

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
September 19, 2022, 4:00 PM, via Zoom and at the Office**

CALL TO ORDER: 4:00 PM

Board Attendance:

Chairman, Stephen Tanner via Zoom
Vice Chairperson, Carol Rassier at the Greenferry Office
Secretary /Treasurer, Ron Utz at the Greenferry Office
Rex Grace at the Greenferry Office
Robert Stiger via Zoom

Staff Attendance:

District Manager, John Austin via Zoom
Stephanie Mueller, Accountant via Zoom
District Operators, Bob and Ian Kuchenski via Zoom
Accountant, Debbie Swenson at the Greensferry Office
District Engineer, Roger Glessner at the Greenferry Office

Guests in Attendance:

Jane Morgan
Carla O'Neill
John Goedde
Vann Hegbloom

PUBLIC COMMENTS

Ms. Morgan addressed the Board about the meeting with the County Commissioners on the 5-acre rule for septic systems and thanked Dr. Stiger and staff for attending and stating that the boundary of the aquifer should be amended to include the District's wells.

Ms. O'Neill thanked the Board for the Terraces project but believes the communication has not been done well. She also asked about the Bayshore Estates development and Chairman Tanner said there's been no movement on the project. She also questioned the lack of notice when projects were happening, and that their water would be turned off, often without the 24-hour notice. Mr. Ian Kuchenski stated it's the goal of staff to notify residents but there are times when service is interrupted during construction and early notice is not possible. He said staff and the contractor are working to ensure better communication throughout the construction schedule, which is nearly complete.

NEW BUSINESS

Next, the Board discussed the ICRMP Renewal and retaining new agent, Mr. Goedde. He stated the purposes of ICRMP and answered a question from Vice Chairperson Rassier about changes that may be pending in the business and he said as he becomes privy to any he shares those with his clients. Vice Chairperson Rassier then made a motion seconded by Mr. Grace to approve the services of Mr. Goedde.

OLD BUSINESS

Mr. Hegbloom then discussed the Greenferry Terraces project and the extra charges, from June 15th to July 20th that were due to multiple communication lines next to each other and other issues. Mr. Hegbloom wants reimbursement for extra time to hand dig around these communication lines that were not specifically shown on the plans. He then discussed the extra costs for pipe and other supplies, noting there's no escalation clause in the agreement.

CONSENT AGENDA

Discussion ensued, including Mr. Grace asking about the Post Office box in Post Falls and also from Dr. Stiger, who offered to help Mr. Bob Kuchenski with the format of his Operator's report. After discussion, the Board approved the following, after Vice Chairperson Rassier made a motion, seconded by Mr. Utz to approve the Consent Agenda:

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the August 15, 2022 Meeting
- Action List – Projects/Issues and Timelines For Action

OLD BUSINESS

Next, Chairman Tanner noted there was no progress on the Water Facility Plan approval.

Next, the Board discussed the Greenferry Terrace Project, including Mr. Hegbloom's issues earlier. Mr. Glessner suggested replacing 3 additional meters that were not part of La Riviere's contract. Dr. Stiger made a motion to develop a chart of costs incurred and make a decision at the end on the overage costs. Mr. Grace seconded it and it passed unanimously. The Board decided to continue to hold 10% retainage from La Riviere's pay request. La Riviera's pay request will go to Mr. Glessner. After Mr. Glessner has audited the Pay Request, it will then go to Mr. Utz and once he approves it will go to Practical Accounting Solutions for payment.

Action: Chairman Tanner directed Ian Kuchenski to order 10 new meters

Due date: October 17, 2022.

Action: Mr. Glessner to find out how much it would cost if La Riviere installs the 3 meters not included in their contract.

Due date: October 17, 2022

Next, Mr. Glessner gave an update on the Bella Ridge Reservoir Power Issue, as noted in his Engineering Report.

Action: Mr. Glessner will work with KEC on completing the project.

