

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**Southside Water and Sewer District**  
P.O. Box D, Sandpoint, Idaho 83864  
November 14, 2023

Host Kyle Meschko from Keller Associates opened the virtual meeting at 12:00 pm and a roll call confirmed that Chairman Howard, Doug Bopp, Brett Babcock and Greg Keibler were also present.

**Others:** Levi McPhee from Keller Associates, Treasurer Julia MacDonald and Operators Brad White and Jason Barnhart were also present.

**Members of the Public:** None present

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

**TANK PER KICKOFF MEETING – Hosted by Keller Associates**

Mr. Meschko provided a detailed meeting agenda (attached) and established the points of contact with himself as the Project Manager and the Design Leads as Levi McPhee and Julia Reese. Mr. Bopp will act as the Lead Contact for the District.

Next, discussions involved required storage and tank location alternatives with one being at the existing site and the other at the second site east of Timberline Drive. Mr. Meschko stated concerns regarding the second tank location due to elevation issues and deep transmission lines that may be required. The existing site would need additional land or easements. Both sites would need Conditional Use Permits.

Mr. White stated the plumbing issue with the existing tank doesn't allow for storage flow and would like to consider a remedy with a modification to the transmission line.

Mr. Bopp stated the second location would provide a way to loop the system, serve additional properties and eliminate the booster station in the future. He also discussed future needs for storage. Mr. Bopp and Mr. Keibler will get together to take a fresh look at the future water demands of the District through 2044.

The Board discussed the budget items for the Water Systems Improvement Grant and the need to get the three phase power and the new deep well construction in motion so that the District can assess the new tank options with a clearer understanding of the best use of the remaining funds available. After discussion, the Board will pause on the Tank project pending the review of demands and focus on the current items approved for phase one of the project.

**Adjournment:** The meeting was adjourned at 1:05 pm

Respectfully Submitted and Approved:

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Julia MacDonald  
Treasurer/Administrator

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Jack Howard  
Chairman of the Board

## Tank PER - Kickoff Meeting Agenda

**Project:** Phase 1 - Water System Improvements (TANK PER)      **Date:** November 3, 2023

**Client:** Southside Water and Sewer District      **Project No:** 221081      **Meeting No:** 1

**Attendees:**

SWSD -  
Keller Associates - Kyle Meschko, Levi McPhee  
Other Attendees -

### PROJECT OVERVIEW

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#### 1. Project Management

- a. Points of contact
  - i. Keller project management:
    - 1. Project Manager: Kyle Meschko
    - 2. Design Leads: Levi McPhee and Julia Reese
  - ii. SWSD:

#### 2. Preliminary Design

- a. Design Criteria
  - i. Tank Volume:
    - 1. 2034 total required storage per approved WFP: 304,730 gallons (includes 30,000 gallons of fire storage, 263,340 gallons of equalization storage, and 27,730 gallons of standby storage)
      - a. New tank: 166,000 gallons per facility plan selection and what Keller is scoped to develop
      - b. Retain existing water storage tank (100,000 gallons total)
      - c. Keller's high level storage analysis based on increased firm pumping capacity



<b>SWSD</b>		
<b>2044 Storage Capacity Analysis</b>		
<u>Operational Storage<sup>3</sup></u>		
Maximum Daily Demand	299	gal/connection/day
Number of Connections	412	connection
Operational Storage (10%)	<b>12,316</b>	<b>gallons</b>
<u>Peaking Storage (Wells provide max day w backup power)</u>		
% of MDD	15%	
Maximum Daily Demand	1,044	gal/connection/day
Number of Connections	412	connection
Total Peaking Storage	<b>64,500</b>	<b>gallons</b>
<u>Emergency Storage</u>		
Average Day Demand	243	gal/connection/day
2044 Average Day Demand	70	gpm
Duration	8	hours
Emergency Storage	33,363	gallons
Total Emergency Storage	<b>33,363</b>	<b>gallons</b>
<u>Fire Storage</u>		
Fire Demand	250	gpm
Duration	2	hours
Total Fire Storage	<b>30,000</b>	<b>gallons</b>
*Fire Flow < Emergency. Fire Flow will be nested in Emergency Storage.		
<b>Total Storage Available<sup>4</sup></b>	<b>100,000</b>	<b>gallons</b>
<b>Total Storage Required<sup>2</sup></b>	<b>110,179</b>	<b>gallons</b>
<b>Additional Storage Needed</b>	<b>10,179</b>	<b>gallons</b>

- d.
  - ii. Material: CIP concrete, per Water FPS
  - iii. Overflow elevation: match existing (approx. 2,269 feet) to avoid creation of new pressure zone and for consistency, per Water FPS
  - iv. New tank locations – evaluate two (see attached figure)
    - 1. Adjacent to existing site: above grade tank (west of existing tank)
      - a. 20-ft property line setback or easement required
      - b. Will need additional property
  - v. New site: buried tank
    - 1. New site elevation approx. 2,294 feet (25 feet above overflow of existing tank) creating issues for not matching overflows and or having to bury the tank to match
    - 2. 50-ft property line setback



- vi. Geometry: circular, consistent with Water FPS and matching existing tank
- vii. Zoning – Rural 5 (R-5): Conditional Use Permit Required
  - 1. Already held at existing site?
- b. Existing tank operation with wells
  - i. Fill/draw through common line
    - 1. Modification desired?
    - 2. New site tank discharge connection to system through existing line extension?
  - ii. Improved tank isolation?
- c. Survey and geotechnical investigations
  - i. To be included under future design tasks

**3. Project Schedule**

- a. Executed Contract Date: October 6, 2023
- b. Finalize PER: January 4, 2024



