

**GREENFERRY WATER DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
March 1, 2021 2:00 PM, Via Zoom**

CALL TO ORDER AND ROLL CALL

Chairman Stephen Tanner opened the meeting via Zoom at 2:00 PM. A roll call confirmed Vice Chairman Carol Rassier, Rex Grace, Ron Utz and Bob Stiger were also present. Staff present were John Austin and Stephanie-Mueller, Managers, Bob and Ian Kuchenski, Water Operators and Roger Glessner, Engineer and Ashley Williams, Welch Comer Engineers. Guests were Bob Haynes, Dan Sturgis, IDWR (Idaho Department of Water Resources), Jane Morgan and John Thurston

OLD BUSINESS

Next, the Board discussed the septic and drain field Issue on the Thurston Property west of the Office. Mr. Thurston stated he'd met with Mr. Glessner to inform him of the easement on his property that contains the District's septic and drain field. He said he's looking at installing a water line on his property. Chairman Tanner stated there's a permit on the Panhandle Health District website for the drain field, but the issue is that it's located too close to the District's well site. He said the District would like to work with him on locating a new drain field and assist with his desire for the water line. He said Mr. Glessner would be contacting him to make that happen.

NEW BUSINESS

Next, the Board heard from Mr. Sturgis on a Well #1 transducer to monitor the aquifer level. He said he only needs access by the District so he can download data from the transducer to monitor the level of the water. He stated he'd prefer to not have the pumps operating at the same time. As to the location of the third well Mr. Sturgis said he believed the current well site would be a good location, hydrologically. He also said his test will help determine if both wells can run at the same time without a significant impact on the source level. Chairman Tanner stated he'd have Bob and Ian Kuchenski contact him to set up the time to meet with and the Board thanked him for his assistance.

OLD BUSINESS

Next, the Board heard from Ms. Williams on the staff meeting with the Department of Environmental Quality's Katy Baker-Casile. Ms. Baker-Casile said the Preliminary Engineering Report (PER) for the third well needs to show the impact on the other wells. She said the transducer proposed in Well 1 would help to determine the aquifer draw down. Ms. Baker-Casile noted the well project can proceed via the PER without technical approval of the Water Facility Plan (WFP). Mr. Austin stated the Board could use current cash to do the well now and reimburse it from the revenue bond when the WFP is approved and the other projects are constructed.

Ms. Williams said DEQ has changed their requirements and so the District should not need to measure on two occasions when the pump tests are held.

Next, the Board heard from Mr. Haynes on the Reasonably Anticipated Future Needs (RAFN) of the District. He said he met with Mr. Glessner about the boundary of the proposed area. He noted he and Mr. Glessner will determine how many additional hookups could come from the area, based on the expected growth factors on all of the parcels. The Board also discussed the issue of expanding the RAFN to the east, to accommodate expected growth in that area.

Next, the Board reviewed the minutes from January 18, 2021. After discussion the Board approved the minutes following a motion by Mr. Stiger and second by Ms. Rassier. Next, the Board reviewed the minutes of the February 1, 2021 meeting. After discussion the Board approved the minutes following a motion by Ms. Rassier and second by Mr. Utz. Next, the Board reviewed the minutes of the February 15, 2021 meeting. After discussion the Board approved the minutes following a motion by Ms. Rassier and second by Mr. Grace.

Next, the Board discussed the Accounting and Management Agreement with Practical Accounting Solutions. They heard from Ms. Mueller on the scope of work, which would include adding the webmaster work to the management of the District as well as acting as Bond Registrar when the revenue bonds are issued. She noted the current rate is \$4.34 per account and hasn't been adjusted since 2003. She said the new administration rate is proposed at \$5 per account, including staffing for 4 hours a week, or \$6 per account if 6 hours a week. Mr. Utz made a motion that the Chairman contact the Idaho Rural Water Association (IRWA) to review the accounting, operational and management functions of the District, so the Board can be ready for the growth that is to come. Chairman Tanner noted it's not on the agenda to discuss that action. He said he'd like to move ahead with approval of the contract. After discussion, Mr. Grace made a motion seconded by Ms. Rassier to approve the PAS contract, based upon approval of legal counsel. The motion passed unanimously. Mr. Grace then followed up on Mr. Utz' point about having IRWA review operations. The Board concurred and directed that IRWA be contacted. Chairman Tenner stated he'd make the contact about someone from IRWA attending a meeting in the near future.

Next, the Board heard from Mr. Austin about the Aspen Homes reimbursement request. He noted Mr. Glessner's recommendation is to only reimburse their request for the upgrade of the 8" line 10" on Riverview and the placement of the fire hydrant on that line. He recommended the reimbursement to Aspen Homes in the amount of \$9,926. Mr. Utz asked about the calculation on the fire hydrant, which after discussion added \$2,202 to the cost, allowing more reimbursement to Aspen. Mr. Utz also asked about four invoices from Integrity Water Management that are not on the list for reimbursement. Mr. Austin stated he was not informed of the invoices or he would have included them.

He said he would amend the letter to Aspen Homes with the updates as noted. The Board directed that staff send the amended letter to legal counsel and then as approved to Aspen Homes.

Next, Mr. Glessner further commented on relocating the drain field so the third well can be located at the current well site. His map of the area shows the location of all adjacent drain fields and his recommended location of the third well. He also stated the PER for the Greenferry Terrace project will go in this week. He noted his contact with DEQ indicated the WFP will not be required for approval prior to approval of this PER.

Next, the Board directed that the issue of the Capitalization Reserve Fee be placed on the agenda for the March 15, 2021 meeting. Mr. Austin stated he'd work with Mr. Ian Kuchenski and Mr. Glessner on the mailing list to inform them of the hearing in April.

NEW BUSINESS

Next, the Board approved the hookup request from Mike Tuntland on 8625 Driftwood.

ADJOURN

With no further business to come before the Board, the meeting was adjourned at 5:16 PM, following a motion by Ms. Rassier and second by Mr. Grace.

Respectfully Submitted,

Stephen Tanner, Chairman

John Austin, Manager