

REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS
Southside Water and Sewer District
P.O. Box D, Sandpoint, Idaho 83864
May 15, 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 Doug Bopp were also present. Greg Keibler was absent.

Others: Treasurer Julia MacDonald and Operator Jason Barnhart were present.

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

Members of the Public: None Present

Adoption of the Order of Annexation - 1376 Lakeshore Drive – Action Items

Ms. MacDonald presented the Order of Annexation and the Terms & Conditions that were signed by Sarah Lee and the Chairman. Mr. Bopp made a motion to adopt the Order of Annexation and to authorize the Chairman to sign the document on behalf of the Board. And, with a second from Mr. Larson the motion carried unanimously.

NEW BUSINESS – ALL ITEMS ARE ACTION ITEMS

Capital Project Review / Updates:

Ms. MacDonald informed the Board that the Green Acres Conduit & Electrical and the Wastewater Facility Plan projects were completed and closed in the month of April. The District received final billing for the Wastewater Facility Plan and the final outlay request was submitted for reimbursement. Keller will provide hard copies of the plan.

Mr. Bopp inquired if there was extra wire from the Green Acre project that the District should end up with and Ms. MacDonald will look at the invoice to see if the District was billed for the temporary wire.

Mr. Bopp asked if the District paid for a record of survey from Keller when they re-surveyed the tank property and if they put pins to document the change in the placement of the pins. After Board discussion, Chairman Howard will direct Keller to complete a record of survey and place pins and he informed the Board that he had submitted the CUP Conditional Use Permit application to the County for the tank property.

New Building Permit Review:

A will-serve and sewer approval was provided for a single family dwelling at 181 Lakewood - K. Ramsey – as previously reviewed by the Board.

Ms. MacDonald informed the Board that the property at the District maintained Lally individual lift station is changing ownership. She explained that this property has two lots with a home on one of the lots and the new owners have inquired for water and sewer service for the other lot to temporarily put an RV on it and then build later. The Lally station and pressure line up to the main has a 20' easement and the lift station was built for a single family dwelling. Staff was directed to review the ordinance and submit questions to legal.

OLD BUSINESS – ALL ITEMS ARE ACTION ITEMS

Lillis Lots – Sewer Connection to Main Line:

This item was tabled for the next meeting.

Vacate Old County Road Easement:

Chairman Howard updated the Board that the vacate is moving along and a Bonner County public hearing is scheduled.

Ordinance Review:

This item was tabled for the next meeting.

SCADA-Project Update:

The Board discussed the programming and reporting issues that are not being resolved by Amped Pump. Chairman Howard stated that, upon his request, Water Systems Management had provided recommendations for reputable SCADA system installers. The Board discussed the options for resolving the issues. Mr. Larson made a motion to engage one of the recommended SCADA parties to resolve the issues and with a second by Mr. Bopp the motion then carried unanimously. Chairman Howard will follow up with the engagement.

ARPA Water System Improvement Review:

Mr. Babcock expressed concern for coordination between Amped Pump and Avista regarding pump and power utility needs for the new well. He noted that Avista will need to know if the District will have standby power. Chairman Howard updated that the facility plan called out for replacement of the water meters to radio read meters and that the project would fall into the ARPA Water Systems project and staff was directed to look into it for the next meeting. Chairman Howard is exploring funding options for financing the remaining water projects and Mr. Larson emphasized the need for staff redundancy and to be kept informed of critical communications and the Chairman will ensure that he is copied on relevant emails. The Board then discussed minimum power that would be needed at the tank site for the controls.

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. Babcock and a second by Mr. Bopp was made to adjourn the regular meeting of the Board of Directors at 3:23 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