

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
January 16, 2023, 4:00 PM, via Zoom and at the Office**

**CALL TO ORDER**

Chairman Steve Tanner, via Zoom, opened the meeting at 4:05 pm.

**Board Attendance:**

Vice Chairperson, Ms. Rassier at the Greenferry Office  
Secretary /Treasurer, Ron Utz at the Greenferry Office  
Rex Grace at the Greenferry Office  
Dr. Robert Stiger at the Greenferry Office

**Staff Attendance:**

District Manager, John Austin via Zoom  
District Operators, Bob and Ian Kuchenski via Zoom  
Accountant, Debbie Swenson at the Greenferry Office  
District Engineer, Roger Glessner at the Greenferry Office

**CONSENT AGENDA**

Mr. Grace made a motion, seconded by Vice Chairperson Rassier to approve the Consent Agenda. Discussion ensued regarding the two new Kootenai Electric Cooperative (KEC) accounts assumed from Aspen Homes upon the acceptance of the Riverview Heights Subdivision. Mr. Glessner said the Snowshoe Booster Station should be removed but the issue is more complex and involves pipeline size and pressurization on several homes. Mr. Ian Kuchenski had requested that KEC remove the electric meter since the pump station is below ground and shouldn't need heating. Since the latest power bill shows \$0 the meter must have been removed. Chairman Tanner discussed updating the action list to include this item and any others and Mr. Grace stated he and Dr. Stiger would do so.

**Action:** Mr. Glessner will review the Snowshoe Booster Station over the next 3 months to determine extent of the project.

**Due: April 17, 2023**

**Action:** Mr. Grace and Dr. Stiger will update the Action List.

**Due: January 30, 2023**

Discussion continued on the Delinquent List and Mr. Goetz' letter regarding the (6) 300ft accounts he is being billed. Mr. Goetz's position, as stated in his letter is that Kootenai County assesses all as one Property, even though he has many parcels in the District.

**Action:** Mr. Austin will look at Greenferry policy to determine correct language, "Property vs. Parcel" and inform Mr. Goetz of the reason for the fee.

**Due: February 21, 2023**

With no further discussion, the following Consent Agenda was unanimously approved:

- Water Operator's Report
- Engineer's Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the December 21, 2022
- Action List – Projects/Issues and Timelines for Action

## **OLD BUSINESS**

Mr. Austin updated the Board on the Water Facility Plan Grant, including all invoices paid on the project, and said that staff has all the information for the \$25,000 reimbursement.

**Action:** Mr. Austin will submit to the Department of Environmental Quality (DEQ) for reimbursement of \$25,000 in Grant funding.

**Due: January 20, 2023**

The Board discussed the Source Water Protection Plan. Chairman Tanner updated the Board on a meeting with Ms. Adrianna Cordoso, Idaho Rural Water Association on January 11th. Ms. Cordosa wants project done by March, as she will then be on Maternity Leave. Chairman Tanner stated there is a meeting scheduled on Friday, January 20, 2023 to talk about the IDEQ determined well Capture Zone and the possibility of expanding this zone because moving the aquifer boundary is more complex.

**Action:** Chairman Tanner will ask Panhandle Health District to see when they could visit the Board to speak about their Aquifer monitoring program.

**Due: January 20, 2023**

The Board then discussed the Greenferry Terrace Project. Mr. Glessner gave an update on the Greenferry Terraces project and asking for approval of La Riviere's \$20,061.60 Change Order 5 after he and Secretary /Treasurer Utz went over the line items. Vice Chairperson Rassier motioned to approve Change Order 5 in the amount of \$20,061.60 seconded by Mr. Grace. All in favor.

**Action:** Ms. Swenson will cut a check for \$20,061.60.

**Due: January 19, 2023**

The Board discussed the Level II NPE for Bayshore Estates. Chairman Tanner reported that DEQ and the Developer have not reached any agreement on the NPE Level II report and it has not been accepted by IDEQ as of last week.

The Board discussed the Well #3 Project and Well House Expansion - funding. Mr. Austin reported that the, Letter of Interest (LOI) for grant funding, deadline has been extended until January 20, 2023.

Ashley Williams from Welch Comer provided the LOI form letter for Board review. Discussion ensued and the Board will send any additional changes to Mr. Austin.

**Action:** Mr. Austin will send the LOI with Board changes to Ms. Williams at Welch Comer for her submittal to DEQ.

**Due: January 18, 2023**

The Board discussed the Rates Change – Capital Reserve Fee and User Fee. Mr. Austin discussed the reason for the fee increase from \$15/month, in place for nearly 7 years, and the proposed \$25/month. He also noted the Post Falls Senior Center no longer schedules meetings so a new location is needed. After discussion, the Board set a public hearing for February 21, 2023 at 6:00 pm with a Regular Board Meeting before at 4:00 pm. The location to be determined and a letter to all Greenferry District Residents informing about the Public Hearing will follow the Board meeting.

