

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
May 15, 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
Member, Dr. Robert Stiger

Staff Attendance:

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

Guests:

Sarah Loader
Board member-Elect Susan Sloyka

CONSENT AGENDA

Dr. Stiger made a motion to approve the Consent Agenda and Vice Chairperson Rassier seconded the motion. Discussion ensued concerning the Zply invoices, which Ms. Swensen noted she and Mr. Ian Kuchenski are being checked for needed services.

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the April 17, 2023 Meeting Minutes
- Action List – Projects/Issues and Timelines For Action

After discussion the Board approved the motion unanimously.

Action: Mr. Ian Kuchenski will check with Bigfoot to see if the Zply connection is needed any longer. If not, staff will see that the service is discontinued.

Due Date: June 19, 2023

OLD BUSINESS

The Board heard from Dr. Stiger on the Minutes Subcommittee. After discussion, the Board directed that the draft minutes be directed to all Board members, so their comments can be gathered by Dr. Stiger and Mr. Grace and to have those comments to Mr. Austin for final submittal to the Board prior to the Friday before the next Board meeting.

Action: Staff will send draft minutes to all Board members for comment. The Board will send those comments to Mr. Grace and Dr. Stiger, who will submit the final minutes to Mr. Austin by the Friday before the next Board Meeting.

Due Date: June 16, 2023

The Board discussed the Capitalization Fee Change to \$15,300.00 and possibly set a public hearing on the change. After reviewing the calculation by Mr. Glessner, with assistance from Stephanie Mueller, Ms. Swensen and Mr. Austin, the Board set the public hearing for June 19, 2023 at the Post Falls Library if it is available, following a motion by Vice Chairperson Rassier and second by Dr. Stiger.

Action: Mr. Austin will publish a notice in the Coeur d'Alene Press of the fee change public hearing. Ms. Swenson will post the Public Hearing Date on back of June billing cards.

Due Date: May 2, 2023

The Board discussed Section II: Administrative Policy: on Taking an Office After an Election. Mr. Austin noted the change in the policy, which establishes that officers elected at a May election will join the Board at the next meeting following the election. The Board then directed Mr. Austin to make the policy change, following a motion by Vice Chairperson Rassier and second by Dr. Stiger.

Action: Mr. Austin will change the Administrative Policy to read that officers elected at a May election will join the Board at the next meeting following the election.

Due Date: June 19, 2023

Mr. Glessner discussed Pressure Issues – State Guidelines and District Policy. The Board directed that all metered customers affected by changes to their pressure at the meter be notified in writing and directed staff to do so.

Action: Mr. Austin will send letters to customers affected by a change in their pressure at the meter.

Due Date: May 27, 2023

Mr. Glessner discussed the completion of Decommissioning the Tanglewood Booster Station, and Water line Upsizing to 3-inch PVC Pipe. Mr. Glessner also stated that Kootenai Electric ran their power lines over the Booster Station, which is not typical and would make it nearly impossible to service the booster station pumps.

Action: Mr. Ian Kuchenski will call Kootenai Electric to find out if those lines are permanent.

Due Date: June 19, 2023

Mr. Glessner discussed Greensferry Terrace Project - Final Costs and Payment Approval. The Board directed staff to close out the final costs with the contractor, ensuring that any damage to the well site where they staged the project is repaired.

Action: Mr. Glessner will prepare a final submittal of the payment to the contractor. Mr. Ian Kuchenski will test the irrigation system at the office and well site to determine any damages that may have occurred during the project.

Due Date: May 27, 2023

NEW BUSINESS

Mr. Austin presented the Requests for Proposal (RFP) Scope of Work for each Contractor. The Board directed that all Board members review the scope of work for each contractor for submittal of an RFP in June 2023

Action: Board members to get comments and/or changes on the scope of work for each contractor to Mr. Austin for preparation of the RFPs.

Due Date: May 31, 2023

The Board discussed the election of new officers. Vice Chairperson Rassier stated her health issues were resolved to the point where she would be pleased to take over the Chairmanship. Dr. Stiger stated he would be willing to serve as Vice Chair. The full Board will vote on the nominations for those offices at their June meeting.

ADJOURN

With no further business to come before the Board, Vice Chairperson Rassier motioned to adjourn the meeting. After a second by Dr. Stiger, the meeting adjourned at 5:37 pm.

Stephen Tanner, Chairman

John Austin, Manager/Debbie Swenson, Accountant

5/15/23 Greenferry Water System Report

A. Water Production/Consumption update.

3,926,000 gallons produced by the wells during April. This works out to 131,000 gallons per day or 333 gallons per day, per customer. (393 connections).

2,918,000 gallons produced by the wells during April last year. This works out to 97,000 gallons per day or 247 gallons per day, per customer. (392 connections).

3,577,000 gallons produced by the wells during April 2 years ago. This works out to 119,000 gallons per day or 340 gallons per day, per customer.

2,952,000 gallons produced by the wells during April 3 years ago. This works out to 98,000 gallons per day or 280 gallons per day, per customer. (350 connections)

2,670,000 gallons produced by the wells during April 4 years ago. This works out to 89,000 gallons per day or 259 gallons per day, per customer. (343 connections)

2,799,000 gallons produced by the wells during April 5 years ago. This works out to 93,000 gallons per day or 275 gallons per day, per customer. (339 connections)

B. General issues.

1. Water main break on Snowshoe. Repairs made to old, non-standard pipe.
2. Lightning knocked out one of the analog channels on the equipment at the new Snowshoe Booster Station.
3. Old Snowshoe Booster Station bypass fittings came apart on the evening of May 9, flooding the booster station.
4. Terraces Project update (Ian/Roger).
3. Generators update.
4. Well #3 update (Action Item list).
5. Bayshore Estates update (Action Item list).

May 2023 Engineers Report

Terraces / Greenferry Bypass Project

I met with the contractor on site and went through all areas and provided them with a list of items to complete or fix. They have not been back on-site since.

Well House expansion

We are working through the different scenarios for this project. Nothing has changed from last month's report and worksheet.

Well 1 & 2

Nothing new on this project.

Snowshoe & Tanglewood old booster station

Nothing new on this project

Highland Reservoir leak test

Ian has not been able to start the testing yet due to ground water inside of the altitude valve vault.

New Greenferry Booster proposed location

I have not heard back from the landowner on this yet.

Revised Capital Fee

I met with John Austin, Stephanie Mueller and Debbie Swenson in a workshop to discuss capitol cost. We have revised the proposed capitol fee increase to \$15,322 for each new hookup. This is based on 400 meter connections.