

**GREENFERRY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS
March 15, 2021 4:00 pm, via Zoom**

CALL TO ORDER AND ROLL CALL

Chairman Stephen Tanner opened the meeting via Zoom at 4:06 pm. A roll call confirmed Vice-Chair Carol Rassier, Bob Stiger, Rex Grace and Ron Utz were also present. Staff present were John Austin, Water District Manager, Ian Kuchenski, Water Operator and Roger Glessner, Engineer. Guest was Shelly Roberts, Idaho Rural Water Association (IRWA).

NEW BUSINESS

Next, Chairman Tanner moved up the discussion on the IRWA review of management and accounting procedures in the District. Ms. Roberts began by discussing the functions of IRWA, and her credentials and those of her staff. Mr. Utz said he was uncomfortable with the accounting management system and would like a general oversee of it. Ms. Roberts said her team would look into the accounting system. Responsible charge is important she said, meaning the Board is comfortable with the fees being charged and the services received. Chairman Tanner stated it could be helpful if she looked at the Operator's Services as well and she said she would. Mr. Grace asked about growth issues and how IRWA could assist with the hectic nature of current development. Best management practices was suggested by Ms. Roberts and she said she'd look into that. Ms. Rassier also asked about offering sewer services and if there was a smooth way to move to that service. Ms. Roberts said she could visit with Ms. Williams about that. Chairman Tanner stated she should discuss issues with District Engineer Mr. Glessner. He also suggested that her team speak with each Board member. He also asked about Asset Management and she suggested developing a GIS to identify the supplier, age of the elements of the system and a replacement schedule for those assets. She said the next class is in April in Julietta and the Board is welcome to attend. System Utility Management (SUM) is the topic and she'll get back to the Board on the agenda. She said she'd begin by April 15 and would proceed from there.

Next, Ms. Williams discussed the Welch Comer Engineering scope of services of their contract for the siting of Well #3, including having a hydrogeologist (Tom Mullen) prepare a site evaluation report for submittal to the Department of Environmental Quality (DEQ). Chairman Tanner said he would send Dan Sturgis' analysis of the water levels in each well. She said after her analysis she would prepare a Preliminary Engineering Report (PER) for submittal to DEQ and upon approval assist in getting the well in place. Chairman Tanner talked about the pump tests and asked her to address that. She said the options were either the Goetz property or directly back to the river via a fire hose. Chairman Tanner asked about the casing size of the well and she said 12", 14" and 16" are typical. He also asked if the Operators can assist, as with samples and she said yes. Mr. Grace asked about what other costs above her contract would the District incur and Mr. Glessner said there will be some costs. He said that may include moving drain fields and some septic tanks so the well can be located at the site of the current wells. He said there could be easement costs, as well as for the discharge permit. He suggested for pump testing that the District close Driftwood to allow the water to return to the river via a District easement.

Ms. Williams then discussed the timeline for the project, in conjunction with the Water Facility Plan and that the well likely won't be online until the fall of 2022. She said the contract could exceed the statutory limit of \$25,000 and that would require a Request for Qualifications. Chairman Tanner then suggested another meeting to consider the other issues. The Board then set a special meeting for 2:00 pm on March 29, 2021.

OLD BUSINESS

Next, Mr. Kuchenski gave the Water Operator Production and Consumption Report for the month of February. The report was tabled to allow the updating of the number of active users.

The minutes from the March 1, 2021 meeting were presented by Mr. Austin. After discussion the minutes were approved following a motion by Mr. Utz and second by Ms. Rassier.

Next, Mr. Austin presented the financial reports and Invoices for Approval List. After discussion, Mr. Grace motioned for approval of the delinquent list. Mr. Stiger seconded the motion and it passed unanimously. Mr. Utz then asked about different line items on the Balance Sheet and Profit and Loss. Other discussion items included the 2020 3105 line item and Mr. Austin stated he'd note that for Stephanie Mueller's action. Mr. Utz then made a motion and Mr. Grace seconded to approve the Invoice Approval List and Financial Report and it passed unanimously.

NEW BUSINESS

Next, Chairman Tanner opened the discussion on two new fees. 1) for those properties that have the capitalization fee paid. He said those properties are part of the District's system and should pay a \$15 monthly Fee. That fee would be called a Reserve Fee. 2) a \$15 monthly Fee for those properties that are within 300 feet of a fire hydrant. That fee would be called a Standby Fee. Mr. Austin said he'd work with Mr. Glessner and Mr. Kuchenski and send notice to the affected parties ahead of a public hearing on the fees. After discussion, the Board set a public hearing for April 19, 2021 at 4:00 pm to consider the Reserve Fee and the Standby Fee, following a motion by Ms. Rassier and second by Mr. Grace.

Next, the Board directed staff to attend a grant meeting on March 18 and/or 23, 2021 to apply for a grant for generators via FEMA. The Board will then review the matter at their special meeting on March 29.

OLD BUSINESS

Mr. Glessner then discussed the Reasonably Anticipated Future Needs (RAFN) area boundary map. He said he calculated the area of the RAFN boundary and provided the developed densities for single family homes within each zone. The developed densities are based on the current Kootenai County Zoning Ordinance: Total RAFN area = 64,038,374 Square Feet (SF), or 1,470 acres (ac.):

1. Agriculture Zone = 2,265,798 SF, or 52 ac. Developed Density at 1 home/5 ac. = 10.4 AG Zone cannot be subdivided for residential use so this would assume a zone change to Rural.

2. Agriculture Suburban Zone = 1,2418,333 SF or 285 ac. Developed Density at 1 home/2 ac. = 142.5
3. Rural Zone = 49,354,243 SF, or. 1,133 ac. Developed Density at 1 home/5 ac. = 226.6

Total possible developed residential homes based on current KC zoning; 380 homes. That would be in addition to those properties currently in the District. He said he had provided that information to Bob Haynes for his work on the water right application.

Mr. Glessner then discussed relocating the District's septic and drain field system and his contact with contractors for the work. He noted all of the items behind the shop will need to be removed before the work can be done. The Board directed that staff continue the dialogue with neighbors and getting the items removed from behind the shop.

ADJOURN

With no new business to discuss, Ms. Rassier motioned for the meeting to be adjourned and Mr. Stiger seconded the motion. The motion was unanimously passed at 7:02 pm.

Respectfully Submitted,

Stephen Tanner, Chairman

John Austin, Manager