

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
December 18, 2023 4:00 PM, at the District Office and Via Zoom**

Chairperson Carol Rassier opened the meeting at 4:08 pm.

Additional Board in Attendance:

Vice Chairman, Dr. Bob Stiger
Secretary/Treasurer, Ron Utz
Member, Rex Grace
Member Susan Sloyka

Staff in Attendance:

Manager, John Austin
Accountant, Debbie Swensen
Engineer, Roger Glessner
Operator, Bob Kuchenski
Operator, Ian Kuchenski (Via Zoom)

Guests in Attendance:

Sarah Loader and Penny Morgan (Via Zoom)
Mike Reynolds, James Long (Office)

PUBLIC COMMENTS

Mr. Long asked about the property tax levy and when it was approved. Mr. Austin said it was approved following a public hearing held for that purpose. He then discussed the reason for the levy, which is to fund the Capital Improvement Plan (CIP) for the next ten years. He said he would send the approved plan to him.

CONSENT AGENDA

Vice Chairman Dr. Stiger made a motion to approve the Consent Agenda. Mr. Grace seconded it. Discussion ensued on the following issues:.

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Meeting Minutes of November 20, 2023
- Action List – Projects/Issues and Timelines For Action

After discussion the Board took the following action:

Action: Mr. Austin will contact the USPS about the returned billings.
Due Date: December 20, 2023

Action: Mr. Austin will discuss the fence issue with the neighbor to the west.

Due Date: January 1, 2024

The Board then approved the Consent Agenda unanimously.

OLD BUSINESS

Ms. Loader then provided the Community Advisory/Action Committee Report (minutes of the two December meetings attached). She stated the SWEP grant will cover \$200,000 in meter replacements, with the District providing 50% match. Mr. Austin asked if the Board would consider \$50,000 from the Operations and Maintenance budget (funded from the \$35.00 monthly fee) to provide the full \$100,000 match to the grant and the Board agreed to that. They also directed staff to prepare a Resolution approving the grant. Ms. Loader also discussed the Crystal Bay Road LID and that the committee will await the results of the Well #1 testing to send out the letters of interest. She also discussed the available funding from the Rural Water Financial Agency. The Flex Term Program, a short-to-long term loan, was thought to be a potential option for the district if needed. Mr. Austin explained how the loan could assist the District with the Crystal Bay Road LID in the event DEQ funds were unavailable.

Action: Mr. Austin will include \$50,000 from the O and M budget to provide the full match to the \$100,000 grant.

Due Date: December 31, 2023

The Board heard from Mr. Glessner on the Well #2 Update. He noted the tests went well, including pumping over 1,000 gpm for the full 24 hours from December 11 to 12, 2023. He said he'll be ordering the pump in the week of Christmas, based on three factors: The maximum pump size to meet our demands into the future (and as allowed by the District's Water Right) and 2) if Bigfoot can upsize the VFD and its 100 hp maximum and 3) an analysis by Dan Sturgis. The Board will meet in a Special Meeting the week of December 25, 2023 as needed to approve Mr. Glessner's recommendations.

Action: Mr. Glessner will determine maximum pump size for Well #2 and meet with the Board as needed to approve it.

Due Date: December 26, 2023

NEW BUSINESS

The Board approved the ACE Solutions agreement for map work and other assistance on the SWEP grant application, following a motion by Mr. Grace and second by Ms. Sloyka.

The Board directed staff to replace the existing failed registers with cellular.

The Board approved the agreement with Aspen Lawn Service for snowplowing services, following a motion by Mr. Grace and second by Dr. Stiger.

The Board was updated on the bids for the surplus property (yard hydrants, lawn mower and generator) and approved those received. They directed that the remaining surplus property be sold for the minimum bid of \$150 if possible.

ADJOURN

With no further business to come before the Board, the meeting adjourned at 5:15 pm.

Carol Rassier, Chairperson

John F. Austin, Manager

12/18/23 Greenferry Water System Report

A. Water Production/Consumption update.

2,337,000 gallons produced by the wells during November. This works out to 78,000 gallons per day or 199 gallons per day, per customer. (392 connections).

1,995,000 gallons produced by the wells during November last year. This works out to 67,000 gallons per day or 170 gallons per day, per customer. (393 connections).

3,543,000 gallons produced by the wells during November 2 years ago.* This works out to 122,000 gallons per day or 311 gallons per day, per customer. (392 connections). *Bella Ridge reservoir has been overflowing at times due to no automated controls.

