

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS

Southside Water and Sewer District

P.O. Box D, Sandpoint, Idaho 83864

March 20, 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 Kass Larson, Brett Babcock and Greg Keibler were also present.

Others: Treasurer Julia MacDonald and Operator Jason Barnhart

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: None Present

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Farmer Agreement Renewal:

The Farmer agreement for 2024 was presented for renewal without changes. Mr. Babcock made a motion and with a second from Mr. Larson the Board unanimously voted to renew the Farmer Agreement with Steve Barnhart.

House Bill 506 Discussion:

Next, Mr. Howard explained the House Bill 506 that was introduced in the current session to amend the existing law to place limitations on the regulation of short-term rentals. After discussion, staff was instructed to write a letter opposing the Bill and expressing the concerns of the District on the limitation of local regulations.

Vehicle Use Policy:

Ms. MacDonald presented the vehicle use policy that was drafted due to potential use of District vehicles by contractors. She explained its purpose is to make all authorized vehicle operators aware of their responsibilities. The policy for adoption was modified from an ICRMP template and is similar to the one that the County uses. She was informed that the County requires employees and other drivers to sign the policy annually and, if adopted, the employee manual will need an update to include this policy addition. A motion by Mr. Larson and a second by Mr. Keibler was made to adopt the policy as drafted and the motion was carried unanimously.

Capital Project Review / Updates:

- NEW proposed – Lift Station Dialers – After the success of the test installations, Mr. Larson called the manufacturer and found that the best deal on the Sensaphone dialers was \$387 each on Amazon. Ms. MacDonald set up a tax exempt account on Amazon and will start ordering the dialers. After discussion of credit card limits, staff was instructed to look into an Amazon credit account. There are 17 lift stations with dialers and Mr. Barnhart mentioned that if lift stations have a shared number and get called at the same time the call will get dropped. Staff was directed to look at logistics for optimizing the current dialer numbers and to put the most important lift stations on independent lines if possible. Project was approved for estimated costs.
- NEW proposed – Road to Tank Improvements were started due to immediate needs for repair. Chairman Howard stated that the work looks great and there will be additional

rock brought on and a new culvert installed when load limits are lifted. Project was approved.

- Review Progress - Wastewater Facility Plan – Mr. Howard stated that there was an extension to allow for permit changes. Ms. MacDonald informed the Board that the outlay requests must be submitted by June 2024 and she was instructed to submit for the reimbursement.
- Review Progress - WW Treatment Land Exchange (*District work*) - Mr. Barnhart informed that there is one more water line to connect and, after discussion, staff was directed to contract help to complete the project in the next few months.
- Review Progress - Reuse permit renewal – Chairman Howard updated that the Silviculture Report needs to be done to complete the renewal.
- Review Progress - Swans Backup pump & Upgrade – Chairman Howard updated that there is possible development at 41 Lakeshore that may affect this item. Ms. MacDonald stated that some of the parts have been purchased and were earmarked for the Swans upgrade and Mr. Barnhart said that the parts could be used for another lift station that has greater need of upgrades. Staff was directed to assess for an alternative lift station to utilize the parts and reassign the project.
- Review Progress - Green Acres Conduit and Electrical – Mr. Barnhart stated that he has been calling Amped Pump every week and they commented that they are contacting drillers to get on the schedule.

New Building Permit Review:

54 Sweeney Drive – The Board ratified the signing of the will serve letter and sewer signoff for this single family dwelling and shop.

181 Lakewood Proposal – No permit was available for consideration. There is currently an RV used on the site and after discussion, staff was directed to add RV use to ordinance review.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

1376 Lakeshore - Annexation:

Next, Ms. MacDonald updated the Board that the documents have been sent to the attorney for review and, pending attorney approval or changes, the public hearing notice will be submitted to the Daily Bee for a hearing at the April Board Meeting.

Authorization for Vehicle Use:

As adopted in the new business item for Vehicle Use Policy.

Lillis Lots – Sewer Connection to Main Line:

This item was tabled until Mr. Bopp was in attendance.

Vacate Old County Road Easement:

Chairman Howard stated that he had submitted the request to the Planning Department to vacate the old County road that is shown on the maps at the well site. He stated that the County had waived the \$420 filing fee and it is in the review process.

Bid Selection – ARPA – Water System Improvement Phase 1:

Chairman Howard explained that in order to move forward with the well drilling that the District needs to approve the Amped Pump bid through a formal acceptance letter and after discussion, staff was directed to send a bid acceptance letter as the bid was approved at the February meeting.

Ordinance Review:

Staff was directed to add an RV ordinance for consideration and the item was tabled.

SCADA-Project Update:

Chairman Howard reported that the sites are communicating and Mr. Barnhart stated that the Hawkins Booster Station was up and live today on his phone app. He also shared with the Board what the phone app looked like and the information that is available to view.

Well Site – 3 Phase Power Update:

Mr. Barnhart stated that the project is temporarily stalled due to load limits and he will be working on preparing for the concrete pad for the transformer.

ARPA Water System Improvement Review:

The Board discussed the timeline for the well drilling and it was stated that once the engineer gets the letter of acceptance it goes to DEQ for review and then the driller is scheduled. The Board also discussed the tank location and if additional land will be required. After further discussion of the items, Mr. Keibler and Mr. Larson were directed to stay in contact with the engineer and schedule meetings to allow for regular discussion and progress updates.

CONSENT AGENDA

Mr. Larson made motion, seconded by Mr. Babcock, 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. Larson and a second by Mr. Keibler was made to adjourn the regular meeting of the Board of Directors at 2:58 pm and the motion was carried unanimously.

Respectfully Submitted and Approved:

Julia MacDonald
Treasurer/Administrator

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Jack Howard
Chairman of the Board