

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
October 17, 2022, 4:00 PM, via Zoom and at the Office**

**CALL TO ORDER: 4:00 PM**

In Chairman Tanner's absence, Vice Chairperson Carol Rassier opened the meeting.

**Board Attendance:**

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

**Staff Attendance:**

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

**Guests in Attendance:**

Jane Morgan, Member  
Bob McDaniel, Member  
Dave Shults  
Adrianna Cordoso, Idaho Rural Water Association

**NEW BUSINESS**

Next, the Board heard from Ms. Cordoso on the Source Water Protection Plan, presenting the issues for developing the plan. The first step is to Register to create an account at [2.deq.idaho.gov/water/supply](https://2.deq.idaho.gov/water/supply) and Idaho Department of Water Quality will approve the account. Once the account has been approved, fill out the forms online. Vice Chairperson Rassier asked can anyone fill out the form after you create an account and Ms. Cordoso replied it can be anyone. She noted she is available to assist with the project. Ms. Cordoso contact information: 208-392-3576 or email at [acardoso@idahoruralwater.com](mailto:acardoso@idahoruralwater.com).

**PUBLIC COMMENTS**

Mr. Shults and Ms. Morgan spoke to the issue presented by Ms. Cordoso, who answered their questions and responded to their concerns. Mr. McDaniel asked for financial assistance for his sprinkler system that was damaged by the contractor of the Greenferry Terraces project. After discussion, the Board directed that the District reimburse the owner per the cost incurred.

**Action: Ms. Swenson will process Mr. McDaniel's reimbursement for \$85.00  
Due date: October 20, 2022.**

## CONSENT AGENDA

Discussion ensued and Mr. Grace asked Mr. Kuchenski why water loss was only at 12% and previous years much higher. Mr. Bob Kuchenski explained the new meters installed by LaRiviere have a higher accuracy rate and several leaks have been fixed.

Next, Mr. Grace made a motion, seconded by Dr. Stiger to approve the Consent Agenda:

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the September 17, 2022 Meeting
- Action List – Projects/Issues and Timelines For Action

## OLD BUSINESS

Next, Mr. Utz stated he and Mr. Glessner approved LaRiviere's change orders 2 & 3 and are working on change order 4.

Next Mr. Glessner reported that he was researching two different companies for the MIOX System.

## NEW BUSINESS

Next, Ms. Swenson presented a letter and receipts from Mr. Howe for reimbursement for fixing his low water pressure caused by the Greenferry Terraces Project. Ms. Swenson then presented a letter and receipts from Mr. Fracz on fixing his sprinkler head leak and asking for reimbursement of all of the excess water usage. A motion was made by Dr. Stiger to approve reimbursement to Mr. Howe in total and continue with Greenferry policy to adjust Mr. Fracz account by half of excess overage. The motion was seconded by Mr. Grace and approved unanimously.

**Action: Board directed Ms. Swenson to adjust Mr. Fracz account by half of excess overage (\$110.87) and process a check for reimbursement to Mr. Howe in the amount of \$590.27. Due date: October 20, 2022**

Next, Mr. Austin presented the FY 2022-23 budget. Dr. Stiger asked if inflation was factored into the costs and Mr. Austin said it was, where applicable. He noted the majority of the non-capital costs were for the three contracted services, Accounting, Engineering and Water Operators, which are mostly constant. He also noted repairs and maintenance should be lower with the completion of the Terraces project. Mr. Utz asked about the \$500,000 cash carry forward and capital projects expenses and Mr. Austin said it was in case the contractor at the Terraces had remaining costs to cover in the new fiscal year.

Mr. Grace then made a motion, seconded by Mr. Utz to set the public hearing for the budget for November 21, 2022 at 4:00 PM at the Greenferry office.

**Action: Mr. Austin to Publish the Notice for the Preliminary Budget twice, on November 5<sup>th</sup> and 12<sup>th</sup> for the hearing on November 21, 2022 at 4:00 PM at the Greenferry office. Due date: October 20, 2022.**

## **ADJOURN**

With no further business to come before the Board, Dr. Stiger motioned to adjourn the meeting, Mr. Grace seconded the motion, and the meeting adjourned at 5:10 PM.

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Stephen Tanner, Chairman

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John Austin, Manager/Debbie Swenson, Accountant

# 10/17/22 Greenferry Water System Report

## A. Water Production/Consumption update.

11,552,000 gallons produced by the wells during September. 10,158,000 gallons registered through customer meters. This works out to 308,000 gallons per day or 786 gallons per day, per customer. Unaccounted for water lost is 1,394,000 gallons or 12%. (392 connections). Most of the unaccounted for water loss can be contributed to multiple line breaks as a part of the Terrace's project.

10,180,000 gallons produced by the wells during September last year. 7,641,000 gallons registered through customer meters. This works out to 246,000 gallons per day or 629 gallons per day, per customer. This equals 25% unaccounted for water lost or 2,539,000 gallons. (392 connections).