**Action:** Mr. Austin will call the Post Falls Library to confirm availability of a date.

**Due: January 20, 2023**

**Action:** Mr. Glessner will prepare a PowerPoint presentation for the Public Hearing highlighting the Terraces project – Dr. Stiger agreed to help and possibly to provide a projector for the presentation.

**Due: February 21, 2023**

The board and staff had a discussion on three hookups (Reilly, Tuntland and Sable) that were completed since 2021, but were not billed the full cost for the hookups installation. This appeared to result from a breakdown in communication between the customers, staff and the contractor. Mr. Austin stated he would prepare a memo detailing the issues for the District's attorney.

**Action:** Mr. Austin will prepare a memo to Andy Doman, Legal Counsel with all documentation and set up an appointment to meet with Vice Chairperson Rassier, Secretary /Treasurer Utz, Water Operator Ian Kuchenski and Mr. Austin.

**Due: January 20, 2023**

## **NEW BUSINESS**

The Board approved the Engagement Letter for Hayden Ross CPA for FY 2021-22 Audit, following a motion by Secretary /Treasurer Utz and second by Vice Chairperson Rassier.

**Action:** Mr. Austin will sign the Engagement Letter and send it back to Hayden Ross.

**Due: January 20, 2023**

The Board reviewed the Contract with Welch Comer Engineers for \$2,500.00 for completion of the Letter of Interest to DEQ. A motion to accept the contract was made by Secretary /Treasurer Utz and was seconded by Vice Chairperson Rassier. The motion passed unanimously.

**Action:** Mr. Austin will contact Ashley Williams at Welch Comer and make arrangements for Chairman Tanner to sign the contract.

**Due: January 19, 2023**

The Board discussed the Greenferry pumphouse Telemetry. Vice Chairperson Rassier wants the Bigfoot contract to specify Surge Protection and a warranty to cover the Workmanship and Labor. A motion was made by Vice Chairperson Rassier to approve the Bigfoot Proposal, given the proposed changes are outlined in the Contract. The motion was seconded by Dr. Stiger and passed unanimously.

**Action:** Mr. Glessner will contact Bigfoot to have them include changes.

**Due: January 18, 2023**

## **ADJOURN**

With no further business to come before the Board, Vice Chairperson motioned to adjourn the meeting. After a second by Secretary /Treasurer Utz, the meeting adjourned at 6:30 pm.

---

Stephen Tanner, Chairman

---

John Austin, Manager/Debbie Swenson, Accountant

# 1/16/23 Greenferry Water System Report

## A. Water Production/Consumption update.

2,546,000 gallons produced by the wells during December. This works out to 82,000 gallons per day or 209 gallons per day, per customer. (393 connections).

2,890,000 gallons produced by the wells during December last year.\* This works out to 93,000 gallons per day or 237 gallons per day, per customer. (392 connections). \*The well 2 water meter failed on December 22<sup>nd</sup>. The remainder of the month is an estimate for well 2.

2,068,000 gallons produced by the wells during December 2 years ago. This works out to 67,000 gallons per day or 191 gallons per day, per customer (350 connections).

2,426,000 gallons produced by the wells during December 3 years ago. This works out to 78,000 gallons per day or 223 gallons per day, per customer. (350 connections)

2,768,000 gallons produced by the wells during December 4 years ago. This works out to 89,000 gallons per day or 260 gallons per day, per customer. (342 connections)

2,351,000 gallons produced by the wells during December 5 years ago. This works out to 76,000 gallons per day or 224 gallons per day, per customer. (339 connections)

## B. General issues.

1. Meter tampering caused one meter to freeze. Difficult to prove which customer tampered with the meter.
2. Terraces Project update (Ian).
4. Generators update.
5. Well #3 update (Action Item list).
5. Bayshore Estates update (Action Item list).

**Greenferry Water and Sewer District  
January 2023 Engineers Report**

**Terraces / Greenferry Bypass Project**

Here is what should be the final change order for this project. There are a few punch list items and grass seeding to be completed in the spring. This change order (5) includes the date changes for project completion as reflected on the letter LaRiviere sent last board meeting and construction T&M cost. The Board has already approved moving the date, but they will need to approve the change order amount.

Ron and I have gone over the cost and have picked the dates we feel are appropriate to pay. There are other dates on the T&M list that have not been approved to be paid and are not in this change order. See attached T&M list.

T&M to be paid this CO: 8-22-22, 8-23-22, 8-24-22, 8-25-22, 9-8-22, 9-12-22, 9-13-22  
Total \$20,061.60

T&M not paid this CO: 6-15-22, 6-20-22, 6-21-22, 6-22-22, 7-13-22, 7-14-22, 7-19-22, 7-20-22  
Total \$13487.44

Total project cost \$1,664,666.16  
The project is 13% over the bid cost.

Other items to consider:

Cost savings from not removing all meters to be replaced.

Reimbursement for frost free hydrants not installed.

Possible contractor cost to use well lot for project staging.

Pipe escalation cost

Remainder of the T&M

**Bella Reservoir Easement & Main Power**

complete

**Well House expansion**

Nothing new for this report

**Riverview Heights and booster stations**

I do not have any more items to address for this project.