

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
April 17, 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:

Sarah Loader - Greenferry Office
Board member-Elect Susan Sloyka and Jane Morgan (via Zoom).

CONSENT AGENDA

Mr. Grace made a motion to approve the Consent Agenda and Chairperson Rassier seconded the motion.

Dr. Stiger questioned the late fee on the Spectrum bill and suggested that Staff pay in advance to avoid late fees.

Mr. Ian Kuchenski replaced a meter cover on Greensferry Road and stated the two Snowshoe line breaks were probably caused by the increased pressure.

Mr. Chance, who lives near the Snowshoe breaks, wrote a letter to the Board about a sink hole left after repairs were done and requested it be filled in and over seeded.

Chairman Tanner directed Staff to determine if there is a need to change the Snowshoe line to an 8 inch, as well as have Mr. Ian Kuchenski repair the area Mr. Chance referenced.

Mr. Glessner reported that the contractor LaRiviere is ready to finish the project along with the additional customer request. Mr. Glessner also stated he would develop a Project List with funding and present at May Board meeting.

With no further discussion, the motion passed to accept the following unanimously:

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval

- Approval of the March 20, 2023 Meeting Minutes
- Action List – Projects/Issues and Timelines For Action

Action:

- Staff will pay Spectrum in advance.
- Mr. Glessner, Dr. Stiger and Mr. Grace will meet to develop a Project List with funding. Staff will place it on the May 15, 2023 Board Agenda
- Staff will determine if the Snowshoe Line needs to be replaced to an 8 inch line. It will also be placed on May 15, 2023 Board Agenda.
- Mr. Ian Kuchenski will repair Mr. Chance's yard area by May 15, 2023.

OLD BUSINESS

Ms. Sable requested an extension to pay the road cut overage. She will pay \$636.00 a month for 12 months. Vice Chairperson Rassier made a motion to except the payment plan. Mr. Grace seconded the motion and it passed unanimously.

Davis Excavating requested the Board pay the \$2,550.00 overage for Sferra Project. Mr. Utz made a motion to pay half (\$1,275.00) of the \$2,550.00 Mr. Grace seconded the motion and it passed unanimously.

Action: Staff to draft check to Davis Excavating for \$1,275.00

Due Date: April 20, 2023

Mr. Glessner reported that the Capitalization Fee Calculation, based on the new system improvements is still being determined and he will update it for the May meeting. Staff will assist in the effort and present the data at that meeting.

Action: Staff will work with Mr. Glessner on the Capitalization Fee Calculation

Due Date: May 15, 2023

Mr. Austin reported that Greenferry's Administrative Policy does not state when after an election the new Officers will take assume office.

Action: Mr. Austin will update the Policies and Procedures to include terms start and end dates of elected Officers.

Due Date: May 15, 2023

Mr. Austin reported that the Greenferry Policies do not include pressure issues and who is responsible for increases. Chairman Tanner stated that the District is responsible for notifying customers of pressure increases and is responsible for maintaining a minimum of 40 psi at meter.

Action: Mr. Austin and Mr. Glessner will design a policy for pressure issues and Mr. Ian Kuchenski will continue to notify customers.

Due Date: May 15, 2023

Mr. Glessner reported that the owner said he would like to see the Tanglewood Booster Station removed. Mr. Bob Kuchenski stated that the meter is there but we may not need the Ziply connection any longer.

Action: Mr. Ian Kuchenski will verify if we need the Ziply connection

Due Date: May 15, 2023

Mr. Glessner reported that LaRiviere will start on the Terrace Project punch list. Further discussion ensued and Dr. Stiger made a motion not to accept the outstanding Time and Materials from LaRiviere totaling \$13,487.44. After a second by Mr. Grace, the motion passed unanimously.

Mr. Glessner stated that the District has two Variable Frequency Drives (VFDs) and each are 100 HP. The Board determined that acquiring a backup well pump would be a good investment, and to ensure it was compatible with the VFDs.

Action: Staff will get an estimate of the costs of a backup pump.

Due Date: May 15,

Mr. Glessner reported there are no additional Work Orders for the Well House Expansion Plans and Specs.

NEW BUSINESS

Chairperson Rassier motioned to approve keeping the Thursday 9:00 AM to 3:00 PM Office Hours. After a second by Mr. Grace, the motion passed unanimously.

Action: Staff to update Web Site on Greenferry Office Hours, and implement the change.

Due Date: May 15, 2023

The Board discussed succession of the District officer positions, with the retirement of Chairman Tanner. Vice Chairperson Rassier stated she would be willing to assume the Chair later in the year. In the meantime, the Board will decide at the May meeting who will succeed Chairman Tanner. The Board also discussed creating a Citizen Action Committee to work on issues currently being ably assisted by Ms. Morgan and others, including Ms. Loader.

Action: The Board will consider officer positions and creation of the Citizen Action Committee at their May meeting.

Due Date: May 15, 2023

EXECUTIVE SESSION

A Roll Call at 3:04 pm approved entering into Executive Session under I.C. 74-206 (c): to acquire real property not owned by a public agency, following a motion by Mr. Grace and second by Dr. Stiger. The motion passed unanimously. Chairman Tanner, Mr. Utz, Mr. Grace, Dr. Stiger and Vice Chairperson Carol Rassier were present, as well as Mr. Austin.

A Roll Call at 3:30 pm approved leaving Executive Session, following a motion by Vice Chairperson Rassier and second by Mr. Utz. The motion passed unanimously.

NEW BUSINESS (Continued)

The Board then discussed the property issue and directed that the District work with the parties to determine the feasibility of acquiring the property.

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

4/17/23 Greenferry Water System Report

A. Water Production/Consumption update.

3,729,000 gallons produced by the wells during March. This works out to 120,000 gallons per day or 305 gallons per day, per customer. (393 connections).