11,388,000 gallons produced by the wells during September 2 years ago. 9,297,000 gallons registered through customer meters. This works out to 310,000 gallons per day or 886 gallons per day, per customer. This equals 18% unaccounted for water lost or 2,091,000 gallons. (350 connections)

7,577,000 gallons produced by the wells during September 3 years ago. 5,603,000 gallons registered through customer meters. This works out to 261,000 gallons per day or 759 gallons per day, per customer This equals 26% unaccounted for water lost or 1,974,000 gallons. The Riverview Heights project continues to account for a portion of the unaccounted for water lost through line flushing, etc. Multiple cars parked on meters. A few dead batteries in electronic read meters. (350 connections)

10,251,000 gallons produced by the wells during September 4 years ago. 7,881,000 gallons registered through customer meters. This works out to 254,000 gallons per day or 743 gallons per day, per customer. This equals 23% unaccounted for water lost or 2,370,000 gallons. (342 connections).

## B. General issues.

1. There were numerous planned and unplanned system shutdowns in September in project areas. The unplanned shutdowns were due to existing valves not working properly, water lines being hit, or the contractor not giving advance notice of planned shutdowns. All affected customers received pressure loss notices and all follow up construction water samples passed.
2. PLC knocked out during lightning strikes on the 20<sup>th</sup>. Bigfoot had a spare on hand to install immediately.
3. Bella Ridge electric project (Action Item list).
4. Generators update (Action Item list).
5. Well #3 update (Action Item list)
6. Bayshore Estates update (Action Item list).



## **Greenferry Water and Sewer District**

### **October 13 Engineers Report**

#### **Terraces / Greenferry Bypass Project**

The contractor has finished installing the water mains on Bret, Rainbow and Michael streets. All three of these streets have had bacteria and pressure testing completed. Bret street does not have service meters and only needs final driveway paving, shoulder grading and seeding. Rainbow street has 4 water services with one new meter to be installed the week of October 17<sup>th</sup>. The water main connection at Driftwood will be completed Monday the 17<sup>th</sup>. Michael street has all new meters and services connected. There is work needed on shoulder grading, driveways and seeding.

Paving was scheduled for the last week of October. Friday October 14<sup>th</sup> Lariviere informed us that the paving schedule will be pushed out to the first week of November. There has been a form letter sent out by the Post Falls Highway District informing that the District is suspending all digging permits on November 4<sup>th</sup> until next spring. All digging within the right of way is scheduled to be complete this week. ACE has confirmed the Lariviere has received this notice from the Highway District as well.

Paving within the street is also regulated by the Highway District. Ace will be working with the Highway District to monitor the ground and ambient temperatures while paving is performed.

ACE is working on a project punch list to be sent to the contractor by the end of this week.

We have received payment application 5 from the contractor. We are in process verifying material quantities and work performed listed on the payment application.

Lariviere has asked to increase the quantity cost of change order 4. This change order is for the change in required pavement section within the public streets. This does not affect driveways or side roads. Ron and I will continue working on this.

Change order 2 & 3 have been review with Ron. With changes we agree these change orders are reasonable and should be paid as presented.

Looking forward, we have identified several project bid tasks that will not be need or performed. This will save the district significant money on the overall project helping offset some of the change order cost. We will have a breakdown of these cost prior to next month's board meeting.

Work performed on the project is estimated to be at 90% complete. The contractors billing is a little behind the work performed.



### **Bella Reservoir Easement & Main Power**

Kootenai Electric has informed us the notice to install power was given on October 10<sup>th</sup> and they are currently two weeks out. We could get the power installed the week of the 24<sup>th</sup>. Once power is installed, Bigfoot will need to go to the site and do a startup on the monitoring and controls for the reservoir level. We have informed Bigfoot of Kootenai electric's schedule.

### **Well House expansion**

Due to the extra time spent on the Terraces/Greenferry bypass project, we have not worked on this project since the last update. We anticipate finishing up design and project cost opinion soon.

Recently the contractor who moved the Sferra drainfield and septic tank has regraded and removed or covered the larger rocks where the work was performed. The site looks great. The contractor will be looking for final payment of \$500 soon. I do not recommend payment until we have confirmed Sferra is happy with the work. Sferra is out of town now and we will contact them when they get back. We do not know when they are expected back.

### **Grant request information**

DEQ has informed us the letters of interest for their Grants and Low cost funding programs are due back by January 13, 2023. I have marked this date on my calendar.

*Grants and Low-Cost Funding for Idaho's  
Drinking Water and Wastewater Needs*

Completed Letters of Interest (LOIs) are due by

**January 13, 2023**



to [grants.loans@deq.idaho.gov](mailto:grants.loans@deq.idaho.gov).

[Fiscal Year 2024 Letters of Interest are posted on the DEQ website.](#)

*If you are in need of technical assistance when filling out an LOI please contact us at [grants.loans@deq.idaho.gov](mailto:grants.loans@deq.idaho.gov).*

DEQ is also offering training on Nov 17<sup>th</sup>, 29<sup>th</sup> and December 6<sup>th</sup>. You need to pre-register for the training.

As you know, Chairman Tanner has completed application for a Source Water Grant. It is in review now at DEQ.

## **Riverview Heights**

Aspen Homes has sent us a screen shot of final approval from Kootenai County on the building permits for both Booster stations on Snowshoe. My office will verify this.

There are a number of items left to complete the district requirements prior to accepting the project.

All cost for the project paid.

All service connections paid.

Service meter curb stop valves need checked for access.

There may be more items I am not immediately aware of.