

**REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**Southside Water and Sewer District**  
P.O. Box D, Sandpoint, Idaho 83864  
October 18, 2023

**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, Brett Babcock and Greg Keibler were also present.

**Others:** Treasurer Julia MacDonald, Operators Brad White and Jason Barnhart were present.

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

**Members of the Public:** None present

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

**ICRMP Renewal and Authorization to Sign the JPA:**

Next, with a motion by Mr. Larson and a second by Mr. Bopp, the Board unanimously authorized the signature of the joint powers agreement and renewal of the insurance with ICRMP.

**Capital Project Review:**

Ms. MacDonald stated that there were 7 projects closed in the last fiscal year and there are 7 projects that are moving forward. She noted the Telemetry project, the emergency sewer project from the landslide, the murphy land exchange and the wastewater facility plan are anticipated to wrap up soon. The other three projects will be ongoing; The Reuse Permit is awaiting the silviculture plan. The Swans lift station upgrade with materials purchased that need to be installed with a pump. And the ARPA Water systems improvement project with the well, power and tank improvements is ongoing. The Chairman stated that the Gaddess plan for replanting and managing trees may supplant the silviculture plan and he will check with DEQ. The Board also discussed the amended tree order due to the unavailability of the full order of Douglas Fir and, after discussion, directed staff to update the amended order to Tamarack instead of Ponderosa Pine. Mr. White presented a bid from Amped Pump for the Green Acres station that needs new conduit and the power cables replaced. The bid was for \$14,128 for the job. The Board directed Mr. Bopp to reach out for a second bid and they approved adding the project to the Capital list for 2024.

**New Building Permit Review:**

Ms. MacDonald explained the sewer sign off request is for a property at 11 Denali Road and the closest accessible point to the sewer line would be across the highway to Buck Run or through another property to the north to Smokehouse Road. The owners already have approval for a septic system through Panhandle Health and the County needs a signature from the District that service is not required to this property. With a motion from Mr. Larson and a second from Mr. Bopp the Board authorized the signature.

**Backup Operator – Contract Proposal:**

Chairman Howard presented the proposals from Water Systems Management and from Mr. White. He stated that the Board should review and consider the proposals for the next meeting.

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

**Ordinance Amendments Discussion:**

Mr. Larson stated that he and Ms. MacDonald had met to set up shared folders and to identify current amendment needs and they will get together in the next month to work on the amendments.

**Operations:**

**Safety Equipment Review**

Next, Mr. Barnhart stated that the emergency respirator equipment was functional and a first aid kit and supplies are available on site. Staff was directed to remove this completed item from the agenda.

**SCADA-Project Update**

Mr. White stated the system is still not functional. After discussion of the issue with the lack of progress, the Board agreed that the Chairman and Mr. Larson will contact the contractor to see if the District should move forward with another company to resolve the issue or if the contractor would consider outside consultation to complete the project.

**Source Water Protection Grant:**

Mr. Larson stated that he and the Chairman met with DEQ and they got permission to move forward with decommissioning the well with the well drillers stamp of approval. The Board discussed the gradient flow of the aquifer and additional test wells that may be needed.

**Sewer Line Repair:**

Mr. White stated that KG&T used a camera on the line where he and Mr. Barnhart got a visual of the line and it looked good. He also stated concerns with the drainage work on the hillside. With this completed, the project will close.

**Well Site – 3 Phase Power:**

Next, the Board authorized Mr. Babcock to submit the application to Avista for the 3 phase power and he confirmed the largest motor load.

**ARPA Water System Improvement Review:**

Chairman Howard stated that he found out that the transfer of the water right for the new well needs a new application and the Board discussed a workshop meeting with Keller to review the tank proposals. The Board discussed the progress reporting on the project and additional information that can help the District track the tasks and expenses.

**CONSENT AGENDA**

Next, 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**

**Engineers Report**

**Paid Invoices**

**Maintenance Report**

**Approval of Financials**

**Water Reclamation Report**

**Executive Session - [Idaho Code § 74-206(1)** (a) & (b) Consider personnel matters.

The Board entered executive session, as authorized above, at 3:18 pm following a motion by Mr. Larson and second by Mr. Babcock and a roll call confirmed all were in agreement. Ms. MacDonald was requested to attend. The Board exited the executive session at 3:35.

**Adjournment:** A motion by Mr. Larson and a second by Mr. Babcock was made to adjourn the regular meeting of the Board of Directors at 3:35 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