

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

CALL TO ORDER

Chairman Steve Tanner, via Zoom, opened the meeting at 4:10 pm.

Board Attendance:

Vice Chairperson, Ms. Rassier at the Greenferry Office
Secretary /Treasurer, Ron Utz at the Greenferry Office
Dr. 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:

Skip Elford, Mike Reynolds, Mike and Nadine Ferry, Kent Lunders,
Brenna Hamilton, Hank & Jan Fracz, Luke Ntezel, Mike Gould

PUBLIC COMMENTS

Mr. Gould presented to Board the receipt and explanation of laying sod in an area where LaRiviere broke a water line and had to dig around the new meter to repair. The amount for reimbursement is \$65.23 for sod and two hours labor at \$40.00 an hour for a total of \$145.23. Conversation ensued. Mr. Glessner pointed out that this bill could be reimbursable from LaRiviere. Mr. Utz made a motion to approve the reimbursement to Mr. Gould and seconded by Vice Chairperson Rassier. Three votes were in favor with one abstention (Dr. Stiger), and the motion carried.

Action: Mr. Glessner will deduct square footage of grass replacement by Mr. Gould and deduct from LaRiviere's line item on the invoice.

Due: December 19, 2022

Action: Ms. Swenson will process a check to Mr. Gould for the \$145.23.

Due: December 1, 2022

The Board heard from Mr. Ferry on accommodations and notices of Public Hearings. Mr. Ferry commented that very few folks read the back of the billing cards and or go to Greenferry Website to find out about meetings. Mr. Austin stated mailings cost upwards of \$400.00 and the Hearings are already posted in the Coeur d'Alene Press and on the Website. Mr. Ferry suggested that better communication is needed and left it for the Board to discuss in the future.

The Board heard from Mr. Lunders asking why the yard water hydrants were installed on some properties. Mr. Ian Kuchenski replied that it is part of Greenferry's policy to have yard hydrants for testing and checking water pressure.

PUBLIC HEARING

Chairman Tanner opened the public hearing on the FY 2022-23 budget at 4:35 pm. Mr. Austin explained the budget and the impact it had on each residence. To cover the cost of repaying the \$1.8 million Bond for the Terraces Project, the Capitalization Fee would need to increase from \$15.00 to \$22.00 per month. Discussion ensued regarding Well #3 and why we needed a new well. Mr. Glessner emphasized that three wells were needed to be in compliance because one well must be redundant, or available to back up the largest well should it fail. Mr. Glessner also said that a few homes on Highland don't meet the fire flow Department of Environmental Quality requirements. Mr. Glessner also noted that the Greenferry Water Facility Plan includes a new Highland tank. The hearing was closed at 5:01 pm.

CONSENT AGENDA

- Chairman Tanner discussed with the Board whether or not to waive a late fee from Ms. Sloyka's bill because she did not receive her bill. The Board unanimously decided that policy holds and to not waive the fee.
- Water Operator's Report
- Engineer's Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the October 17 and November 1, 2022 Meetings
- Action List – Projects/Issues and Timelines for Action

Dr. Stiger made a motion, seconded by Vice Chairperson Rassier to approve the Consent Agenda:

OLD BUSINESS

The Board discussed the Water Facility Plan. Chairman Tanner noted that Greenferry may not receive the whole \$25,000 and directed staff to ask Ms. Williams at Welch Comer, for the Department of Environmental Quality letter she received.

Action: Staff will get a copy of the Department of Environmental Quality letter from Welch Comer and submit all qualifying invoices.

Due: December 19, 2022

The Board discussed the Source Water Protection Plan. Chairman Tanner updated the Board on a meeting with Ms. Adrianna Cordoso, Idaho Rural Water Association, Jane Morgan, and Dave Shultz.

Ms. Cordosa suggested the Water Operator also work on the plan and a Board member. Mr. Bob Kuchenski agreed along with Dr. Stiger and Vice Chairperson Rassier as an alternate.

