

**REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**Southside Water and Sewer District**  
P.O. Box D, Sandpoint, Idaho 83864  
January 17, 2024

**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 Doug Bopp, Kass Larson and Greg Keibler were also present.

**Others:** Treasurer Julia MacDonald and Operator Jason Barnhart were present. Engineer Kyle Meschko was present by phone for the Easement Vacation Request item.

**Approval of the Agenda:** Next, Mr. Larson made a motion, seconded by Mr. Keibler to approve the agenda and it passed unanimously.

**Members of the Public:** Mitch Vandever from MVAN Enterprises, Scott Comfort from Sewell Engineers, Alex Feyen from Bonner County Planning, Dennis Hedahl from Amped Pump & Controls

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

**Easement Vacation Request:**

Mr. Howard introduced that Mr. Meschko was present by phone due to the snow storm and next he reported on the history of the Lillis Clearwater project from the District perspective and noted the District wasn't provided approved plans and has concerns about vacating the easement. Mr. Vandever said due to the setback requirements, the request to vacate is for the ingress/egress easement that is over the sewer easement and not actually a request to vacate the sewer easement. Mr. Comfort stated that the ingress/egress isn't needed and rather than re-platting it is easier and more cost effective to go through the process of vacating the ingress/egress. Mr. Bopp asked what the ingress/egress is for and Mr. Feyen said it was included in the original minor land division several years ago and said even though Bonner County has no jurisdiction for a private road access easement, they needed to request the vacate since it was platted. Mr. Meschko commented that the public right of way goes to the cul-de-sac and it may be for the purpose of a fire truck turn around and to verify with the fire district and Mr. Feyen said that the fire district didn't have a problem with vacating the ingress/egress and that Idaho code requires them to route through the process with all easement holders. Mr. Bopp asked if the new plat map was approved by DEQ and Mr. Comfort said Sewell didn't do the final approved plan and only did a minor revision because the sewer line installation had to go outside of the original sewer easement. Mr. Bopp asked if the revision shows the sewer line as it is located and if there are locator wires and Mr. Comfort said that there are locator wires and the new map shows near proximity to where the line is located. Mr. Vandever confirmed the sewer line, marked as #13 on the preliminary map, is where the line runs under the ingress/egress. After discussion of the issue Mr. Larson entered a motion to authorized the vacate of the ingress/egress easement subject to documentation approval from Keller Associates and with a second by Mr. Keibler all were in favor. Next, Mr. Meschko clarified that in review of the agreement between the Lillis project and the District, these were private lift stations with a private main line that isn't District responsibility but he

wants to make sure that the District water line terminates at the Buska's lot and Mr. Bopp said that he knows where the water terminates and will verify. Mr. Meschko and the attending guests regarding the easement left the meeting at 2:30 pm.

Regarding the Vanderford easement at 561 Lakeshore, Chairman Howard reminded that the District needs to vacate the easement for the lift station and sewer line that was never utilized due to change of plans and Ms. MacDonald was directed to make the request with the County.

#### **Amped Pump – Personnel update & SCADA update:**

Mr. Hedahl stated that he is here to represent Amped Pump and Controls and make sure that everything goes smoothly for the District. He is the account manager and wants to build a good relationship with the District. Mr. Howard asked about the SCADA system and why it isn't operational yet. Mr. Hedahl says they changed crew and he will make sure the system is working. Mr. Bopp wants to know if they have taken pictures of the work that they did at the well property and stated that the District would like pictures of all work that is done.

#### **Bonner County All-Hazard Mitigation 2024 Plan – Request for Representative:**

Chairman Howard said that he would like to volunteer as a representative and Mr. Bopp offered help if needed. Mr. Larson asked what the all hazard mitigation was and Mr. Howard explained the benefits are to identify potential hazards to our area like wind, fire, flood & chemicals that may qualify for hazard mitigation grants. Ms. MacDonald explained there would be workshops, webinars and meetings with Bonner County Emergency Management. Mr. Larson stated his interest in participating and after discussion staff was directed to reply to the County with Mr. Larson and Mr. Howard's contact information.

