

# Meeting Minutes: Southside Water and Sewer District

Regular Board Meeting & Executive Session

## Meeting Information

- **Date:** Wednesday, January 21, 2026
  - **Time:** 2:00 PM
  - **Location:** District Maintenance Shop – 1670 Lakeshore Drive, Sagle, ID 83860
  - **Meeting Chair:** Jack Howard
  - **Minutes Prepared By:** Julia MacDonald
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## 1. Call to Order

The meeting was called to order at **2:00 PM**

### Attendance

- **Board Members Present:** Greg Keibler, Kass Larson, Brett Babcock
- **Board Members Absent:** Doug Bopp
- **Staff and Consultants Present:** Treasurer/Administrator, Julia MacDonald and Maintenance Supervisor, Jason Barnhart

### Approval of Agenda (Action Item)

**Motion:** Mr. Larson moved to approve the agenda and Mr. Keibler seconded the motion and all were in favor.

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## 2. Public Comment

### Attendance

- **Members of the Public:** Tucker Squires - 9 Harborview Drive – New Business Item
  - **Members of the Public:** Troy Krumenacker – Fry Creek Peninsula – New Business Item
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### 3. New Business (Action Items)

**3.1. 9 Harbor View Drive – Tucker Squires:** The Board reviewed the building permit BLP2026-0027 application for a garage with plumbing. Mr. Squires confirmed that the plumbing is limited to a utility sink; he stated the building will not include a toilet, nor will it be utilized as a dwelling unit. He inquired about how the District would prefer him to connect to the District lines and Mr. Barnhart instructed that the drain should hook into the existing service line that comes out of the house.

**Board Action:** Expanded water and sewer service for the garage was approved for a sink with plumbing to tie into the existing main home service and the sewer sign off with comments will be prepared for the Chairman to sign.

**3.2. Fry Creek Peninsula – Troy Krumenacker:** Mr. Krumenacker presented a proposal regarding the construction of **four cabins** on two adjacent parcels (two cabins per parcel) on the Fry Creek Peninsula. While he currently claims to hold approval from the Panhandle Health District for a burn system, he expressed concerns regarding potential odors and is requesting a Will-Serve letter from the District to connect the development to the public sewer system instead. To minimize environmental impact and costs associated with boring under Fry Creek, Mr. Krumenacker inquired about utilizing a shared service line under Fry Creek to serve both parcels rather than two separate lines. Chairman Howard clarified that existing District ordinances prohibit properties from sharing service lines. The primary concern involves the long-term ownership and maintenance responsibility of these lines. To address the District's concerns regarding shared infrastructure, Mr. Krumenacker proposed a formal contract between the two properties. In consideration, Chairman Howard stated that the contract must explicitly state that the District is not responsible for any repairs or maintenance of the shared line. The agreement must establish clear decision-making authority for repairs and must live in perpetuity and run with the land (binding all future owners).

**Board Action:** The Board suggested Mr. Krumenacker retain legal services to draft the specific contractual language required to protect the District's interests and the District will prepare a conditional Will-Serve letter based on the successful execution and recording of said legal agreement.

**3.3. Long Bridge Marina (CUP0008-25):** The Board reviewed and discussed the Conditional Use Permit Application to Bonner County. Written concerns were submitted by Mr. Bopp and included addressing a potential shore station for boats pumping into the system and a grease trap issue on the property. Additional issues included a reported paving over of a district manhole and the possible encroachment on several existing easements. The Board agreed that these issues need to be addressed and encroachment agreements considered.

**Board Action:** Chairman Howard will compose a letter to the Marina stating the District's concerns.

**3.4. Ordinance Amendments:** Review of draft amendments to restate Ordinance 08-01 as Ordinance 26-01. The Board focused on refining definitions and a concern was raised regarding

the language in Section 13. Additionally, the Board discussed strengthening the right to enter clauses to guarantee district access for inspections and meter reading. After discussion, the Board postponed submitting the draft to attorney Susan Weeks, opting to continue refinements at the next scheduled meeting.

**3.5. Nexbillpay Payment Processor:** The Board reviewed the proposal and considered the additional fees versus added benefits.

**Board Action:** The Board unanimously approved transitioning the payment processor from Paystar to Nexbillpay with a motion from Mr. Larson and a second by Mr. Babcock

**3.6. Capital Project Review:** Mr. Barnhart reported making progress on both the Farmin and the Swans lift stations.

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## 4. Old Business (Action Items)

**4.1. Rates and Fees:** The Board continued its review of the District fee schedules. Mr. Larson presented modeling for a tiered water rate structure, emphasizing the objective of maintaining current base rates for low-volume users. Following a discussion on adjusting tiers to meet specific revenue targets for operations and maintenance, Mr. Larson will continue to refine the models. He will present additional scenarios for a vote at the next meeting.

**4.2. Well Facility Project:** Chairman Howard updated the Board that the well facility project plans are with Steve Burns at DEQ for review. His review is expected by the end of the month.

**4.3. ARPA Project:** Steve Burns will visit the tank site next week to validate the progress.

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## 5. Consent Agenda (Action Items)

**Motion:** Mr. Larson moved to approve the Consent Agenda, including minutes, funds transfers and staff reports. With a second from Mr. Keibler, the motion passed unanimously

### Items Approved via Consent:

1. **Meeting Records:** Previous Minutes
  2. **Funds Transfer:** Q1 Capital Expenditures (Asset fund to O&M)
  3. **Staff Reports:** Maintenance, Engineering, and Treasurer reports
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## 6. Executive Session

**Motion to Enter Executive Session:** Mr. Larson moved that the Board enter Executive Session pursuant to **Idaho Code 74-206 (1)(a) & (b)** to consider personnel matters. Mr. Keibler seconded and the motion passed with a unanimous roll call vote.

**Session Details:**

- **Entered Session:** 3:28 PM
  - **Exited Session:** 3:33 PM
  - **Action Taken:** No action taken
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## **7. Adjournment**

The meeting was adjourned at **3:33**

**Next Meeting:** Wednesday, February 18, 2026, at 2:00 PM.

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### **Certification of Minutes**

These minutes were Approved/Amended by the Board on February 18, 2026.

**Minutes Submitted By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_