

**GREENFERRY WATER DISTRICT**  
**MINUTES OF THE REGULAR BOARD OF DIRECTORS**  
**April 19, 2021 4:00 pm, via Zoom**  
**And at the District Office, 9191 Michael Way, Coeur d'Alene, Idaho**

**CONVENE MEETING AND ROLL CALL**

Chairman Stephen Tanner opened the meeting via Zoom at 4:00 PM. A roll call confirmed Vice Chairman Carol Rassier and Bob Stiger via Zoom and Rex Grace and Ron Utz (in the office) were also present. Staff present were John Austin, Manager, Stephanie Mueller, Accountant, Bob and Ian Kuchenski, Water Operators, Roger Glessner, District Engineer and Ashley Williams, Welch Comer Engineers, all via Zoom. Guests were Bob Haynes, Laura Malpera, Dave Shults, Tarisa Thiotti, Rebecca Wall, Kent Lunders, Steve Stenersen, Drew Dittman and Cliff Mort, all via Zoom.

**PUBLIC HEARING – RESERVE FEE**

Next, Chairman Tanner opened the meeting on the Reserve Fee of \$15.00/month, for those properties in the District that have paid a Capitalization Fee Paid but have no meter installed. Ms. Malpera asked about the fee and Mr. Austin and Chairman Tanner explained it was for those receiving the benefit of water but not being billed for it. Ms. Thiotti also had a question if the fee was in addition to the current \$50.00 fee and Mr. Austin said it was not, and only for those not currently being billed but are receiving the benefit of the District's system. Chairman Tanner then closed the public hearing on the Reserve Fee.

**PUBLIC HEARING – STANDBY FEE**

Next, the Board opened the hearing on the Standby Fee of \$15.00/month for those properties in the District that receive fire protection by being located within 300 Feet of a fire hydrant. Ms. Wall asked if they're already in the District **and connected to the system** will they have to pay and Mr. Austin said no. Ms. Thiotti also reiterated that there is no additional fee above the current fee for those hooked up and Chairman Tanner said that's correct. Chairman Tanner then closed the public hearing on the Standby Fee.

**OLD BUSINESS**

Next, the Board heard about the Bayshore Estates development, represented by Mr. Dittman from Lake City Engineering and Mr. Mort from Mort Construction. Mr. Dittman stated that in order to satisfy the District's Will Serve letter the developer has engaged the services of a **hydrogeologist** to perform the Level II Nutrient Pathogen Evaluation (NPE) to the satisfaction of the Department of Environmental Quality (DEQ). Mr. Mort asked about the timeline for construction of the improvements required prior to having the capacity to serve the development and Chairman Tanner stated it would be **next** year at the earliest. He said DEQ approval is pending on the Water Facility Plan (WFP) and that will allow for the improvements to proceed. He said the original plan was for the dedicated 10" line through Bayshore Estates but now the plan is to have that line on Kelly to its intersection with Riverview Drive.

Mr. Mort said his company often provides the infrastructure at a lower cost to the Districts they're in and would be willing to discuss some of those projects if that would be of assistance to the District. Mr. Shults stated there was still much interest by residents to ensure the development will not pollute the water quality of the District and said they would continue to fight the development. He said it's because they believe the development is over the aquifer and therefore the density is not good for the community. Chairman Tanner then thanked them for the update and work on the Level II NPE.

Next, the Board heard from Mr. Haynes on the Reasonably Expected Future Needs (RAFN) Project. He said he'd worked with Mr. Glessner and Mr. Bob Kuchenski on the buildout expectations and also to determine how many additional connections will occur by the planning horizon of 2045. He then discussed the factors to impact that timeline, including demand for services and the capacity of the system itself. Chairman Tanner asked about his timeframe for getting the information to Idaho Department of Water Resources (IDWR). Mr. Haynes said he is only awaiting confirmation of the buildout information. He said Mr. Glessner's projection of 380 future connections is a good basis by which to proceed with the Plan. He said he'll provide the 380 connections to IDWR so they are up to date. Mr. Grace asked what happens if the projection is 380 but the demand turns out to be double that and Mr. Haynes said the District could either file another application or reduce usage. Mr. Austin recommended maximizing the potential connections to justify a higher water right, in the event the District develops a wastewater system and a resultant higher density. Mr. Haynes agreed and stated he'd update the Board after his contact with IDWR.

