

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
February 21, 2022, 4:00 pm, via Zoom and at the Office.**

CONVENE MEETING AND ROLL CALL

Chairman Stephen Tanner opened the meeting via Zoom at 4:00 pm. A roll call confirmed Vice Chairperson Carol Rassier and Rex Grace were also present at the office. Secretary Treasurer Ron Utz joined via Zoom. Staff present were District Manager John Austin (via Zoom), Debbie Swenson, Practical Accounting Solution Accountant (in the office) and Roger Glessner, District Engineer, Andy Doman, Attorney, Bob and Ian Kuchenski, Water Operators, Integrity Water Management via Zoom. The guest was Chris Close from Idaho Dream Homes, representing Daniel Ashgar, in the office and David Shults via Zoom.

ADDITION TO THE AGENDA – EMERGENCY ACTION ITEM

Vice Chairperson Rassier made a motion, seconded by Mr. Grace to add an issue that occurred just prior to the meeting. Mr. Bob Kuchenski stated that an illegal hookup to the system had been discovered by Mr. Ian Kuchenski. The motion was approved unanimously.

OLD BUSINESS

Next, the Board heard from Mr. Close representing Mr. Ashgar regarding the Accessory Living Unit (ALU) on Kelly Road. Mr. Ashgar submitted an email with Kootenai County's Code Violation Dismissal asking to have his water turned back on. Mr. Close confirmed that the code violations had been rectified. Mr. Utz had a few more questions and he would contact Kootenai County to make sure that all conditions have been met and satisfies Greenferry Water and Sewer District Policies. Mr. Austin noted there is still the issue of who turned the water back on at the residence. Mr. Close noted in Mr. Ashgar's email that it may have been a previous contractor. Mr. Austin noted there should be a policy for Theft of Service when this occurs, and at the least there will be the trip charge from when the water was locked back off. Chairman Tanner assured Mr. Close that once Mr. Utz verified the ALU is within compliance Mr. Ashgar's water would be turned on.

Action: Chairman Tanner directed Staff that once Mr. Utz verifies ALU is in compliance to turn water back on Kelly Road. Mr. Austin will ensure the appropriate fees are assessed on the property to cover Staff's trip charges.

Next, the Board heard from Mr. Shults regarding Bayshore Estates. Mr. Shults wanted to listen in on the meeting to see where the Board was with the Water Facility Plan and when the Public Hearing was going to be.

Next the Board heard from Mr. Ian Kuchenski about the illegal hookup in Bella Ridge at a new construction site. A neighbor called saying water was spraying from the meter. Mr. Ian Kuchenski went to turn off the water and since it is a new construction site assumed the plumber had turned on the water. This brought up the discussion for a meter tampering fee, similar to the issue at 758 Kelly Road. Mr. Bob Kuchenski stated that a tampering fee is supported by other clients he works with as is a late fee for over 60-day accounts.

Action: A trip charge for after hours will be added to address. Chairman Tanner directed Mr. Austin to draft a fees schedule to include a tampering charge and have Counsel Doman review.

Next the Board heard from Mr. Glessner regarding the Engineering Study for the annexation request off of Crystal Bay Road. Mr. Austin informed the Board that all (5) residences have paid the initial \$1,000.00 for the study. Mr. Grace asked if the Board should wait until the Facility Plan is approved before moving forward with the study. Mr. Glessner stated that this study, funded by the applicants, is to see if it is possible to get water to their residences.

Action: Chairman Tanner asked to have the Engineering Study presented at the March Board Meeting. When Chairman Tanner receives the updated MOU from Mr. Doman, he will sign the document.

Next Mr. Austin updated the Board on the Water Facility Plan. Ms. Williams updated all comments and sent the document in an email for the Board to review. Mr. Glessner reviewed the comments and thought it was ready to be submitted. Mr. Shults asked if the Revised Facility Plan had been reviewed by the Greenferry customers. Mr. Austin reported that a Public Meeting was held in the past to review the Plan and Chairman Tanner assured Mr. Shults that the Greenferry District follows all requirements. He also stated a public hearing is required before the Plan is adopted by the Board.

Action: Chairman Tanner directed Staff to inform Ms. Williams to submit the updates to IDEQ. Chairman Tanner directed Mr. Austin to post the updated Facility Plan on website.

Next the Board reviewed the minutes of the meetings of January 17, 2022 and February 9, 2022, which were approved with corrections following a motion by Vice Chairperson Rassier and seconded by Secretary Treasurer Utz.

Next, the Board heard from Mr. Bob Kuchenski on the Water Operator Report and the water usage over the last six years. Vice Chairperson Rassier motioned to accept the Operator Report and Mr. Grace seconded. The motion passed unanimously.

Next, Mr. Austin presented the financial report, invoice list and delinquent list. He noted the cash balances and the need for another transfer to cover the capital costs incurred during the pump tests. The Board also reviewed the delinquent list, which spurred a discussion about the need for late fees. Ms. Swenson stated the \$10 late fee at another client has resulted in very few delinquencies. The Board discussed a letter fee as well. Mr. Austin reminded the Board Mr. Doman's comments that the fees can only be implemented to cover the cost of the work involved. Ms. Swenson added that the Verizon account has been cancelled per Mr. Bob Kuchenski. Mr. Bob Kuchenski stated all the data circuits could be cancelled with Ziply Fiber.

