

SECTION II. ADMINISTRATIVE POLICIES AND PROCEDURES Greenferry Water & Sewer District

A. GENERAL INFORMATION

1. The District shall install, maintain, and operate a system of water distribution lines from any water source to the property line of each parcel served, or located as determined by the Board, henceforth known as the delivery point. The procedure by which any water service is to be provided to any property shall be at the sole determination of the Board. Each parcel served shall be entitled to have delivered all such water as may be necessary to the extent the District can deliver such water to all water users.
2. The name of the District shall be GREENFERRY WATER AND SEWER DISTRICT".
3. The fiscal year of the District shall begin the first day of December of each year, per Idaho Code 42-3209.

B. BOARD OF DIRECTORS DUTIES, POWERS AND RESPONSIBILITIES

1. The Board of directors shall have and exercise all rights and powers necessary or incidental to or implied from the specific powers granted by Idaho code Title 42 Chapter 32. Such specific powers shall not be considered as a limitation upon any power or action necessary or appropriate to carry out the purposes and intent of Idaho code Title 42 Chapter 32.

C. MEETINGS

1. The Board of directors shall meet at least once per month on the Fourth Monday of the month at the District Office, unless changed by the Board, if a quorum of the Board is present.
2. Special meetings of the Board shall be scheduled by the Board, as provided by Idaho Code.
3. A majority of the Board shall constitute a quorum at any meeting of the Board. A director may attend the meeting electronically if needed to achieve a quorum, provided the connection is good and at least 1 director is physically at the location of the meeting.
4. The Board shall cause a budget hearing to be held at least once each fiscal year at a time and place determined by the Board and with such public notices as required by Idaho Code.

D. ELECTIONS AND APPOINTMENTS

1. The Board of directors shall consist of five (5) residents of the District, each serving a six-year term.
2. Election to fill Board vacancies shall be held according to the Kootenai County Clerk's Election Department and Idaho Code Title 42, Chapter 32.
3. Any vacancy on the Board, other than expiration of term shall be filled by appointment by the remaining Board members, to act until the next election, when the vacancy shall be filled by election.
4. Per Idaho Code 42-3211, any person serving as a board member shall continue to serve until the following election, and all subsequently elected board members shall serve terms of office beginning with the first meeting following the election.

E. DUTIES OF THE DISTRICT BOARD OFFICERS

1. Duties of the Chairperson: The Chairperson shall call and preside over all meetings of the District membership and the Board, sign all documents of the District, authorize other Board members and staff so designated by the Board to sign checks, contracts, and other instruments on behalf of the Board. The chairperson shall perform such other lawful duties as prescribed by the Board.
2. Duties of the Vice-Chairperson: During any absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. When such case as the chairperson dies, resigns, is disabled, or is removed from office, the Board may declare the office vacant and appoint a successor.
3. Duties of the Secretary/Treasurer: The Secretary/Treasurer shall keep or cause to have kept, a complete record of all meetings of the District membership and Board. They shall have general charge and supervision of the accounting records of the District. The Secretary/Treasurer, , shall sign all papers as authorized by the Board. The Secretary/Treasurer shall serve or cause to have served all notices and provide complete reports to the Board and membership as required by these Polices and Idaho code, make a full report of all matters relating to the office to the membership at all annual budget hearings, and perform other duties as required by the Board.
4. As with other duties (such as for management, engineering, legal counsel or water operators), duties of the Secretary/Treasurer may be contracted out at the discretion of the Board.