

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
March 20, 2023, 4:00 PM, via Zoom and at the District Office**

CALL TO ORDER

Chairman Mr. Steve Tanner opened the meeting at 4:00 pm.

Board Attendance:

Vice Chairperson, Ms. Carol Rassier
Secretary /Treasurer, Mr. Ron Utz
Member, Mr. Rex Grace
Member, Dr. Robert Stiger

Staff Attendance:

District Manager, John Austin
District Operators, Bob and Ian Kuchenski (via Zoom)
Accountant, Debbie Swenson

Guests:

Mike Reynolds, Frank Davis and Sarah Loader - Greenferry Office
Susan Sloyka and Jane Morgan (via Zoom).

PUBLIC COMMENTS

Mr. Davis discussed the issue with the Sferra septic tank project. He stated he moved ahead with upgrading the project rather than wait for Board approval on bringing topsoil in and picking rocks up on the property. He stated the owner was threatening to sue the District if it wasn't done properly. He then asked for the balance of \$2,550, what it cost him to do the job. Chairman Tanner directed staff to place it on the agenda for April.

Action: John Austin add Payment to Davis Excavation for the overage of \$2,550 on April 17, 2023 Board Agenda.

Due: April 17, 2023

CONSENT AGENDA

Dr. Stiger made a motion to approve the Consent Agenda. Mr. Utz seconded the motion. The Board authorized reissuing the \$500 check to Mr. Davis, and for staff to place a stop order on the first check, #3017 as it is lost. Further discussion was on the large leaks that Mr. Ian Kuchenski has been working on. Chairman Tanner directed staff to notify Aspen Homes of the requirement to pay for the irrigation meter at Cedar Creek. Mr. Austin was directed to write a letter to Dr. Kirk Hjeltness at 371 W. Ironwood Lane about the unavailability of service due to moratorium on new connections until the a new source is developed and pressure issues in this area of the District. The Board also discussed the pressure issues and directed staff to research the issue for April 17, 2023 Board meeting. With no further discussion, the motion passed unanimously.

- Water Operator's Report,
- Engineer's and Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the February 21, 2023 meeting, and
- Action List – Projects/Issues and Timelines for Action

ACTION:

Mr. Austin will send a letter to Dr. Hjeltness on Ironwood Lane about the unavailability of providing service, based on the moratorium and pressure issues and notify Aspen Homes of the irrigation meter hookup requirement at Cedar Creek.

- Mr. Austin to review District's Policy on pressure and place on April 17, 2023 Board Agenda.
- Mr. Austin will place a stop order on check #3017 to Davis Excavating for remainder of Sferra Project.
- Mr. Glessner will research maximum pressure issues for discussion at the April 17, 2023 Board meeting.

DUE DATE: April 1, 2023

OLD BUSINESS

Mr. Austin presented the updated Section III: Rates and Payments Policy to update the Capital Reserve Fee from \$15.00 to \$25.00. He noted the fee also applies to those on the Standby Fee (Capitalization Fee paid but not hooked up) and the Reserve Fee (within 300 feet of a fire hydrant). Dr. Stiger made a motion to approve the changes to the Rates and Payment Policy. After a second by Mr. Grace, the motion passed unanimously.

ACTION: Mr. Austin will post the amended policy on the Website.

DUE DATE: March 24, 2023

Chairman Tanner discussed the meeting with the Idaho Rural Water Association on the Source Water Protection Plan, which has been submitted. Ms. Jane Morgan stated that the Map is done and will be submitted to DEQ for comments. Chairman Tanner also mentioned the SWPP Grant for the well site fencing, which Mr. Austin will submit after getting Chairman Tanner's signature.

ACTION: Mr. Austin and Ms. Sherman will submit the grant to DEQ.

DUE DATE: March 24, 2023

Mr. Glessner updated the Board on the Tanglewood Booster Station. He explained the process of decommissioning the project and upsizing the water line. Dr. Stiger made a motion, seconded by Mr. Utz, directing staff to bypass the booster station via up to \$2,000 to RC Worst.

ACTION: Mr. Glessner will work with Mr. Ian Kuchenski on the bypass of the booster station up to the \$2,000 to RC Worst.

DUE DATE: April 17, 2023

Mr. Glessner updated the Board on the Greensferry Terrace Project. He discussed the final costs and approval of the final payment to the contractor. Ms. Swenson discussed that Mr. Ruiz at 10274 Riverview wanted his driveway completed with gravel instead of road base he now has and asked when that would take place. Mr. Glessner will look at again mid-April when LaRiviere comes out to finish project, (overseeding).

ACTION:

- Mr. Glessner will work with Mr. Utz on the closeout of the project, and final payment to the contractor.
- Ms. Swenson will call Mr. Ruiz and let him know the timeline.

DUE DATE: April 17, 2023

Mr. Glessner updated the Board on the Well Pump replacement and VFD Compatibility. Mr. Reynolds discussed the issue based on his many years of experience. Mr. Glessner noted that Aspen would need to pay a hookup fee for the Landscaping connection. Chairman Tanner requested it be put on Action List.

ACTION:

- Mr. Glessner and Dr. Stiger will review the pump replacement costs and other issues and report back to the Board.
- Mr. Ian Kuchenski and Mr. Glessner will contact the two homeowners in Cedar Creek and one in Riverview Heights about possibly installing a Pressure Reducing Valve at their homes to protect against pressure surges.
- John will review the District individual connection policy and IDEQ Public Drinking Water Rules with Roger to see if the policy needs to be amended to discuss the responsibility to install a pressure reducing valve or individual booster pumps.

