

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING AND
EXECUTIVE SESSION**

April 13, 2022, 2:00 PM via Zoom and at the Office

CONVENE MEETING AND ROLL CALL

Chairman Stephen Tanner opened the meeting via Zoom at 2:05 pm. A roll call confirmed Rex Grace and Secretary Treasurer Ron Utz, Vice Chairperson Carol Rassier and Roger Glessner, District Engineer were present at the Greenferry office. Dr. Robert Stiger was also present via Zoom. Staff present were Stephanie Mueller and Debbie Swenson, Practical Accounting Solution Accountants and Bob and Ian Kuchenski, Water Operators, Integrity Water Management, all of whom joined via Zoom.

OLD BUSINESS

Mr. Grace updated the Board on office remodel status. Mr. Grace informed the Board that KEC gives rebates for insulation, replacement of aluminum windows to vinyl, light fixtures, LED lighting, and up to \$2,000.00 rebate on a Heat Pump. Chairman Tanner directed Mr. Glessner to outline the office remodel plan for county permitting and an analysis of the trusses to ensure construction plans would work. Mr. Glessner said he would have the analysis on the trusses done by Friday, April 22, 2022 with an estimated cost of up to \$300.00 and the office plan the following week for a cost of up to \$300.00. Mr. Grace will submit the project specifications to local contractors for cost. Mr. Glessner said that he is willing to work directly with Kootenai County on project specifications but would need a signed letter of Authorization from the Board. The estimated cost for this project is around \$35,000.

Next, the Board heard from Mr. Glessner on the Bella Ridge Easement. Mr. Glessner reported Mr. Samways has offered the 5ft easement from his property and is not asking for monetary compensation. Mr. Glessner will speak with the District Council Andy Doman about writing a deed for the easement. Mr. Glessner confirmed an application has been submitted to KEC and once the easement is set, they will process application. He will also double check with the contractor regarding scheduling.

Next, the Board heard from Mr. Glessner on the Crystal Bay Annexation. Mr. Glessner estimated the cost to expand the water lines at approximately \$159,000.00 and could trigger the need for more fire flow in the area. Mr. Glessner would like to walk the area with contractors and speak with some of the homeowners. Mr. Glessner needs more time to further research the project. Mr. Grace expressed the need to focus on existing projects before consideration of future projects and Dr. Stiger noted that the Board cannot proceed until the completion of the Greenferry Terrace project due to the pressurization concerns. Mr. Glessner also noted that formal annexation would be necessary if the Board were to want to proceed in the future.

Next, Mr. Glessner updated the Board on the Greenferry Terrace project. Mr. Glessner reported that it is expected for Post Falls Highway District is to remove the road weight limits in the next week. Mr. Glessner does not have all the documents needed for sign off from Aspen Homes.

Next, the Board heard from Chairman Tanner regarding the ARPA funds and the District was not awarded any funds.

EXECUTIVE SESSION

Executive session called to order at 2:49 PM. A roll call was taken and Mr. Grace, Vice Chairman Rassier, Secretary Treasurer Utz, and Mr. Glessner were in attendance in the office. Chairman Tanner and Dr. Stiger attended via Zoom.

Exited Executive Session at 4:05PM via a motion by Dr. Stiger and second by Mr. Grace. Motion passed unanimously.

NEW BUSINESS

The Board then discussed the issues from Executive Session: The first discussion was a request for Mr. Glessner to complete his evaluation on the ability of the trusses in the office to handle the new load as our remodel continues. The second task was to review the Contract with Ace Solutions, to identify any changes or updates that need to be made. The Board noted the last contract with Ace was dated March 15, 2019. It was recommended that Mr. Glessner add an Engineers Report to his duties. The Report would be given at the regular board meeting, and would include updates on current scope of work changes and progress on current projects. The Board directed that after review of the contract, and updates with changes are made, to have the District's Attorney review it also.

The Board then recommended that under #9 in the current contract the District change the wording to add that if Ace Solutions is not the plan designer, then the District agrees the consultant is an observer of construction methodology and compliance of plan specifications only and will report to the Board as work progresses.

Dr. Stiger recommended using bullet points for scope of services to expand on engineering updates. He also asked for additional activity schedules and costs associated with the above for District contractors. Mr. Glessner will review his current rates and work schedule for Ace Solutions to oversee the Greenferry Terrace project and report to the board.

Mr. Grace asked for clarification for #17 on the current contract. Specifically, who owns the documents for District projects, and where the final As Builts and plans are located.

The Board then discussed concerns about District communications, specifically if they are open and going well, or should there be some improvement in that department. It was noted that some tasks given to Ace Solutions might not be in their contracted scope of work to the District.

It was noted that the best way to effectively manage projects is to have an established "chain of command" and that contradicting instructions is confusing and inefficient at best. Chairman Tanner has overall and final authority when decisions require significant schedule and financial changes to a project. Unless changes are minor they should go through the Chairman for final approval.

Action: Mr. Glessner will make necessary updates to his current contract, and include a current Rate sheet for additional fees and costs. District Attorney Andy Doman will review the revised contract after all changes are made and the update is completed by Ace and the District board of directors. The Contract with Integrity Water Management will be reviewed and revised as needed next. The Board will schedule that official review at our April. 18, 2022 regular meeting.

The Board will send comments and updates to Dr. Stiger after reviewing the above contract prior to scheduled review meeting between the District Board and Integrity Water Management.

ADJOURN

The meeting adjourned at 4:10 PM following a motion from Mr. Utz and a second from Mr. Grace.

Stephen Tanner, Chairman

Stephanie Mueller, Manager/Debbie Swenson, Accountant