 7:04 p.m. in the first-floor conference room at City Hall.

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Council concluded their executive session, and **Mayor Rognstad** reconvened the regular meeting in Council chambers at 7:50 p.m.

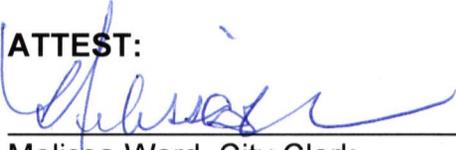
ADJOURNMENT

Mayor Rognstad adjourned the regular meeting at 7:50 p.m.



Shelby Rognstad, Mayor

ATTEST:



Melissa Ward, City Clerk