DUE DATE: April 17, 2023

Mr. Glessner updated the Board on the Well House Expansion Plans and Specs, providing the Preliminary Engineering Report. He also provided an additional ACE Work Order, which was approved following a motion by Dr. Stiger and second by Mr. Utz.

NEW BUSINESS

The Board discussed the need for a new door at the office. Mr. Grace will work with a local contractor on getting a new door, and Mr. Utz will provide a new lock.

ACTION: Mr. Grace will acquire bids for replacing the office front door.

DUE DATE: April 17, 2023

Mr. Bob Kuchenski discussed Water Scope Training for the Board and will coordinate a time for the training.

ACTION: Mr. Bob Kuchenski will arrange for the training.

DUE DATE: March 24, 2023

Mr. Austin gave an update on the May Election and the two candidates for the two positions up for election (Mr. Grace for his position and Ms. Sloyka for Chairman Tanner's). For that reason, the Elections Department has determined that no election will need to happen, unless a write-in candidate comes forward by March 24, 2023.

ADJOURN

With no further business to come before the Board, Vice Chairperson Rassier motioned to adjourn the meeting. After a second by Secretary /Treasurer Utz, the meeting adjourned at 7:15 pm.

Stephen Tanner, Chairman

John Austin, Manager/Debbie Swenson, Accountant

3/20/23 Greenferry Water System Report

A. Water Production/Consumption update.

3,794,000 gallons produced by the wells during February.* This works out to 136,000 gallons per day or 346 gallons per day, per customer. (393 connections). Big customer leak discovered.

2,237,000 gallons produced by the wells during February last year. This works out to 80,000 gallons per day or 204 gallons per day, per customer. (392 connections).

2,464,000 gallons produced by the wells during February 2 years ago. This works out to 88,000 gallons per day or 251 gallons per day, per customer (350 connections).

2,209,000 gallons produced by the wells during February 3 years ago.* This works out to 76,000 gallons per day or 217 gallons per day, per customer. (350 connections) *This is a leap year.

2,264,000 gallons produced by the wells during February 4 years ago. This works out to 81,000 gallons per day or 237 gallons per day, per customer. (342 connections)

2,114,000 gallons produced by the wells during February 5 years ago. This works out to 75,000 gallons per day or 231 gallons per day, per customer. (339 connections)

B. General issues.

1. Large discrepancy in February, 2023, production from previous years could be due to leaks from our older facilities (Highland reservoir). Also, a customer on Driftwood had a large leak.
2. Terraces Project update (Ian/Roger).
3. Generators update.
4. Well #3 update (Action Item list).
5. Bayshore Estates update (Action Item list).

Greenferry Water and Sewer District

March 2023 Engineers Report

Terraces / Greenferry Bypass Project

The construction schedule has been adjusted due to grass seeding. This cost is \$25700.00

There are a few items left to discuss prior to this which include:

1. offset cost for frost free hydrants that were not installed. \$7427.10
2. Offset cost for water meters that were not removed. \$2099.16
3. Reclaiming the district well lot from material storage for the project. They said they would do this.
4. Possible fee for storage of materials on the districts lot. Estimate \$800/month @ 9 months.
5. Possible mobilization fee adjustment. ?
6. The remaining T&M cost the contractor is claiming. \$13,487.44

Let me know how you would like to proceed with these items. It might be best if you could give me feedback then I will assemble a document to be sent to the contractor. We have already held back \$14065.00 construction cost for 6 water meters that were installed to offset the frost-free hydrants and water meters that were not removed.

Hold back for frost free hyd & meter removal: \$14065.00

Contractor owes for frost free hyd & meters: \$9526.26

Grass seeding left to complete: \$25700.00

Expected close out cost: \$30238.74 This does not include items 3, 4, 5, & 6 above.

Total construction cost billed to date: \$1,664,666.16 Expected Grand Total:

\$1,694,904.90

Total retainage held to date: \$157,244.34

Well House expansion

We are working on finalizing the building plans will provide the district with a work order for DEQ review, county building and site permitting approval, bidding, construction management and final closeout. I am waiting for Bigfoot and RC Worst to update their cost in the project. I have included a budget number for now.

Ace Solutions: \$23,130.00

Includes DEQ submittal package, PER, bid specifications & bid, construction management & inspections, project close out and record drawings.

Bigfoot Technical Services: \$110,895.00

Includes installing new vfd's, controls, new heating & ventilation, lighting, alarm, transfer switch, plc etc.

Rc Worst: \$60000.00

Includes dismantling existing well house plumbing and installing new layout per plan.

Subcontractor: \$60000.00

Includes existing building demolition, construct new building, install new 12-inch pvc water main from well house to system at street.

Total estimated cost: \$254025.00 Subject to change

Snowshoe & Tanglewood old booster station

We have looked at what steps would need to be taken to remove this booster station. With the new booster station at the reservoir lot on snowshoe we no longer need the old booster station. Along with removing this station, the district will need to upsize a portion of water main on snowshoe and place it within the road right of way. I have included an exhibit showing the route of the new water main and construction cost opinion. See attached.

1. Keep building and provide new water line bypass: \$8,000.00
2. Remove building and install new 8-inch water main and fire hydrants: \$176,800.00