Meeting Minutes: Southside Water and Sewer District

Regular Board Meeting

Meeting Information

- **Date:** Wednesday, June 17, 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. Regular Meeting Call to Order

The regular meeting was called to order at 2:00pm

Attendance

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

Approval of Agenda (Action Item) 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: Dan Larson from 7B Engineering

Mr. Dan Larson alerted the Board to an easement dispute concerning the sewer service lines for the four Clearwater Lillis lots. He relayed that changes in ownership and surveyors created an issue with the service line easement records. Discussion followed regarding the service line ownership, and as a matter of District record, the sewer service lines belong to the owners of the properties.

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3. New Business (Action Items)

Seasonal Employee Compensation:
With a motion from Mr. Larson and a second from Mr. Bopp, the Board unanimously voted to ratify a 50-cent raise given to the seasonal maintenance employee to acknowledge their return and experience gained the prior year.

Water Meter Location Modification:
Regarding the property owner's request to relocate or modify the water meters and service lines for 2489 Lakeshore and the two neighboring properties, Chairman Howard acknowledged that the reorganization of the water service lines would resolve the current issue with the intermingled service lines and meter boxes on the property. He noted that the District considers this the responsibility of the property owners to manage their own costs and negotiations. Representatives from 2489 Lakeshore were not present at the meeting and the Chairman will follow-up with them to discuss the request.

2026 Water Distribution Improvements:
The Board reviewed an engineering proposal from 7B Engineering for $60,840 to provide plans and specifications to modify the existing well house, decommission the existing cistern well, connect the artesian well to the distribution system and to coordinate approvals needed with DEQ for the public water distribution system. It was noted that further validation is required to ensure the deep well functions as a reliable backup to the new well.
The Chairman has spoken with the attorney regarding the current judicial approval and pending a change approval from the Judge and the State, the water distribution project would be funded through a USDA loan rather than the current state SRF loan fund to avoid statutory requirements and benefit from better terms.
With a motion from Mr. Larson and a second from Mr. Keibler, the Board unanimously approved the engineering proposal from 7B for the 2026 water distribution improvement.

Preliminary Budget Review:
The preliminary budget review was postponed and a special meeting scheduled for Thursday June 25th at 4:30 pm.
Mr. Barnhart reported on the issue of galvanized line failures and has recently inspected the existing meters for analysis. The Board discussed the frequency of these failures to determine the scope of the problem and potential long-term solutions. The goal is to understand the extent of the necessary infrastructure upgrades. The Board discussed the need to evaluate current water connection fees, which are currently set at $5,000. They will discuss potential rate adjustments during the upcoming budget meeting to ensure fees better reflect replacement requirements.
Chairman noted that he is exploring potential grant funding for the 50-year-old system upgrade, emphasizing that they need to identify financing options by the end of the year to meet the January grant cycle.

Capital Project Review/Update:
Added emergency capital project: 1961 Lakeshore - Lateral Line and Coil Pit Replacement; An issue was identified when a leak appeared in the water lateral near the meter on Bide-A-Wee Lane. Maintenance is complete.

The Board discussed the Lagoon Seepage Test proposal from 7B Engineering to provide engineering services for $30,060. The Board acknowledged the high cost of the testing and noted that it is a requirement of the operating permit and must be performed every 10 years. Following a motion from Mr. Larson and a second from Mr. Keibler, the Board unanimously approved the proposal from 7B Engineering.

Building Permits: No new permits were presented

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4. Old Business (Action Items)

Health Insurance ICHRA Transition Proposal:

The board discussed the formal resolution required to terminate the current employee health insurance plan by June 30th and transition to a new individual retirement account ICHRA plan on October 1st. With a roll call vote, the Board unanimously approved the withdrawal and transition and authorized Ms. MacDonald to provide the necessary documents.

Ms. MacDonald presented a strategic policy matrix for the new health coverage platform, which is projected to significantly reduce annual health insurance costs for the District. The Board adopted the matrix for the current year ending 2026. Ms. MacDonald informed them of a probable annual 5% rate increase factor for future budget planning.

Utility Maintenance Easements: The Board discussed existing and new easements for District infrastructure. The Chairman will request the attorney to present information on prescriptive easements at the next meeting.

Homeowner Guide: Spec Sheets & Guideline Review: This item was tabled for the next meeting.

Ordinance Amendments: The Board reviewed revisions to the ordinance, which included alphabetizing definitions, correcting duplicate Idaho code references, and adjusting delinquent account policies to 30 days after the payment due date.

The Board discussed the need to clearly define "excessive flow" to allow for the denial of connections when a proposed project would exceed the capacity of the system downstream. The consensus was to define this in terms of system capacity as determined by the district's engineer.

The board agreed to define "extended period of time" regarding RV use of sewer connections as 30 days per calendar year to prevent unauthorized use of the system.

The Board proposed adding a clause to the ordinance to prohibit unauthorized or detrimental use of the sewer system, such as using cleanouts for RV or motor home waste dumping. This language will be drafted to provide the District with legal protection against such unauthorized activities.

Mr. Keibler moved to approve the ordinance amendments contingent upon the discussed additions, and with a second from Mr. Larson, the motion was passed unanimously.

The Public hearing date was set for July 22nd to allow for public notice.

The July regular Board meeting date was moved to July 22nd to coincide with the public hearing and to accommodate administrative needs.

Well Facility Project: The Chairman declared that the Well Facility Project is inactive. Moving forward the District will focus on the 2026 Water Distribution Project as noted in new business.

ARPA Project: Chairman Howard provided a positive update on the water tank project, noting we've made full use of our grant.

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5. Additional Discussion: (No Action)

The Board discussed the responsibility for fire hydrant testing, noting that the fire department previously handled this. Mr. Barnhart committed to contacting the fire department to ensure testing protocols are followed to maintain system safety.

Mr. Barnhart demonstrated the District's new GIS mapping system, which allows staff to independently manage infrastructure data, update maintenance logs, and attach photos. At just $400 annually, the system delivers significant cost savings over the $15,000 setup estimate previously proposed by an outside contractor.

6. Consent Agenda (Action Items)

Motion: Mr. Larson moved to approve the Consent Agenda and with a second from Mr. Keibler, the motion passed unanimously

Items Approved via Consent:

1. **Meeting Records:** Previous minutes and financial statements
2. **Staff Reports:** Maintenance and Treasurer reports

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7. Adjournment

The meeting was adjourned at **3:42**

Next Meeting: Wednesday, July 22, 2026, at 2:00 PM.

Certification of Minutes

These minutes were Approved by the Board on July 22, 2026.

Minutes Submitted By: ____________________________

Approved By: ____________________________ Date: ___________