2,505,000 gallons produced by the wells during March last year. This works out to 81,000 gallons per day or 207 gallons per day, per customer. (392 connections).

2,728,000 gallons produced by the wells during March 2 years ago. This works out to 88,000 gallons per day or 238 gallons per day, per customer (370 connections).

2,177,000 gallons produced by the wells during March 3 years ago. This works out to 70,000 gallons per day or 201 gallons per day, per customer. (350 connections)

2,459,000 gallons produced by the wells during March 4 years ago. This works out to 79,000 gallons per day or 231 gallons per day, per customer. (343 connections)

2,440,000 gallons produced by the wells during March 5 years ago. This works out to almost 79,000 gallons per day or 231 gallons per day, per customer. (339 connections)

B. General issues.

1. Large discrepancy in March, 2023, production from previous years could be due to leaks from our older facilities (Highland reservoir) for which we will have a draw down test shortly.
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

April 2023 Engineers Report

Terraces / Greenferry Bypass Project

The contractor is planning on being back on-site Tuesday April 18th. We gave them a punch list of items to fix, and they will be completing the Hydroseeding. This should complete the project and we will be starting the warranty period.

The remaining task is Hydroseeding and the cost is \$25700.00

There are also T & M items totaling \$13487.44 for production slowdown claimed by the contractor. I have compared other areas on the project and did not find where the production was higher. I would not recommend payment of the T & M for this reason.

There is some hold back money for meters installed from payment request 6 which a partial payment should be paid. See attached work sheet.

Well House expansion

I have not heard back from RC Worst on adjusted cost for their portion of this project.

I checked with Big Foot and the district has paid for the two Motor VFD's. We discussed whether they should be installed, and they believe there will be a benefit beyond what the existing soft starts provide. I also look at future system configurations and believe the VFD's will be a benefit. The VFD's are sized up to 100 HP so if the district decides to install larger pumps, they will still be usable. Bigfoots original proposal was for \$73,540.70 and they have indicated we should expect a 30% increase which would make it \$95602.91.

Ace Solutions: \$23,130.00

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

One project scenario would be to demo the well house, build back the new one. Install new electrical and transfer switch for the generators but leave the plumbing expansion for later.

If we do not do the complete well house and plumbing project, then we will not need to include RC Worst cost.

I have asked several contractors to give me a budget number to demo the well house and build back the larger building. They would keep the plumbing connected as it is and stub out for new plumbing for future use. I am still waiting for proposals back.

This should decrease the construction cost significantly and get the building set up for the future well and generator.

Well 1 & 2

Dr Bob Stiger and I met and discussed options for the wells and well pumps and well house.

We had two options for the well-house:

1. Expand the well house and upgrade the piping.
2. Expand the Well Slab - extend the existing piping in the slab and extend the wall to accommodate new piping when needed.
3. Install Generator in either case.

Well options: Base action is to evaluate the conditions of the wells. Flow test - pull pumps and inspect the well. Do minimum repairs to screens etc. Consider 3 options:

1. Rebuild Pump #1 and replace Pump #2. Do minimum keep wells at the same size.
RC Worst has provided a cost for this.
2. Do #1 - leave current wells at the same size and add Well #3.
3. Upsize both existing well pumps. Add rebuilt and/or replace pumps to get maxflow with existing wells. Inspect screens and perform draw down tests. Install larger pumps to increase production. If this step is successful, the district can wait to drill a third well.

I talked with East Greenacres Irrigation District and with United Crown who recently rehabbed their wells. They pulled the pumps, inspected the well casing and screen, cleaned the screen and re-installed the well pumps. They provided me with budget numbers to do the same for our well. The district can subcontract with the pump and well cleaners separately to keep the cost low and avoid going to bid.

To rehab the wells. This is a per well cost and the down time would be 2-3 months.

Pull, Inspect, Normal parts
Camera – blast/clean, Bail out well
Motor Service
Re-Install

Estimated Price **\$60k**

Additional that maybe needed:

Heavy cleaning \$40k
Set/Test to higher flow \$30k
New Pump/Shafting \$40k

So I would give you a price range of \$60k to \$170k

If we upsize the pumps to the max VFD of 100 hp we could get a pump capable of approximately 950 gpm. If we did this to both wells, the district would not need to drill a third well.

Snowshoe & Tanglewood old booster station

I talked to David Muncey who owns the property where the old booster station is located. He would like the old booster station and electrical power removed when the district was ready. He also asked about the existing easement and what would happen to it. I told him I would need to research it and the process to abandoned but the district would not have a use for it once the water main was re-located to the street.

Highland Reservoir leak test

I discussed with Ian to isolate the Highland reservoir and monitor for leaks. We will measure the depth of the water in the reservoir and take meter readings for the two meters at the reservoir. Ian will check the reservoir in one to two days to see if there is a drop in water. If it is significant, we can stop the test and assume there is a leak. If it is not significant then we will monitor it for a few weeks.

Start date April 6, 2023.

I contacted Ian to see how the leak test was going. He informed me that the valves were under water and he had not started the test yet.

New Greenferry Booster proposed location

I did some preliminary research on the proposed location of a new booster station which is lot 12 block 1 for Greenland Subdivision. Steve and I met the landowner on site to show her the proposed location. She was not against the idea but wanted to talk to her neighbor who has a house close to the location. I flagged the location. I put together a couple of quick exhibits showing the property and possible building area. The building area is limited due to a power easement and setback requirements from the property line.

If the landowner allows us to move forward I would start by meeting with the Highway District and Kootenai County Planning. We would also survey on the ground the actual location of easement and setbacks to ensure we have enough room.