Chairman Tanner updated the Board on the meeting to meet with the Aquifer Protection District (APD) after discussion with its chairperson, Necia Maiani, to consider helping to redefine the water boundaries to include Greenferry's Wells. Ms. Maiani was going to let Chairman Tanner know when the APD held the meeting but unfortunately, Chairman Tanner was not notified. The results of the meeting were that the APD could not help Greenferry in redefining those boundaries due to the lack of information. The APD suggestion for Greenferry was to continue working with Department of Environmental Quality and Kootenai County. In response, Dr. Stiger suggested Greenferry think about implementing a Septic Maintenance Program where it would be required to pump septic tanks on a regular schedule.

The Board discussed the Greenferry Terrace Project - Update and Approval of Pay Request #5. Mr. Utz and Mr. Glessner worked through Pay Request #5 and approve paying. Mr. Glessner stated LaRiviere is substantially complete but will have to come back in the Spring of 2023. Mr. Glessner also noted the retainage should be held until the project is 100% complete and have received the one year Warranty Bond. Dr. Stiger made a motion to approve LaRiviere's Pay Request 5 seconded by Mr. Utz.

The Board discussed the Bella Ridge Reservoir Power issue. Mr. Glessner reported that the grass seeding of the road cut was not done. Chairman Tanner wants Mr. Ian Kuchenski to monitor to make sure erosion has not occurred when snow melts in the Spring. Mr. Glessner suggested installing internet at the well house for monitoring purposes and have Bigfoot run conduit. Installing the internet would conclude the Bella Ridge Reservoir Project.

**Action: Mr. Ian Kuchenski to monitor the line cut at Bella Ridge Reservoir.
Due: May 1, 2023**

**Action: Chairman Tanner directed Mr. Glessner to come up with final cost for Bella Ridge Project.
Due: December 19, 2022 at Regular Board Meeting**

Chairman Tanner requested that the Mr. Ian Kuchenski create a list identifying any District meters that need to be replaced. Chairman Tanner suggested the District could replace maybe five a year.

**Action: Mr. Ian Kuchenski will create a list identifying meters for replacement.
Due: December 19, 2022 at Regular Board Meeting**

The Board discussed Riverview Heights – Update on Accepting the System (Final Statement, Warranty Bond).

Mr. Glessner stated he is satisfied with the system subject to approval of a one year Warranty Bond and payment of outstanding invoices incurred on their behalf. Mr. Ian Kuchenski stated he has done an inspection on the system and all is good. Dr. Stiger motioned to approve the Riverview Heights with approval from Mr. Glessner of a one year Warranty Bond and payment of the outstanding invoices. After a second by Vice Chairperson Rassier, the motion passed unanimously.

**Action: Mr. Austin will present the final accounting to Aspen Homes.
Due: November 22, 2022**

The Board discussed the Well #3 Project – Site Approval Status and Funding Options (Letter of Interest). Mr. Glessner noted the Letter of Interest is due January 23, 2023. Chairman Tanner stated the site inspection is November 22, 2022 at 2:30 PM with Mr. Steve Burns and Welch Comer Engineers

The Board discussed the Rates Change – Capital Reserve Fee and User Fee which the Board tabled until December 19, 2022 at Regular Board Meeting.

NEW BUSINESS

The Board discussed the Approval of FY 2022-23 Budget, which was unanimously approved following a motion by Vice Chairperson Rassier and second by Mr. Utz.

The Board discussed the Approval of Staff Contracts. Mr. Austin noted there's been no update from the Attorney on his contract. Dr. Stiger made a motion to approve all Staff Contracts (with the exception of the Attorney's) with the few minor changes. After a second by Vice Chairperson Rassier the motion passed unanimously.

The Board discussed the Winter Office Hours starting December 1, 2022. The Board approved the winter hours of 9:00 AM to 3:00 PM every Thursday.

The Board discussed the IDWR - PFAS Registration. Chairman Tanner discussed the importance of the District registering. Chairman Tanner spoke with Mr. Jim Williamson at the Department of Environmental Quality and only one Well in Post Falls showed any detectable level. A motion was made by Dr. Stiger to Register. After a second by Vice Chairperson Rassier the motion passed unanimously.