#### **Employee Policy Manual Updates:**

Ms. MacDonald explained the updates that were made to the manual and the reasons for the updates were due her change to full time salary status and included the addition of a full time exempt job class and the addition of the wait period of 60 days for the health insurance after full time status. And with a motion from Mr. Bopp and a second by Mr. Larson the updates were unanimously approved.

#### **Capital Project Review:**

Mr. Larson stated that he reviewed the current dialers and reached out to the manufacturers regarding the issues and he also spoke with Bob Hanson at Water Systems Management who said the Sensaphone system is the new technology for dialers and the dialers that we are using is old technology. Staff was directed to research the Sensaphone system and interview other people that use them.

#### **New Building Permit Review:**

125 Birch Bay Rebuild – Ms. MacDonald explained that the request for service is for an existing sewer connection and for a rebuild of a single family home and with no objections the chairman was authorized to sign off on the request.

543 Lakeshore Rebuild – Ms. MacDonald explained the existing sewer connection and that this is also a single family home rebuild with no change of use and with no objections the chairman was approved to sign the request.

### **ADU Discovery:**

189 & 173 Birch Bay ADU Discovery. Ms. MacDonald presented the permit from 2017 and explained that according to the letter with the permit, the ADU probably existed prior to 2011 when the resolution for ADU's was adopted. Mr. Bopp explained the history of the shop building and that originally there was just a bathroom and recalls that it shares a line with the home to the sewer main. The Board discussed the issue of charging a connection fee for a potential future lot division and the requirement for an independent line to the sewer main line. After discussion, the Board directed staff to inform the customer of these issues and to start charging a monthly sewer fee for the ADU and the connection fee will be waived at this time.

### **OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS**

#### **Ordinance Review:**

Mr. Larson updated the Board on the Ordinance review progress and he is still working on edits. Chairman Howard explained the need for an expanded use definition in the ordinance and he will work on presenting a definition for the next meeting. He also talked about a requirement for non-conforming lines to have accessible valves to perform periodic pressure tests to assess for leaks. Ms. MacDonald requested ordinance clarification that all single family dwellings require independent lines for both water and sewer and Mr. Bopp suggested to add that the state plumbing code requires independent lines and that all water lines must have a tracer wire and the District requires it for sewer as well.

#### **SCADA-Project Update:**

Chairman Howard said that he heard from Tom at Amped Pump and he is having problems with programming the new equipment and is changing back to familiar equipment and updated that the new communication line is working.

#### **Well Site – 3 Phase Power:**

Next, this was tabled for the next meeting when Mr. Babcock is back.

#### **ARPA Water System Improvement Review:**

Mr. Howard stated that the well documents and the bid notice was approved and Ms. MacDonald stated that the notice will be in the paper on January 23<sup>rd</sup> and 30<sup>th</sup> and bids are due by February 15<sup>th</sup> and the Board discussed a special workshop to review bids. Mr. Bopp said that he got a call from George Hansen and he is wanting an update on the proposed alternate tank property. Mr. Howard will write an email and directed staff to forward to Mr. Hansen.

### **CONSENT AGENDA**

The Board pulled the engineering report and Mr. Keibler stated that he has been looking at the engineering report compared to the Gantt chart and wants them to line up better so the District can track the progress. He asked about the tank project and Mr. Howard discussed the pause on the tank project until the well project is complete and the need to schedule a special workshop to discuss project management.

Next, Mr. Larson made motion, seconded by Mr. Keibler, to approve the attached consent items and the motion was approved unanimously.

**Minutes**

**Paid Invoices**

**Approval of Financials**

**Treasurer's Report**

**Maintenance Report**

**Water Reclamation Report**

**Engineers Report**

**Adjournment:** A motion by Mr. Bopp and a second by Mr. Larson was made to adjourn the regular meeting of the Board of Directors at 3:45 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

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Julia MacDonald  
Treasurer/Administrator

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Jack Howard  
Chairman of the Board