

## **PUBLIC HEARING & REGULAR MEETING OF THE BOARD OF DIRECTORS**

### **Southside Water and Sewer District**

P.O. Box D, Sandpoint, Idaho 83864

September 24, 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, Brett Babcock and Gregory Keiber were present. Doug Bopp was absent.

**Others Present:** Treasurer Julia MacDonald and Operator 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:** Andrew Kee & Jake Harvey

### **2024-25 Amended Budget Hearing – Action Item**

Chairman Howard opened the hearing at 2:00 pm, following a motion by Mr. Keibler and seconded by Mr. Larson and with no public present the hearing was closed at 2:02 pm following a motion by Mr. Larson and a second by Mr. Keibler.

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

### **Adopt the Amended Budget FY 2024-25:**

The Board unanimously approved the final FY2024-25 Amended budget following a motion by Mr. Larson and a second by Mr. Babcock.

### **Groundwater Overlay Report:**

Chairman Howard presented the Sagle aquifer groundwater study. The study will help identify potential vulnerabilities to the aquifer depending on land use and density. The study will be presented to the County authorities for land use planning purposes.

### **Encroachment Permit Policy Resolution:**

Chairman Howard stated the purpose of the policy is to grant the District the authority to determine acceptable use of land within District easements, especially when usage is questioned. The encroachment permit is intended to be signed by the landowner and recorded at the County level, ensuring that it runs with the land and remains in force for all future property owners. The policy was unanimously approved following a motion from Mr. Larson and a second from Mr. Keibler.

Following executive session; With a motion by Mr. Larson and a second by Mr. Keibler, the Board unanimously approved the use of the District attorney to enforce the policy.

### **Meter Setter Maintenance / Replacement:**

Mr. Barnhart presented the issues with the aging District service lines and the check valves on meter setters that need to be addressed. Chairman Howard will research options for funding the replacement of the meter setters.

### **Capital Project Review / Update:**

The Board reviewed the increased costs associated with the Farmin lift station project due to overruns and installation costs. Additionally, the Accudose Monitoring project was added as a capital project at a total cost of \$12,755. Staff was directed to close the Road to Tank project.

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

**Employee Policy Amendments:**

The Board discussed amendments to the employee policy manual and unanimously adopted the policy changes following a motion by Mr. Larson and a second by Mr. Babcock. Staff was directed to make the amendments as discussed for the current date.

**Personnel Employment / Compensation:**

Discussion was held in executive session. No action was taken.

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

**USDA Rural Development Project Review:**

Chairman Howard updated that the Judge has approved our request to incur debt for the water system items. He has been in contact with USDA but they haven't provided a timeline for funding availability. He stated that Keller assured him that the pump house specifications will be available by Friday and that he would like to review them before submitting to DEQ.

**ARPA Review:**

Mr. Barnhart consulted with Avista concerning the installation of single-phase power to the reservoir. Avista provided two cost estimates: \$20,000 to run power from Timberline Road (an approximate distance of 650') and \$30,000 from Brisboys Road (approximately 1,400'). Avista recommended running the power from Timberline Road, noting that the adjacent landowners would benefit from access to the utility. Avista also stated that they would handle the filing of necessary easements, provided the landowners were in agreement. The Chairman indicated that the District would attempt to integrate the power installation into the ARPA project funding.

**CONSENT AGENDA**

Mr. Larson made a motion, seconded by Mr. Babcock, 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**

Pursuant to Idaho Code [74-206] (a) & (f), Mr. Larson made a motion to enter executive session at 3:05pm to discuss personnel and potential litigation. The motion was seconded by Mr. Babcock, and a roll call vote showed all members were in favor with Mr. Bopp absent. The Board exited executive session at 3:40pm.

**Adjournment:** A motion by Mr. Babcock and a second by Mr. Larson was made to adjourn the regular meeting of the Board of directors at 3:50pm and the motion carried unanimously.

Respectfully Submitted and Approved:

---

Julia MacDonald  
Treasurer/Administrator

:

---

Jack Howard  
Chairman of the Board