**Action: Staff will work to register with PFAS
Due: December 19, 2022**

ADJOURN

With no further business to come before the Board, Vice Chairperson Rassier motioned to adjourn the meeting. After a second by Mr. Utz, the meeting adjourned at 6:36

Stephen Tanner, Chairman

John Austin, Manager/Debbie Swenson, Accountant

11/2122 Greenferry Water System Report

A. Water Production/Consumption update.

4,344,000 gallons produced by the wells during October. This works out to 140,000 gallons per day or 357 gallons per day, per customer. (393 connections).

5,434,000 gallons produced by the wells during October last year*. This works out to 175,000 gallons per day or 446 gallons per day, per customer. (392 connections). *Bella Ridge reservoir has been overflowing at times due to no automated controls.

2,994,000 gallons produced by the wells during October 2 years ago. This works out to 97,000 gallons per day or 262 gallons per day, per customer. (370 connections)

3,247,000 gallons produced by the wells during October 3 years ago. This works out to 105,000 gallons per day or 300 gallons per day, per customer. (350 connections)

3,600,000 gallons produced by the wells during October 4 years ago. This works out to 116,000 gallons per day or 340 gallons per day, per customer. (342 connections)

B. General issues.

1. Terraces Project update (Ian).
2. Bella Ridge electric project completed.
3. Generators update.
4. Well #3 update (Action Item list).
5. Bayshore Estates update (Action Item list)

Greenferry Water and Sewer District

Nov. 21, 2022 Engineers Report

Terraces / Greenferry Bypass Project

The contractor has finished installing all meters, traffic rated meter lids, connections and asphalt pavement. The Post Falls Highway district has been involved with the placement of the asphalt. They are now doing final touch up work and punch list items. They are expecting to get the areas identified in the construction plans hydroseeded next week, weather permitting.

I have scheduled a walk through with the contractor for next week to inspect all valve operation and access. Once this is complete, we will be finalizing payment request 6 and can issue a substantial completion letter.

There are only three old meters left that will need a meter blank installed. I estimated this cost using Lariviere numbers to be \$1463.58 total. I asked Ian if he would be interested in installing these and he would. His cost estimate is less at \$150.00 plus parts. Parts through consolidated are only \$13.76 total and they are available. I estimated higher than Ian thinking there could be some unknowns.

We have payment request 5 ready for the board to approve for payment. See attached.

As I work through payment request 6, which includes asphalt, we can see that money saved throughout the project offsets most of the change orders. The biggest over run is with asphalt. Both the sections change (4" asphalt over 6" base) for pavement in the streets and the number of crossings is the cause of this increase. The number of crossings and size/length of crossings are due to the inability to locate the existing water mains and services. I will have more on this as we work through it with Ron.

Bella Reservoir Easement & Main Power

The power, meter and controls have been completed at the Bella Reservoir. This system operates in auto without problems.

Bigfoot is now looking at extending internet service into the well house as part of the complete data collection. Depending on how this would be accomplished there could be some cost to the district. They are looking at options and will let us know before installing it.

Well House expansion

We have completed all we can on the building drawings until it is decided to send the DEQ for review and approval. Once approved we would need to discuss putting together bid documents for the building. RC Worst and Bigfoot have been involved in the design process and have given construction estimates for the plumbing and controls. The building would need to be bid out. Recently the contractor who moved the Sferra drain field and septic tank has re-graded and removed or covered the larger rocks where the work was performed. The site looks great. The contractor invoiced for the work recently performed. He went beyond his contract but after talking to Sferra felt he needed to so he would not have to return. They hauled in 6 loads of topsoil and spent extra time picking and removing rocks from the site. He was informed that he might not get paid for the extras. See attached invoice.

I talked to Toni Sferra Sr. He had recently been to the property and looked in the back yard. He said he has talked with Toni Jr., and they are satisfied with the work.

I am working through alternative chlorination systems and their cost and will have more to report on this soon.