

**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Southside Water and Sewer District**  
P.O. Box D, Sandpoint, Idaho 83864  
December 17, 2025

**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 Kass Larson, Doug Bopp and Gregory Keiber were present. Brett Babcock was absent.

**Others Present:** Treasurer Julia MacDonald & Maintenance Supervisor Jason Barnhart

**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:** Tim Splinter: Board member from Garfield Bay Water & Sewer. He had heard a compliment about the smoothness of the District's operations and website and confirmed he was sitting in on the Board meeting to observe.

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

**Customer Request to Reduce Service – 214 Birch Banks:**

The Board discussed the request for 214 Birch Banks to reduce sewer service billing. The previous owner of the home had an RV dump connection in use and was billed a second sewer service. The new owner doesn't intend to use the RV connection and has capped it off. He requested discontinuation of the second sewer service billing and two months of previous fees forgiven. With a motion and a second the Board agreed that the extra billing can be discontinued starting December 1 and the cap needs to be glued on and inspected.

**Variance Request on Greenwood Ave:**

The Board reviewed a variance request application for 9 Harborview for a 15-foot street setback where the county requires 25 feet for an accessory building. It was noted that the proposed building (accessed from Greenwood Ave.) would not encroach on the district's 20-foot sewer line easement. After discussion, a motion was made by Mr. Larson and seconded by Mr. Keibler, to send a reply to the County stating "no comment, no impact to district infrastructure". The motion passed with Mr. Bopp voting no. He will express his other concerns about the variance at the County public planning hearing.

**Water Leak Response:**

The Board discussed a specific customer, Mr. Kushuba, who has been informed of continuous flow water usage for several months. The customer has been provided with a list of contractors with leak detection services and maintenance staff has verified the meter is installed correctly and in good working order. The monitoring system is showing a continuous flow consumption of 53 gallons of water an hour. The Chairman stated that this is the equivalent of over three households' worth of water and he would

like to send the customer a letter with a demand for repair. Mr. Bopp stated that the property has a history of leaks. The Board unanimously agreed that a demand for repair should be presented to this customer.

**Capital Project Review / Update:**

The board reviewed the capital project list and approved updates. A new water project was added for 535 Lakeshore after a leak was discovered in the meter setter; this project, estimated at \$8,000, is scheduled for Spring and includes replacing the District service line and installing a coil pit. The Tyler lift station pump replacement project was removed as not needed at this time and a Vent Scrubber for the Farmin lift station, estimated at \$7,000, was added.

Mr. Barnhart reported the rebuild of the lift station is progressing, with pumps expected the next day and the panel soon, but they are waiting for an electrical inspection. Additionally, the Board authorized the supply purchase of 14 midrange markers from Jack Hester at 50% of the retail price.

**New Building Permit Review:** No new permit applications were presented.

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

**Consider Rates and Fees:**

The Board agreed to postpone the discussion on rates and fees until the January 21 meeting, with Mr. Larson preparing scenarios beforehand for review. They plan to post notice for a public hearing for the February meeting to include rates and fees and other ordinance changes and additions.

**Well Facility Project Review:**

Chairman Howard reported that the well facility project is delayed due to details regarding the requirements for an artesian well, specifically concerning the ability to maintain it. They will need to agree on details before the project goes to bid.

**ARPA Water Systems Project Review:**

The Chairman reported and presented a recent picture of the progress at the tank site. The contractors are planning to get back to work in January if the weather permits. Mr. Bopp is concerned about the rust on the rebar as it sits through the winter and liability for accidental injury on the rebar that is sticking up. He also asked about who will be plowing the road for the winter if the contractors need access. After discussion, the board decided to remove a ladder that was left out at the site and possibly cover the ends of rebar with something to help prevent rust and/or injury.

**CONSENT AGENDA**

Mr. Bopp inquired about the walkthrough for the Bahia Del Sol sewer infrastructure and the Chairman reported that it is at 8:30 on Friday morning.

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**

**Executive session**

The Board entered executive session at 3:05 pm with all in favor of considering personnel matters under Idaho Code 74-206 (a) & (b). The Board exited executive session at 3:39 pm. No action was taken.

**Adjournment:** A motion by Mr. Larson and a second by Mr. Keibler was made to adjourn the regular meeting of the Board of directors at 3:39 pm and the motion carried unanimously.

Respectfully Submitted and Approved:

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Julia MacDonald  
Treasurer/Administrator

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Jack Howard  
Chairman of the Board