Next, Ms. Williams updated the Board on Well #3, including a revised contract for that project. She said she's met with Mr. Grace and Mr. Stiger to develop a timeline for each task and payment as they are being worked on. Mr. Glessner then updated the Board on the drain fields and septic tank locations to ensure the distances are sufficient for the existing wells. Chairman Tanner asked about the property to the south and it's closeness to the new Well #3. Mr. Glessner said he'd reach out to the property owner and establish the location of his system. Ms. Williams asked about the north properties and Mr. Glessner said there were no issues with any properties other than possibly to the south. Chairman Tanner stated pumping both wells at the same time would be ideal and Ms. Williams concurred, even for just a few minutes so the water level of the existing wells can be determined. **Mr. Glessner stated he will be contacting Dan Sturgis with IDWR and determining how the District could pump both wells 1 and 2 at the same time and measure the drawn down to the aquifer to make sure the District can pump two wells at the same time after the 3rd well is drilled.**

Next, the Board discussed the Minutes from the March 15, March 29 and April 8, 2021 meetings. After discussion, Mr. Utz made a motion, seconded by Mr. Grace to approve the minutes of the March 15, 2021 meeting. Ms. Rassier then made a motion, seconded by Mr. Stiger to approve the minutes for the March 29, 2021 meeting. Mr. Utz then made a motion and Ms. Rassier seconded it to approve the minutes of the April 8, 2021 meeting. All motions passed unanimously.

Next, the Board heard from Mr. Ian Kuchenski on the Water Operator Report, explaining that there's no accurate way to count current actual users because meters aren't read in the winter months. He'll have a better number once that occurs in June. Chairman Tanner asked if other

Districts have color-coded fire hydrants based on flows and Mr. Bob Kuchenski stated he was aware of one other agency. The Board directed that hydrants be color-coded as they are brought online, coordinating with Idaho Rural Water Association on the measured flows. Ms. Rassier then moved to approve the **Water Operator Report. Following a second by Mr. Grace, the Report was unanimously approved**

Next, the Board heard from Ms. Mueller on the Financial Report and Invoice and Delinquent Approval Lists. She noted the prior year adjustments on the Comparative Balance Sheet cannot be completed at this time due to the audit being conducted. Under the invoice approval list, Mr. Utz asked about the work of Jade Enterprises, who had cleaned up the items behind the office. He said their work was timely and well done but wanted to ensure their insurance certificate was on file. Mr. Utz asked about the difference on Net Income from the Profit and Loss and Balance Sheet and Ms. Mueller, after checking on it, said the Profit and Loss Net Income was for March only and the Balance Sheet was for the fiscal year December-March. Mr. Utz made a motion to approve the report and lists and Ms. Rassier seconded it. The motion passed unanimously.

## **NEW BUSINESS**

Next, the Board approved the \$15.00 per month Reserve Fee, following a motion by Ms. Rassier and second by Mr. Grace.

Next, the Board approved the \$15.00 per month Standby Fee, following a motion by Mr. Utz and second by Mr. Stiger.

The Board directed that the policy be changed to reflect the new fee, effective May 1, 2021.

Next, Ms. Mueller discussed the timeline on the FY 2018-19 audit and she said the District's auditor, Mr. Tony Matson from Hayden Ross CPAs will have the draft at the May meeting. She said the FY 2019-20 will be quick to follow.

Next, Mr. Utz discussed the Checking Account and all Signatories on the Account signing via Docusign. Mr. Austin stated it's the new way of getting all directors, plus he and Ms. Mueller as signatories **on the checking account**. Mr. Utz stated he and Mr. Stiger would sign at the branch and that will conclude the matter **of signatories on the checking account**.

Next, the Board approved the last five residential water hookups at Cedar Creek (other than the reserved irrigation hookup) per Aspen Homes' request, following a motion by Mr. Stiger and second by Mr. Grace.

