

REGULAR MEETING OF THE BOARD OF DIRECTORS
Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
March 19, 2025

Call to Order and roll call: Chairman Jack Howard was present via remote access and opened the meeting at the District Maintenance Shop at 2:00 pm and a roll call confirmed that Kass Larson, Doug Bopp and Gregory Keiber were present. Brett Babcock was absent.

Others Present: Treasurer Julia MacDonald, Operator Jason Barnhart and Travis Haller from 7B Engineering. Levi Mcphee and Kyle Meschko from Keller & Assoc. Engineering were present via remote access.

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

Members of the Public:

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Review Well Facility PER:

Levi from Keller Engineering explained the goal of the PER and what is required to get to the point of producing bid documents. The Board discussed ways to reduce costs by simplifying the bid items with performance parameters instead of detailed plan specs. After discussion of the next steps, Keller will provide the District with a checklist for roofing, siding, structure type, etc. Chairman Howard will request the building location permit and will request and provide the geotechnical specifications to Keller for the foundation and a workshop was set for April 1st at 4:00pm to discuss the building item checklist and next steps. Mr. Meschko explained the involvement still required by DEQ and stated that Keller will provide the final plans and DEQ will approve and review the plans before going to bid. DEQ will review the bids and be involved in the preconstruction meeting. DEQ will review the monthly pay apps and do a final buy-off before closing the project.

Farmer Agreement Renewal:

The Farmer agreement for 2025 was presented for renewal without changes. Mr. Larson made a motion and with a second from Mr. Bopp the Board unanimously voted to renew the Farmer Agreement with Steve Barnhart.

Ordinance Modification – Valves and Meters:

Chairman Howard updated the Board that he had reviewed the ordinance and didn't find any rules regarding the installation of a master meter versus a valve on a privately owned line. Mr. Bopp said that a master meter would provide added ability to detect a potential leak on a private line. Mr. Barnhart added that there is a blowoff at the end of the private line on South Pebble Beach Lane that would allow for a pressure test. After discussion, the Maintenance Operator was directed to make the determination on a case-by-case basis.

Administrative Review - Water / Sewer Expense Breakout Percentage:

Ms. MacDonald explained that the Administration expenses that include payroll time, office equipment, subscriptions and select supplies were analyzed over time, and it was determined that the current methodology of expensing 30% water and 70% sewer (percentage of revenue) was not in line with actual time and expense. Because this has a direct effect on the funds'

Profit & Loss, staff requested the payroll, office equipment and subscription allocations to be changed to 50% Water and 50% Sewer starting at the beginning of the current fiscal year, which is more in line with the analysis of direct costs associated with these expenses. She explained the percentage would be looked at on a case-by-case basis to most accurately reflect the percentage of expense as with the expense for stamps and materials that are directly attributed to one or the other fund. Mr. Larson asked for clear notation of the reason for the change for the auditors and after discussion, staff was directed to make the change.

Sensus Water Meter Disposal Determination:

Mr. Barnhart requested input on the disposition of the Sensus water meters that are being replaced with the Badger cellular read meters. He added that he had spoken with IRWA who said they are of no value besides recycling as scrap and he spoke to a Sensus representative who said there are codes in place to discourage municipalities from using used meters. Mr. Bopp added that he would like to investigate it and get back to the Board before the disposition of the meters is considered as scrap.

Capital Project Review / Update:

None presented

New Building Permit Review:

Ms. MacDonald presented the request for sewer service from Sarah Lee at 1376 Lakeshore Drive. She explained there is an existing dwelling, and the homeowner is awaiting a final boundary judgement into the District that is expected to be concluded soon. After discussion of the issue, staff was directed to write the will serve letter for approval of the sewer connection while the boundary issue is being concluded.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Groundwater Protection Overlay:

Chairman Howard updated the Board that IRWA has agreed to fund the effort to create the groundwater overlay protection. They will cover the expenses of a retired DEQ hydrologist who will coordinate with DEQ. Within the overlay there will be zones to protect ground water through certain requirements. Travis Haller clarified that the overlay is to provide another layer of protection that supports the existing County ordinances and would provide protection for areas where there is a high density of public and private wells. He added that there are templates and standards to work with and that he will be a resource for the parties involved. Mr. Bopp asked if the additional requirements would have an impact on the operations of the District and Mr. Haller said the overall benefits of protecting the water will outweigh any hurdles. Chairman Howard will send out his working notes to the Board.

USDA Rural Development Project Review:

Chairman Howard updated that the attorney, Susan Weeks is working on the Judicial confirmation. Mr. Bopp stated that at the last meeting the Board discussed the projects and voted to go forward with Judicial Confirmation and he wants to state for the record the reason he voted for it was to have a project to get the USDA loan and didn't want to compromise the effort. He disagrees with the proposal that includes modernization of the sprinkler system. He stated that the District should look at doing the variable speed pump and thinks working on a maintenance lagoon at the WWT plant is more important. He added his concern that the proposed sprinklers will be worse for wind drift to the neighboring properties. Chairman

Howard explained that lagoons are 3.5M to do and that a loan that large wasn't feasible for the District. He is hoping for a breakthrough of funding help in the future. The defined project proposal was to make improvements to reduce labor and the exact construction details of the project may be adjusted.

CONSENT AGENDA

Mr. Bopp requested to pull items from the consent agenda for discussion. From the minutes he requested confirmation that the additional language in the will serve letter would allow the District to deny service to an ADU if the District had specified service for only one ERU and it was confirmed that the goal was to protect the District from a requirement to serve more than one ERU due to an item proposed in the state legislation that allows ADU's. Next, he requested to discuss the Capital project review, and he thinks the District needs to have designated people to install the meters and also mentioned that it will probably be about 6k to put in coil pits. Next, he requested to discuss the maintenance report for clarification on the dialer replacements and Mr. Barnhart explained that most of the lift stations will have the POTS box and the SCADA will be for the larger stations that will need more data collected. Next, Mr. Bopp stated that he doesn't think standardizing lift stations is appropriate for the District. Next, regarding getting a quote on rebuilding or ordering a new motor for the aerator, his thoughts are to put a new motor on the shaft instead of rebuilding the motor.

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

Minutes
Treasurer's Report

Paid Invoices
Maintenance Report

Approval of Financials
Engineering Report

Adjournment: A motion by Mr. Larson and a second by Mr. Kebler was made to adjourn the regular meeting of the Board of Directors at 3:42 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

:

Jack Howard
Chairman of the Board