2,280,000 gallons produced by the wells during November 3 years ago.* This works out to 76,000 gallons per day or 217 gallons per day, per customer (350 connections). *This is an estimate as the well meter registers had to be removed for painting the piping in the pump house. 26 of these connections are in Riverview Heights.

2,243,000 gallons produced by the wells during November 4 years ago. This works out to 75,000 gallons per day or 214 gallons per day, per customer. (350 connections)

B. General issues.

1. Pump test update (main agenda).
2. SWEP update (main agenda).
3. Multiple touch read meter registers have died (on Muledeer/Cedar Creek) as well as multiple old meters which can no longer be read. We have sent several to Metron-Farnier for warranty replacement. Rather than replace these with standard touch pad meter registers, we are hoping for a quote to replace them with the new cellular read meter registers. These may be obtained for a discounted price due to valid warranties on the existing failed registers. We hope to have a quote from Metron-Farnier in time for the Board meeting

Advisory Committee Minutes
December 1, 2023

Committee Attendance:

Chairperson Sarah Loader, Manager John Austin, Pat Bethke, Mike Reynolds, and Steve Tanner were in attendance.

Other Attendance: Bob Kuchenski was in attendance and was later joined by Roger Glessner.

Small-Scale Water Efficiency Projects/grants (SWEPE):

Ms. Loader discussed the SMART grant program, and the work she and Mr. Austin have done in preparing the grant. He noted there are some issues accessing the grant program, but they expect to work that out.

Ms. Loader then presented her work to date, including a letter of support that she drafted. She presented the grant with the 50% match up to \$100,000 and said we'd be eligible for Category A. She explained the two application periods per year and said we can apply for all application periods with different phases of our project or keep applying for the same phase if we we're unsuccessful initially. She mentioned how the project is not for maintenance or repair work; it's designed for upgrading existing infrastructure and that our application should reflect that. She spoke with a representative of the Bureau of Water Reclamation. Assistance is available and can be scheduled. They recommend folks request a "debriefing" if not successful to learn how to be a stronger candidate. She discussed the budget narrative and to use their form as a template. It was noted the application can mirror the one we have from another district.

The group then discussed the letters of support, from Water Resources, DEQ, County (Leslie Duncan, Commissioner), Legislative and others.

They also discussed Roger's work on the application, with an estimate of the cost to do so and Mr. Austin said he'd put the Resolution on the agenda for the 18th.

The Committee re-scheduled their next meeting for December 14, 2023 at 2:00 pm at the District office.

The meeting adjourned at 12:12 pm.

**Advisory Committee Minutes
December 14, 2023 at 2:00 PM**

Committee Attendance:

Chairperson Sarah Loader, Manager John Austin, Pat Bethke and Steve Tanner were in attendance.

Other Attendance: Roger Glessner.

Small-Scale Water Efficiency Projects/grants (SWEP):

Ms. Loader discussed progress on the SMART grant program, including getting letters of support (currently one received by County Commissioner Leslie Duncan). Mr. Austin then presented the meter report from Ian Kuchenski, showing the meters to be replaced and those needing excavation. The report shows 299 meters still to be replaced, and 230 of them requiring excavation. The \$1.3 million total cost can be covered partially by the grant (\$100,000 for each of four phases to start) and require a match of \$100,000 from the District. Mr. Austin stated he'd ask the Board on December 18th to commit the \$100,000, an increase from the \$50,000 budgeted in FY 2024. Mr. Glessner then presented a draft of the grant, needing only the budget for completion, which Mr. Austin will provide with the assistance of Ms. Loader. Mr. Tanner will approach several parties for letters of support, as will Ms. Loader.

LID at Crystal Bay Road

Mr. Glessner discussed the positive test results from the Well #2 test and the likelihood of adding capacity to accommodate the additional properties on Crystal Bay and Gull Harbor Roads. The group will await the Well #1 results before confirming the capacity and sending the letters to potential property owners for the possible formation of the LID. Mr. Austin emailed the committee members the LID letter to review, edit, and return to him.

RWFA Loans

Ms. Loader discussed the recent webinar and the two loan options available to water districts through the Rural Water Financial Agency. The Flex Term Program, a short to long term loan was thought to be a potential option for the district if needed. Mr. Austin explained how the loan could assist the District with the LID in the event DEQ funds were unavailable.

The Committee re-scheduled their next meeting for January 4, 2024 at 2:00 pm at the District office to review and discuss the SWEP grant application.

The meeting adjourned at 4:01 pm.