

**SPECIAL WORKSHOP MEETING OF THE BOARD OF DIRECTORS**  
**Southside Water and Sewer District**  
P.O. Box D, Sandpoint, Idaho 83864  
February 15, 2024

**Call to Order and roll call:** Chairman Jack Howard opened the workshop meeting at the District Maintenance Shop at 5:30 pm and a roll call confirmed that Doug Bopp, Kass Larson, Brett Babcock and Greg Keibler were also present.

**Others:** Treasurer Julia MacDonald and Operator Jason Barnhart were also present.

**Members of the Public:** None present

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

**Project Management Tool:**

Mr. Larson and Mr. Keibler introduced "Tom's Planner" as the District project management tool for the ARPA Water Systems Improvement Project. The Board discussed its features and how it will aid in tracking project progress and providing an overview of our advancements. Mr. Larson will be sending out invitations to all Board members, enabling them to sign up for free accounts, granting them the ability to both view progress and contribute as necessary. He noted that only one person at a time can make updates, but everyone with an account will have access to view the progress.

**Adjournment:** The Workshop was adjourned at 6:00 pm

Respectfully Submitted and Approved:

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Julia MacDonald  
Treasurer/Administrator

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Jack Howard  
Chairman of the Board