

**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Southside Water and Sewer District**  
P.O. Box D, Sandpoint, Idaho 83864  
November 19, 2025

**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, Doug Bopp and Gregory Keiber were present. Brett Babcock was also present via remote access

**Others Present:** Treasurer Julia MacDonald

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

**Members of the Public:** Andy Kee

**NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS**

**Trees at Wastewater Treatment Plant:**

Chairman Howard explained the unauthorized logging that occurred on the land adjacent to the wastewater treatment plant, stemming from surveyor's stakes that were labeled confusingly, leading loggers to cut trees in an undesignated area. The land conservation group recently complained about the unauthorized taking of the trees and upon investigation, the Chairman agreed that there was a mistake. He explained to the conservation group that the owners had already been compensated for any logs accidentally taken from the property.

To resolve the mistake the Chairman proposed buying native tree seedlings to replant on the approximate .16 acres and, after discussion, staff was directed to purchase tamarack and/or cedar seedlings to plant in the Spring.

**Encroachment Permits:**

Mr. Andy Kee, who has property at 111 Greenwood Ave., presented his request for an easement encroachment permit for a compost structure to be located over the water and sewer easements. He notified the Board that there is also a portable toolshed on the easement, and he will resubmit the request to include the shed. After discussion of the added structure, Mr. Bopp moved to grant the permit for the easement to include the shed and the compost. The motion was seconded by Mr. Larson, and all were in favor.

The Chairman noted that the Board had previously voted to send letters regarding some existing encroachments, and that legal council had recently sent them. He explained that the Board Resolution for easement encroachment permits includes documentation for any existing or new encroachment request. This new process ensures all easement encroachments are recorded with the county, eliminating future confusion.

**Personell Matters:**

Following the executive session, the Board unanimously approved year-end bonuses and holiday cheer boxes for the staff.

**Capital Project Review / Update:**

The estimated quotes for needed repairs and updating & improving the Swans lift station is \$112,000, which will significantly impact the sewer capital budget. The project includes three-phase power with a control panel upgrade, mechanical and electrical updates, 2 pumps with guide rail assembly and the materials and labor to install.

Additionally, two water projects were added to the capital project list to replace service lines and meter pits, with an approximate cost of \$8,000 each. The aging system will be seeing more of these replacement projects.

**New Building Permit Review:** No new permit applications were presented.

**OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS****Consider Rates and Fees:**

Director Larson presented a spreadsheet model developed with water consumption data, which allows for testing different tier demarcations and prices to analyze the revenue impact. EPA suggests that an average household (ERU) uses about 9,000 gallons per month. The proposed idea is to lower the base allowance from 12,000 to 9,000 gallons to reflect average ERU usage, making subsequent tiers applicable to usage above the typical household amount. Mr. Bopp suggested revisiting the connection fee to be more in line with other systems and to ensure it covers capital replacement costs.

In consideration of whether to assess a fee for convenience payments (ACH), Ms. MacDonald reported the real cost of billing receivables and determined manual check entry cost was about \$1.15 per entry, while processing Automated Clearing House (ACH) payments takes far less time and including bank fees was about \$1.61 per transaction.

Ms. MacDonald also presented the Beacon cellular monitoring system, which provides real-time water usage and leak detection, enabling the district to proactively contact customers—a task currently consuming significant staff time. The “Eye on Water” feature, allowing customers to monitor their own usage, is scheduled for implementation for those with new cellular meters.

The Board also discussed service fees, such as inspection fees and NSF processing fees, agreeing they should reflect the full cost of staff involvement. Concerns were raised about the October water and sewer deficits. To address potential financial shortfalls, Director Bopp proposed investigating a map of unbilled connections, such as Accessory Dwelling Units (ADUs), which represent potential untapped revenue. Staff was directed to prepare this map for the next board meeting.

**Well Facility Project Review:**

Chairman Howard provided an update on the well facility project, noting that Keller has the necessary bid information, and the bid package should be released by the end of the month.

**ARPA Water Systems Project Review:**

The Chairman reported significant progress on the water tank construction, where concrete was poured for the slab using a pumper crane.

**CONSENT AGENDA**

Mr. Larson made a motion, seconded by Mr. Keibler, to approve the attached consent items and the motion was approved unanimously.

**Minutes****Treasurer's Report****Paid Invoices****Maintenance Report****Approval of Financials****Engineering Report****Executive session**

The Board entered executive session at 3.26 pm with all in favor of considering personnel matters under Idaho Code 74-206 (a) & (b). The Board exited executive session at 3:34 pm and voted to approve year-end bonuses and holiday cheer boxes for the staff.

**Adjournment:** A motion by Mr. Larson and a second by Mr. Keibler was made to adjourn the regular meeting of the Board of directors at 3.36 pm and the motion carried unanimously.

Respectfully Submitted and Approved:

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Julia MacDonald  
Treasurer/Administrator

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Jack Howard  
Chairman of the Board