

**GREENFERRY WATER DISTRICT
MINUTES OF THE SPECIAL BOARD OF DIRECTORS
May 3, 2021 4:00 pm, via Zoom**

CONVENE MEETING AND ROLL CALL

Chairman Stephen Tanner opened the meeting via Zoom at 4:00 PM. A roll call confirmed Vice Chairman Carol Rassier, Bob Stiger, Rex Grace and Ron Utz were also present. Staff present were John Austin, Manager, Debbie Swenson, Accountants, Bob and Ian Kuchenski, Water Operators and Roger Glessner, District Engineer. Guests were Shelley Roberts, Gary Sievers, Dion Holton and Paul Sifford from Idaho Rural Water Association (IRWA).

OLD BUSINESS

Next, the Board heard from Ms. Roberts on the review of the District's accounting and management operations. She discussed the areas they had reviewed and recommendations. Under general issues, she discussed the accounting of assets and she noted there is a general lack of accounting for the assets of water and sewer districts statewide, other than what is available via DEQ's Block Grant Program and also Rural Development's. She also discussed Board training opportunities and possible ways to hold the training. She recommended completing the self-assessment worksheet from the SUMS workshop Mr. Sifford held for the Board in Juliaetta and that he can help to facilitate that training online.

One of the assessments might be on the sewer side. Mr. Sifford recommended discussing options with the City of Post Falls. Chairman Tanner stated the District's budget includes \$30,000 for a feasibility study, and it may include basic issues like monitoring septic tanks as the appropriate first step.

Ms. Roberts then discussed the financial side including timely audits, which she understands is now underway. She also recommended Board review of the journal entries and having one Board member appointed as Secretary Treasurer and then get assistance from Practical Accounting Solutions. It's a checks and balances issue that is always good.

Mr. Sievers discussed his initial review of the District, including via its website, and how proactive the District is. He said just reaching out to IRWA was a sign of that proactivity.

Concerning operations Ms. Roberts stated overall the contracts are well done but that routine maintenance items should be tracked and reported to the Board at least annually and to clarify that issue with Mr. Kuchenski. Ms. Roberts indicated the District's crossflow connection program appears to be getting done properly as its enforcement is very important. The Board then discussed the color coding of fire hydrants and the programs available.

Chairman Tanner stated he thought it was a good idea to appoint a Board member as the Secretary Treasurer and to put it on the agenda for the May 17th meeting.

The Board then discussed the American Rescue Plan Act (ARPA) funds Ms. Roberts discussed and the timeline for shovel ready projects. To discuss that further, the Board set a special

meeting for May 10, 2021 at 4:00 pm. Mr. Grace and Mr. Stiger will meet ahead of the meeting with Mr. Glessner to discuss the list of projects discussed last year and have that ahead of the meeting on the 10th.

The Board then discussed the rate study and IRWA can provide that. Ms. Rassier said she thought the Board should wait on that until the pending projects are complete. Chairman Tanner stated he thought the Board should focus on conservation instead, including replacing aging meters and the Board concurred.

Ms. Rassier stated the Board training is important and Mr. Austin said he'd check with Ms. Roberts on scheduling that for the Board.

Chairman Tanner then discussed servicing mains on the operations side. Mr. Bob Kuchenski said they do routine maintenance and Mr. Ian Kuchenski said they can report that on a quarterly basis on their Water Operators Report.

The Board then discussed the Greenferry Terrace project. Mr. Glessner said they'd taken care of the comments from DEQ on the Preliminary Engineering Report and the project is nearly ready to go. He said he'll put the bids out shortly for both that project and the Greenferry Bypass project. Mr. Utz asked about the retainage amount and Mr. Glessner said the state standard is 4%. Ms. Rassier asked about the ability for the Bayshore Estates developer to save the District funds by doing the work themselves. Mr. Glessner said typically that applies to the developer constructing their improvements, like at Riverview Heights. Mr. Austin noted they could bid on the District's projects as any other contractor who's qualified to bid.

Mr. Grace then asked about the timelines set by Welch Comer and that the Board needs to monitor those schedules. Mr. Austin stated Ashley Williams had nothing new on the schedule but would ensure she is available at all future meetings in which her projects are discussed.

The Board then discussed the pump tests scheduled for this month and Mr. Glessner said he'd spoken with John Thurston about digging the test pit on his property, along with the drain field and septic issues. He stated he has been unable to contact Mr. Sferra on the south property and Mr. Austin said he'd had no response to the letter sent to him. Chairman Tanner asked about the Thurston water line location and Mr. Glessner said it could be through the drain field, and would be double cased. He also stated he believed the transducers have been installed in the well house.

ADJOURN

With no new business to come before the Board, Ms. Rassier motioned for the meeting to be adjourned and Mr. Grace seconded the motion at 6:15 pm.

Respectfully Submitted,

Stephen Tanner, Chairman

John Austin, Manager



April 9, 2021

Greensferry Water & Sewer District
9191 W Michael Way
Coeur d'Alene, ID 83814

Subject: Greensferry WSD Terraces and Riverview Water Main Replacement Plans and Specifications
DEQ Comments

To Whom It May Concern:

The Idaho Department of Environmental Quality (DEQ) has reviewed plans and specifications for the Terraces and Riverview Water Main Replacement project. The plans and specification were stamped and signed by Joseph Hassell, PE on March 1, 2021 and submitted to DEQ on March 3, 2021. The project involves upsizing existing water mains within the District's boundary.

COMMENTS

- Please verify with the US Environmental Protection Agency (EPA) regarding the proper handling and disposal of asbestos concrete (AC) pipe material and ensure all Federal and local requirements are met.
- Products used in constructing a public drinking water system with water contact surface shall be certified NSF 61 (IDAPA 58.01.08.501.01).
- Include the specific procedures for flushing, disinfection and microbiological testing per the applicable AWWA standards (IDAPA 58.01.16.542.02.b) including disinfectant dosage, contact time, and testing method (IDAPA 58.01.08.504.07.c.iv) with the record drawings.
- There are several instances in which the proposed distribution main will be constructed immediately adjacent to the existing gas line, a "non-potable line" per Subsection 003.86. Provide a statement from the design engineer demonstrating the installation of the proposed water main is protective of public health and the environment. Address the constructability of the water main relative to the gas line and the ability of the water purveyor to safely access the water main for maintenance purposes (IDAPA 58.01.08.542.07).
- Sheet C1: The proposed 10-inch water main terminating near station 6+14 and Sheet C9; terminating near station 14+00 is a dead end water main and will be required to be equipped with a means of flushing. Dead end water mains shall be flushed at least semi-annually at a water velocity of 2.5 feet per second and performed in such a way as to minimize any erosion of unprotected areas (IDAPA 58.01.08.542.09).
- Detail W-8: The open end of the air release must extend at least one (1) foot above grade and be provided with a 24 mesh screen or similar non-corrodible screen (IDAPA 58.01.08.542.15.a).
- Demonstrate the proposed water mains maintain a minimum horizontal separation distance of twenty-five (25) feet from septic tanks and/or subsurface disposal system (IDAPA 58.01.08.542.08).

Should you have any questions or require additional information, please do not hesitate to contact me at (208) 666-4611 or via e-mail at chris.westerman@deq.idaho.gov.