

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

April 6, 2022, 2:00 PM via Zoom and at the Office

CONVENE MEETING AND ROLL CALL

Chairman Stephen Tanner opened the meeting via Zoom at 4:05 pm. A roll call confirmed Rex Grace and Secretary Treasurer Ron Utz, Vice Chairperson Carol Rassier, and Dr. Bob Stiger were present at the Greenferry office. Staff present were District Manager John Austin, Debbie Swenson, and Stephanie Mueller, Practical Accounting Solution Accountants and Roger Glessner, District Engineer, Bob and Ian Kuchenski, Water Operators, Integrity Water Management, all joining via Zoom.

OLD BUSINESS

The Board received an update from Mr. Glessner on Riverview Heights and accepting the system. Mr. Glessner stated that there were no current updates at this time waiting for meter parts to be installed. Mr. Ian Kuchenski confirmed the parts were in. Mr. Austin reported that Aspen Homes has taken responsibility for the leaking fire hydrant but Aspen believes it is the homeowners' responsibility for the frozen meter. Mr. Ian Kuchenski said the reason the meter froze was due to improper backfilling. A new meter was installed costing \$600.00 plus labor. Chairman Tanner would like Mr. Austin to write a letter to Aspen Homes asking for reimbursement of the meter.

Action: Mr. Austin is to draft a letter to Aspen Homes.

Next, the Board heard from Mr. Grace regarding the Greenferry Office Remodel. Mr. Grace reported he had produced a list of project parameters for remodel and gave it to Board members to review for input. Burkes Restoration has not returned a bid for remodel yet. Ms. Mueller pointed out that the sales tax should only be for materials and not labor and because Greenferry is a government entity we could file a ST-101 Form for tax exemption. Chairman Tanner said Kootenai Electric Cooperative (KEC) has Grant money available for energy efficiency projects and the District might qualify.

Action: Chairman Tanner directed that Mr. Glessner do a quick analysis of the Office trusses. He also requested that Mr. Grace follow up on KEC Grant money and asked Mr. Austin to put the Office Remodel on the April 18, 2022, Agenda. Board will review Mr. Grace's project parameter list and email any changes.

Next, the Board heard from Mr. Glessner on Well #3 and the Pump Test. Once he receives the meter parts Mr. Ian Kuchenski will install so the test can move ahead. Mr. Glessner said the testing should be done before July of 2022.

Mr. Austin reported no current updates on the Water Facility Plan from Project Engineer Ashley Williams

Next, the Board heard from Mr. Glessner on the Bella Ridge Easement and that he was waiting for Andy Loman, District Counsel, to respond about verbiage regarding the Lot 21 easement in the Homeowners Association requirements.

Mr. Glessner reported KEC will not start the application process until an easement has been confirmed. Chairman Tanner suggested to include the HOA on our process of solidifying an easement.

Next, the Board discussed the Crystal Bay Engineering on Gull Harbor Road. Mr. Glessner stated that the knoll on Riverview Drive was the biggest problem. Concerns were raised about not meeting fire flow requirements before adding more connections and what would be DEQ's opinion since the Water Facility Plan is the districts guideline for expansion. Mr. Austin thought the Crystal Bay residents might help with the project cost to extend main lines to the development.

Action: Chairman Tanner requested Mr. Austin talk with Ms. Williams at Welch Comer about annexation and for Mr. Glessner to get cost associated with the project to review at the April 18, 2022 meeting.

Next, the Board heard from Mr. Glessner on the Greenferry Terrace project. Mr. Glessner reported they would start in the middle of April when there are no weight limits and they had all materials needed. Dr. Stiger recommended we inform the folks of the project and give them a construction schedule.

Action: Chairman Tanner requested Mr. Austin to draft a letter about the Greenferry Terrace project and staff mail out by Tuesday, April 12, 2022.

EXECUTIVE SESSION

Next, the Board entered executive session at 4:00 PM. A roll call by Chairman Tanner confirmed that Mr. Utz, Dr. Stiger, Mr. Grace and Vice Chairman Rassier were present.

The Board exited Executive Session at 5:00 PM, with a roll call confirming all were in favor.

NEW BUSINESS

Action: The Board reviewed the contracts up for renewal, focusing on the engineering contract with ACE Solutions first. The Board will send their comments on the contract to Dr. Stiger no later than April 12, 2022, for his compilation and submittal back to the Board, for review at a Special Meeting on April 13, 2022 at 2:00 PM.

ADJOURN

The meeting was adjourned at 5:03 PM, following a motion by Mr. Utz and second by Vice Chairman Rassier.

Stephen Tanner, Chairman

John Austin, Manager/Debbie Swenson, Accountant