After discussion, the Board directed that the staff develop a recommendation on a fee structure for review by the Board. On the invoice list, Mr. Austin noted there was an invoice for \$16,884.49 for the pump test that will require a transfer from the Capital Reserve Fund. He then noted a review by Stephanie Mueller showed prior invoices of \$10,266.02 needed transfer also.

Action: Mr. Austin was directed to amend the Administration and Rate Policies to reflect the new fees for delinquent accounts and theft of service and provide it to the Board and Mr. Doman for review prior to setting a public hearing on the matter. Ms. Swenson will cancel Ziplly Fiber data circuit accounts. The Board also approved a transfer in the amount of \$16,884.49 plus the \$10,266.02 from prior capital invoices, for a total of \$27,150.51, following a motion by Mr. Grace and second by Vice Chairperson Rassier.

Next Mr. Glessner updated the Board on Well #3 site test and that the next test will be done when there is warmer weather.

Next Mr. Austin updated the Board on the ARPA Grant. Mr. Austin said a meeting was set for February 22, 2022 to schedule the Public Hearing for all applications.

Next the Board was updated on the Bella Ridge Easement project. Mr. Glessner reported that Kootenai Electric had approved a 10-foot easement. Mr. Glessner also reported that after reviewing the Homeowners Association's policies that there were several exceptions for Lot 21 and a 5-foot easement may already be in place. Mr. Glessner recommended that Mr. Doman review the HOA Policies. It was noted the meter will be within the fenced area.

Action: Mr. Doman will review the HOA policies for clarification on the matter.

Next the Board was updated on Riverview Heights and accepting the system. Mr. Glessner reported that he is waiting on documentation from Aspen Homes. Mr. Ian Kuchenski added that he's still are waiting on parts for a meter.

Next the Board was updated on the Revenue Bond and financing. Mr. Austin stated that the first payment on the bonds was not until February 2023, and that the interest-only drawdowns on the \$1.8 million bond will be finalized by November 2022. With the \$1.5 million allocated for the Greenferry Terraces and Bypass projects, it allows for some funding for other projects. It was then discussed by the Board that raising the Capitalization Fee from \$9,200 should be addressed after construction began in Spring. The additional system value will be higher, but also the capacity of the system will be higher and will be able to serve more hookups. Chairman Tanner noted that there was plenty of time to calculate the new Capitalization Fee once construction projects are completed, and to have a Public Hearing on the Fee. Mr. Austin then discussed the project list of pending and future projects and the need to potentially raise the Capital Reserve Fee from \$15 to help cover the debt service. The Board directed that the fees be on the next agenda.

Action: Mr. Austin will include the discussion of fees on the next Board agenda.

NEW BUSINESS

Mr. Grace and Vice Chairperson Rassier left the meeting at 6:15 pm, ending the quorum of the Board. Chairman Tanner stated without a quorum no action could be taken on the office

remodel. He and Mr. Utz did receive an update on the project, including the quote from Burkes Restoration. Mr. Ian Kuchenski noted the proposal included three phases.

Action: Mr. Austin will poll the Board about a special meeting on February 28, 2022 at 4:00 pm to consider the remodel project, as well as the late fee schedule.

ADJOURN

Mr. Utz motioned to adjourn the meeting and Chairman Tanner vacated the Chair to second it and the meeting adjourned at 6:56 pm.

Stephen Tanner, Chairman

John Austin, Manager/Debbie Swenson, Accountant

2/21/22 Greenferry Water System Report

A. Water Production/Consumption update.

2,466,000 gallons produced by the wells during January. This works out to 80,000 gallons per day or 204 gallons per day, per customer. (392 connections).

2,586,000 gallons produced by the wells during January last year. This works out to 83,000 gallons per day or 237 gallons per day, per customer (350 connections).

2,295,000 gallons produced by the wells during January 2 years ago. This works out to 74,000 gallons per day or 211 gallons per day, per customer. (348 connections)

2,355,000 gallons produced by the wells during January 3 years ago. This works out to 76,000 gallons per day or 222 gallons per day, per customer. (342 connections)

2,431,000 gallons produced by the wells during January 4 years ago. This works out to 78,000 gallons per day or 231 gallons per day, per customer. (339 connections)

2,754,000 gallons produced by the wells during January 5 years ago. This works out to 89,000 gallons per day or 265 gallons per day, per customer. (335 connections).

B. General issues.

1. Booster station well meter repair.
2. Bella Ridge fence installation update.
3. Bella Ridge electric project.
4. Approval of office/bathroom remodel design (main agenda).
5. Update on Riverview Heights (Roger, Ian).
6. Generator update (Roger).
7. Well #3 update (Ian/Roger/Ashley).
8. Bayshore project update (main agenda).