

REGULAR MEETING MINUTES
Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
April 20, 2022

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, Jim Haynes, Brett Babcock and Doug Bopp were also present.

Others: Treasurer Julia MacDonald, Operator Brad White, Engineer Kyle Meschko. Guests were Tammy Kelly and Heidi Kelly

Approval of the Agenda:

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

New Business:

Ewing Buck Property Considerations- Ms. Kelly representing the sale of the Buck estate on Highway 95 asked for a will serve and invoice for sewer hookup. Ms. Kelly stated that the septic tank had been filled and abandoned in preparation for the sewer line as instructed. Mr. Bopp commented that the work should have been inspected by the District. Ms. MacDonald requested a copy of the work receipt for the work done and Ms. Kelly agreed to provide it. Director Bopp expressed the need to use licensed contractors and plumbing inspectors and to contact the district maintenance supervisor to inspect all work. He also commented that the property should have been hooked up to the sewer in 1998. Ms. MacDonald mentioned that there was a misunderstanding regarding an extra water hookup and after investigation into the account, there was just one water hookup for the property and the paid portion of non-user water fees that were charged in error may be reimbursed. The Board directed staff to invoice for the sewer hookup and for the owner to physically make the connection.

Re-use permit renewal – Engineer Meschko said he would send out a meeting request for a kick off meeting with DEQ. Also discussed were permit requirements and reporting for DEQ.

Shared Line Expanded Service Requirements – The Board discussed the request from Ms. Sterling at 117 Lakeshore for separate water lines and meters to be installed at the neighboring property due to a change in use at that property with a recently added ADU and where the water from the home and ADU is currently shared and runs through the Sterling's meter. The Board was in support of Ms. Sterling's request to separate the line and direction was to contact the Quinn's to make the correction needed for the change in use. The Board also discussed future hookups and standards for shared lines when there is a change in use.

Discuss Budget Process & Set FY 22-23 Budget Hearing Date & Venue - The Chairman discussed the need to budget for funds for current and future capital needs and directed to schedule a workshop before the next Board meeting to discuss the rate structure specifics. The Board approved submitting notification to the County Clerk the budget hearing date of September 21st at the Maintenance Shop.

Discuss Rate Structure & Set Public Hearing for Rates – The rate structure specifics were tabled and will be discussed further at the workshop above. Mr. Bopp discussed meter size and meter set standards and Mr. Meschko recommended ISPC standards

Capital Project Review - The Chairman presented bids for the new source well at \$190,000 and asked for a motion to approve as self-funded out of Reserves with replenishment coming from the tiered rates. Ms. MacDonald commented that the funds may be available but will check with accounting management and auditors. After Board discussion they tabled the motion until further analysis of available funds. The Chairman and Mr. White gave updates on the status of the remaining projects in progress. Mr. White discussed the need for new floats or a new system for lagoon aeration. Chairman Howard asked engineering to include the aerator replacement options in the new facility plan.

New Building Permit Review – Two permits on Treeline Drive were approved.

Old Business:

Ratify Employee Policy Changes - Chairman Howard commented on changing the proposed language to include a reimbursement for children in the policy and Mr. Bopp made a motion to approve the proposed reimbursement policy change to Spouse and Children with a second from Mr. Haynes.

Cost Estimate for New Source Well - Discussed in the above capital project review.

Consent Agenda: Mr. Haynes made a motion to approve the attached consent agenda items below with a second from Mr. Babcock.

Treasurer's Report/Financials
Maintenance Report

Invoice Approvals
Water Reclamation Report

Minutes
Engineer's 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:

Julia MacDonald, John Austin
Secretary/Treasurers

Jack Howard
Chairman of the Board