

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
September 20, 2021, 4:00 pm, via Zoom and at the Greenferry Office, Coeur d'Alene,
Idaho**

CONVENE MEETING AND ROLL CALL

In the absence of Chairman Stephen Tanner, Vice Chairman Carol Rassier opened the meeting via Zoom at 4:00 pm. A roll call confirmed Bob Stiger, Rex Grace and Secretary Treasurer Ron Utz were also present. Staff present was John Austin and Debbie Swenson, Practical Accounting Solution Accountants at their office via Zoom, and Roger Glessner, District Engineer, Bob and Ian Kuchenski, Water Operator, Integrity Water Management via Zoom.

OLD BUSINESS

The Board then heard from Ms. Williams on the Well #3 update. She stated Tom Mullen is recommending submitting the site plan to DEQ and then work to determine the impact on the site from the drawdown from both wells, via a pump test for that purpose. Mr. Utz asked about the Level II NPE study submitted to DEQ and Ms. Williams said she'd reviewed the evaluation and the impact on the aquifer. Dr. Stiger stated a longer test may allow for better data on the impact. Ms. Williams said she'd ask Mr. Mullen if a longer test was necessary but was concerned about the impact of the longer discharge into the river. She also said the Board may want to send a letter to DEQ on the Water Facility Plan, which the Board authorized staff to prepare. Mr. Bob Kuchenski stated KEC is working to upgrade the power system with Bigfoot. He also noted both Variable Frequency Drives have arrived for the wells. Ms. Rassier asked if power will be maintained while the change is occurring and he said he'd check with Bigfoot on it. The Board then discussed the backup generators at the well site and Mr. Glessner said he'd check to see if the increased power from KEC will impact the project. The Board approved the report following a motion by Mr. Utz and second by Dr. Stiger.

Action: Ms. Williams was directed to submit the site plan to DEQ and staff will coordinate the pump test on the two wells, once KEC has upgraded the power capacity at the site.

Action: The Board also directed that a draft letter seeking the status of the facility plan from DEQ, following a motion by Dr. Stiger and second by Mr. Grace. Staff was then directed to check with Bigfoot on the power issue for the generators and get back to the Board in a special meeting. The Bella Ridge control issue will also be on the agenda at that meeting.

OLD BUSINESS

Next, the Board reviewed the revised minutes of the meeting of August 16 and 23, 2021 meetings, which were approved following a motion by Mr. Utz and second by Dr. Stiger.

Next, the Board heard from Mr. Bob Kuchenski on the Water Operator Report. He noted he was at the office but no one else was. Mr. Utz noted the bills still state the meetings are via Zoom and at the office and Ms. Swensen said she'd change that for the October billing cycle. The usage over the last several years was then discussed. Mr. Ian Kuchenski commented on the Bella Ridge Controls and having to go out to site every day for two weeks. He said R.C Worst is scheduled to check the sporadic alarms. Mr. Bob Kuchenski noted the Variable Frequency Drives (VFDs) had arrived and would be installed in the next two weeks, with coordination from Bigfoot.

Action: Ms. Swensen will ensure the billing includes the information that meetings are held via Zoom and also at the office. The System Operators will work with R.C. Worst and Bigfoot on the controls issues at Bella Ridge and the install of the VFDs.

Next, the Board heard from Ms. Swensen on the Financial Report, Invoice Approval List and Delinquent List. The Board then heard from Mr. Austin on his 5-year Cash Flow Analysis. Mr. Austin's recommendation is to increase the water fee from \$15.00 to \$21.00 in order to fund all the Greenferry projects. The other option is to keep the fee at \$15.00 and use cash reserves to fund the balance of the debt service. He said the fee can be increased following a public hearing, with justification for the increase coming from the extra projects being undertaken by the Board, chiefly Well #3 and possibly the Highland Reservoir. He also stated the Bayshore development and its prepaid Capitalization Fees could help to pay down the bonds prior to their 20-year term. Mr. Utz stated he would like to review Mr. Austin's Analysis before making any decision.

Action: Mr. Utz asked Mr. Austin to send another copy of the Analysis to the Board for review.

Next, the Board heard from Ms. Swenson on the financial reports. Vice Chairman Rassier commented that she and Mr. Utz had reviewed the financials and they were all good. Mr. Utz then made a motion, seconded by Dr. Stiger to approve the Report and Lists.

Action: Practical Accounting Solutions staff will deliver the financials on Thursdays at the Greenferry Office for Mr. Utz to sign.

The Board then discussed having 'shovel-ready' projects ready when the federal infrastructure funding is available. Mr. Austin stated that a decision from the Board on funding needed to be decided to determine how projects would prioritize. Vice Chairman Rassier asked if Mr. Glessner's cost and time projections were still correct given the timeframe since the Plan was developed and he stated they should be accurate. Mr. Bob Kuchenski went on to discuss KEC's recommendation to use 300 KW transformers and KEC said the 500 KW would be inefficient. Mr. Utz requested Mr. Glessner get a firm quote for costs to the Board. Mr. Bob Kuchenski brought up the Highland tanks and the importance of those tanks and whether or not we could use them. Dr. Stiger suggested that staff get them inspected. Dr. Stiger motioned for a preliminary analysis on Highland tanks. Mr. Utz second the motion and it passed unanimously.

Action: Mr. Glessner will get a report taking into account the higher GPM and taking into account transfer switches to the Board by September 27, 2021. The Board will then schedule a special meeting to discuss and make a final decision.

Mr. Glessner will also look into a company to do a preliminary analysis on the Highland tank. Mr. Glessner will invite Jamie Howard from Avista, if available, to attend the October Board meeting to discuss the advantages of gas or propane power for the subject stand-by Generators.

NEW BUSINESS:

Next, the Board discussed the review of the District by the Idaho Rural Water Association (IRWA), and the response by Mr. Austin to IRWA. Mr. Utz requested that this be tabled and put on October Board meeting agenda.

Action: The Board will discuss the IRWA review at their October meeting.

The Board then discussed the Kretz Will Serve Letter for his proposed Accessory Living Unit (ALU): Mr. Austin found that a water meter is on site and water could be provided if it meets Greenferry District Policy. Mr. Utz brought up that it also needed to meet Kootenai County Code requirements.

Action: Mr. Utz requested to put the discussion on October Board meeting agenda.

The Board then tabled the issue of the Administrative Policy and Procedures.

Action: Mr. Utz requested that the topic be put on the October Board meeting agenda with more detail on what Administrative Policy and Procedures need to be discussed.

ADJOURN

With no more business to come before the Board, Mr. Utz motioned to adjourn the meeting. Dr. Stiger seconded it and the meeting adjourned at 6:39 pm.

Respectfully Submitted,

Carol Rassier, Vice Chairman

John Austin, Manager/Debbie Swenson, Accountant