

Southside Water and Sewer District  
P.O. Box D, Sandpoint, Idaho 83864  
February 17, 2021

**REGULAR MEETING MINUTES**

**Call to Order and roll call:** Chairman Jack Howard opened the meeting at 2:00 pm and a roll call confirmed that Jim Haynes, Brent Sleep and Doug Bopp were also present.

**Others Present:** Treasurers Julia MacDonald and John Austin, Operator Brad White. Guests were Will Nicholson, Matt Kehoe, Scott Schroeder and Will Valentine.

**Approval of the Agenda:**

Next, the Board added the Maintenance Report as a discussion item, after which Mr. Haynes made a motion, seconded by Mr. Sleep to approve the amended agenda and it passed unanimously.

**Old Business: - Action Items:**

**Clearwater Development:** Next, the Board heard from Mr. Nicholson and Mr. Kehoe on the project and the impact on sewer and water, including the need for looping the system. The discussion centered on the size of the lines required. Mr. Nicholson also asked if a septic system on each lot would work and Mr. Bopp said the District's system doesn't allow for that. It was discussed whether a fire hydrant would be required and Chairman Howard stated it's not a District issue but instead the fire district's determination. After discussion, Chairman Howard stated he thought looping the system was a good idea and the Board will wait for their engineering on the project.

**New Business – Action Items:**

**FY 2021-21 Capital Project List Review:** The Board then heard from Mr. White and Ms. MacDonald on the List, itemizing the recommended projects. He noted the SCADA project is on the list at \$15,000. Mr. Sleep asked about the service truck at \$35,000 and Mr. White said the current truck is needing excessive amounts of oil and needs \$1,800 or more in repairs and he'd recommend purchasing a new one. Mr. Sleep said he thought the repair should be assessed by another mechanic and to fix the truck if possible, and the Board concurred.

**Phones for Operators:** The Board then discussed the need for cell phones at \$600 for the phones and an extra \$52 a month for Mr. Barnhart. The Board approved the action.

**Engineering Firm Selection Process:** The Board then discussed the selection process to retain a District Engineer, by soliciting via a Request for Qualifications. After discussion, the Board directed staff to advertise for the RFQ for action at the March meeting.

**Old Business – Action Items:**

**Rate Discussion:** Chairman Howard stated an upgrade of the Water Facility Plan is the next step in determining its impact on rates. He stated that would be an important first task for the new Engineer. Mr. Sleep discussed the impact from vacation homes, because of the usage from many people in a short timeframe, meaning occupancy rates are the issue.

Chairman Howard noted the Sewer Facility Plan hasn't been upgraded since 2008 and that needs to be a priority to update the current Plan. Mr. Bopp then made a motion, seconded by Mr. Haynes to have the new engineering firm make this project and the Water Facility Plan update a priority. The motion passed unanimously.

Chairman Howard invited Mr. Valentine to comment on the Bottle Bay rate structure which he said was primarily only sewer service that is a different type of system than Southside's and he consulted with attorneys regarding fees and rates.

**SCADA Telemetry System:**

Chairman Howard noted that he was working on a system wide diagram and would work with Mr. White on how to move forward with the plan.

**Water System Improvement Update:**

Chairman Howard provided a roadmap for going forward which includes amendments to the Water Facility Plan and a rate/fee study.

**Maintenance Report:**

Mr. Bopp commented that he thought there were some pre-made replacement brackets for the lift station rails in the shop somewhere.

Next, Mr. White commented that some safety improvements need to be made to the lights fixtures in the shop.

**Consent Agenda:** Mr. Haynes made a motion, seconded by Mr. Sleep to approve the attached Consent Items:

**Treasurer's Report**

**Minutes**

**Approval of Financials**

**Water Reclamation Report**

**Adjournment:** A motion by Mr. Bopp and second by Mr. Haynes was made to adjourn the regular meeting of the Board of Directors at 4:30 pm. Motion carried unanimously.

Respectfully Submitted and Approved:

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Julia MacDonald  
Secretary/Treasurer

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Jack Howard  
Chairman of the Board