

**REGULAR MEETING MINUTES**  
Southside Water and Sewer District  
P.O. Box D, Sandpoint, Idaho 83864  
October 20, 2021

**Call to Order and roll call:** Chairman Jack Howard opened the meeting at the district maintenance facility at 2:00 pm and a roll call confirmed that Jim Haynes, Brett Babcock, Kass Larson and Doug Bopp were also present.

**Others:** Treasurers Julie MacDonald and John Austin, Operator Brad White and Engineer Kyle Meschko.

**Approval of the Agenda:**

Next, Mr. Haynes made a motion, seconded by Mr. Babcock to approve the agenda and it passed unanimously.

**New Business:**

**Water Improvement Projects:** The Board heard from Engineer Meschko on the well and storage projects and the potential shortfall in capacity with growth and the challenges of funding. He recommended a Preliminary Engineering Report (PER) for storage and supply issues. The Board discussed the infrastructure funding that is likely to be available. He said a tech memo to update the study is all that is required. Mr. Austin noted there's a grant program due October 31, 2021 from American Recovery Plan Act (ARPA). The Board directed that the well and reservoir projects be submitted by the Engineer. Mr. Haynes made a motion to proceed with the letter of interest for the updated water facility study and completion of the PER. After a second by Mr. Bopp the motion passed unanimously. Mr. Bopp then made a motion, seconded by Mr. Larson, to submit the well project to the County for ARPA funding. That motion passed unanimously as well.

**Declining Balance for Sewer and Water Capacity:** Mr. Meschko stated a simple spreadsheet could be prepared based on ERUs to show the remaining balance for capacity for submittal to the Department of Environmental Quality. Chairman Howard stated the District has such a spreadsheet for Sewer and it was provided by Ms. MacDonald. Ms. MacDonald said she wasn't aware of a declining balance spreadsheet for Water. The Board directed that the sewer spreadsheet be sent to DEQ and a Water Declining Balance be created using data from available resources.

**Wrangler Road Public Right of Way:** The Board heard from Chairman Howard that Attorney Susan Weeks believes the county may have lost their use of the right of way and that Ms. Weeks is working on the issue.

**Annexation Submittals:** Chairman Howard said Ms. Weeks can submit the boundary adjustment order to the court and also submit all paperwork to finalize the annexation.

**ERUs – Glenn Harvey:** The Board discussed the redistribution to 9 ERUs for the restaurant and 14 to the condo and lodge project. Mr. Harvey will also buy another 4.25 for the condos he's building. Mr. Haynes suggested that a letter go to Mr. Harvey allowing for staff to do a complete audit of the facilities. The Board concurred and

directed that an audit of the facilities be done to ensure the proper allocation of the ERU's. The board with estimate up if an audit is not agreed to.

**Fish and Wildlife Easement:** Chairman Howard said Fish and Game may grant a 60 foot easement to access the property the District is acquiring.

**FY 2021-22 Capital Projects.** The Board reviewed the projects, including the wastewater expansion plan, erosion control and the facility plans for wastewater and water. Also included is the replacement pumps/panels and backup inventory. Mr. Bopp said the District should change over from chlorine gas to something else (UV, etc). After discussion, the Board approved the submitted project list increasing the SCADA amount from \$15,000 to \$50,000, following a motion by Mr. Haynes and second by Larson.

**Policy Manual Updates:** Ms. MacDonald discussed the employee policy changes and the Board reviewed the vacation accruals for employees. Mr. Larson made a motion, seconded by Mr. Haynes to approve the changes and to maximize to 240 hours the accrual for 3 weeks per year staff.

**New Building Permit Review:** The Board then discussed approval of the new permits. Mr. Meschko presented an alternative for ER determination and the Board directed to add agenda item for discussion at the next meeting.

### **Old Business:**

**Sewer Line Relocation:** Chairman Howard said it's still waiting on new engineering.

**Rate Discussion:** Nothing to report.

**Clearwater Development:** The Board heard that the development is proceeding without the infrastructure, according to Mr. Bopp. Discussion ensued concerning capacity issues regarding the pump stations serving the development.

**Consent Agenda:** Mr. Larson made a motion, seconded by Mr. Haynes to approve the attached Consent Items and the motion passed unanimously:

**Minutes**

**Treasurer's Report**

**Maintenance Report**

**Paid Invoice Approval**

**Approval of Financials**

**Water Reclamation Report**

**Adjournment:** A motion by Mr. Haynes and second by Mr. Larson was made to adjourn the regular meeting of the Board of Directors at 4:10 pm. Motion carried unanimously.

Respectfully Submitted and Approved:

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Julie MacDonald, John Austin  
Secretary/Treasurers

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Jack Howard  
Chairman of the Board