Next, the Board reviewed the Water Hookup Request on 9572 Highland Drive. Mr. Glessner stated there should be no pressure problems with approving this request. Mr. Stiger made a motion seconded by Mr. Grace to approve the request and issue a will serve letter for the split of the property at that location.

Next, Mr. Utz said he spoke with the county on the duplex Issue on Kelly and Riverview and said the first home is actually a duplex and the second home is not an Accessory Dwelling Unit as defined by the county and not allowed for occupancy.

The Board directed that Mr. Austin send a letter to the homeowner stating they are in violation of District's policy on serving a single residence.

Next, the Board reviewed the taking of minutes and directed that the draft minutes be submitted to the Board for review soon after each meeting, so the Board can review them in a timely manner.

Next, Chairman Tanner asked about the need for another meeting prior to the May regular meeting. He asked Mr. Glessner if there were any issues about the Greenferry Terrace project going out to bid. Mr. Glessner said there are some issues with the project **from the Department of Environmental Quality (DEQ, letter attached)** but he's ready to move forward with the bid process. The Board set another meeting for May 3, 2021 at 4:00 pm to consider any issues that may arise with the Greenferry Terrace project or any others.

## **ADJOURN**

With no new business to discuss, Ms. Rassier motioned for the meeting to be adjourned and Mr. Stiger seconded the motion. The motion was unanimously passed at 6:44 pm.

Respectfully Submitted,

---

Stephen Tanner, Chairman

---

John Austin, Manager



STATE OF IDAHO  
DEPARTMENT OF  
ENVIRONMENTAL QUALITY

2110 Ironwood Parkway, Coeur d'Alene, ID 83814  
(208) 769-1422

Brad Little, Governor  
Jess Byrne, Director

April 9, 2021

Greensferry Water & Sewer District  
9191 W Michael Way  
Coeur d'Alene, ID 83814

Subject: Greensferry WSD Terraces and Riverview Water Main Replacement Plans and Specifications  
DEQ Comments

To Whom It May Concern:

The Idaho Department of Environmental Quality (DEQ) has reviewed plans and specifications for the Terraces and Riverview Water Main Replacement project. The plans and specification were stamped and signed by Joseph Hassell, PE on March 1, 2021 and submitted to DEQ on March 3, 2021. The project involves upsizing existing water mains within the District's boundary.

COMMENTS

- Please verify with the US Environmental Protection Agency (EPA) regarding the proper handling and disposal of asbestos concrete (AC) pipe material and ensure all Federal and local requirements are met.
- Products used in constructing a public drinking water system with water contact surface shall be certified NSF 61 (IDAPA 58.01.08.501.01).
- Include the specific procedures for flushing, disinfection and microbiological testing per the applicable AWWA standards (IDAPA 58.01.16.542.02.b) including disinfectant dosage, contact time, and testing method (IDAPA 58.01.08.504.07.c.iv) with the record drawings.
- There are several instances in which the proposed distribution main will be constructed immediately adjacent to the existing gas line, a "non-potable line" per Subsection 003.86. Provide a statement from the design engineer demonstrating the installation of the proposed water main is protective of public health and the environment. Address the constructability of the water main relative to the gas line and the ability of the water purveyor to safely access the water main for maintenance purposes (IDAPA 58.01.08.542.07).
- Sheet C1: The proposed 10-inch water main terminating near station 6+14 and Sheet C9; terminating near station 14+00 is a dead end water main and will be required to be equipped with a means of flushing. Dead end water mains shall be flushed at least semi-annually at a water velocity of 2.5 feet per second and performed in such a way as to minimize any erosion of unprotected areas (IDAPA 58.01.08.542.09).
- Detail W-8: The open end of the air release must extend at least one (1) foot above grade and be provided with a 24 mesh screen or similar non-corrodible screen (IDAPA 58.01.08.542.15.a).
- Demonstrate the proposed water mains maintain a minimum horizontal separation distance of twenty-five (25) feet from septic tanks and/or subsurface disposal system (IDAPA 58.01.08.542.08).

Should you have any questions or require additional information, please do not hesitate to contact me at (208) 666-4611 or via e-mail at [chris.westerman@deq.idaho.gov](mailto:chris.westerman@deq.idaho.gov).