Due date: **October 17, 2022**

Next, there was no update on the Level II NPE for Bayshore Estates.

Next, the Board discussed Riverview Heights and accepting the system. Mr. Glessner stated his work on the booster stations and other issues. Mr. Glessner suggested that all curb stops be checked. He and Mr. Austin are working with the developer's attorney to get the system accepted.

Action: Chairman Tanner directed Mr. Ian Kuchenski to check all curb stops and that they are workable.

Due date: **October 17, 2022**

There were no new updates on the MIOX System.

Next, the Board discussed the Kootenai County Emergency Aquifer Ordinance. Chairman Tanner said he contacted Mr. Cooper about supporting the District on sewer options, like a septic tank management system and also for moving the District's septic and also the fencing of the well site. Mr. Cooper is the IDEQ Source Water Protection Program Coordinator. He said the top funding is \$24,000. Mr. Cooper believed the fencing project would be approved upon its submittal.

Action: Mr. Glessner and Mr. Ian Kuchenski will get a quote on a 6-foot high security fence.

Due date: **September 23, 2022.**

Next, the Board discussed the Engineering Contractor Agreement, which they approved following Dr. Stiger and second by Mr. Grace.

Next, the Board discussed the Cross Flow Connection Compliance. After hearing from Mr. Austin on the issues involving test results that were not received by the District, the Board directed that no shutoffs occur at this time.

Action: Mr. Austin is to provide a more readable report to the Board.

Due date: **October 17, 2022**

Next, the Board discussed the New Pipe Locating Equipment, which was approved following a motion by Mr. Grace and second by Vice Chairperson Rassier.

Action: Mr. Kuchenski to purchase the Pipe Locator Equipment.
Due date: October 17, 2022

NEW BUSINESS – ACTION ITEMS

Next, the Board discussed the Well #3 Project – Site Approval Status and Funding Options with Chairman Tanner stating it's still waiting on the Site Approval Status

Next, the Board discussed the Analysis of the General Fund Revenues and Expenses. Mr. Austin presented the analysis showing a shortfall in revenues of between \$2.00 and \$4.00 per month. The Board tabled the issue to the October 17, 2022 meeting, at which time the Board will discuss the options for changes in the fees.

Next, the Board discussed the New Meter Request on Turtle Way, which was approved following a motion by Mr. Grace and second by Dr. Stiger.

ADJOURN

With no further business to come before the Board, Vice Chairperson Rassier motioned to adjourn the meeting, Mr. Utz seconded the motion, and the meeting adjourned at 7:41 PM.

Stephen Tanner, Chairman

John Austin, Manager/Debbie Swenson, Accountant

9/19/22 Greenferry Water System Report

A. Water Production/Consumption update.

15,480,000 gallons produced by the wells during August. 14,465,000 gallons registered through customer meters. This works out to 499,000 gallons per day or 1,273 gallons per day, per customer. Unaccounted for water lost is 1,015,000 gallons or 7%. (392 connections). This is down from 38% unaccounted for water loss or 5,822,000 gallons last month. This could be due to old meters being replaced by new, more accurate meters as a part of the Terrace s project.

15,749,000 gallons produced by the wells during August last year. 13,469,000 gallons registered through customer meters. This works out to 449,000 gallons per day or 1,148 gallons per day, per customer. This equals 14% unaccounted for water lost. (391 connections).

18,707,000 gallons produced by the wells during August 2 years ago. 14,728,000 gallons registered through customer meters. This works out to 446,000 gallons per day or 1,274 gallons per day, per customer. This equals 21% unaccounted for water lost. The Riverview Heights project continues to account for a portion of the unaccounted for water lost through line flushing, etc. (350 connections)

16,557,000 gallons produced by the wells during August 3 years ago. 12,942,000 gallons registered through customer meters. This works out to 404,000 gallons per day or 1,179 gallons per day, per customer This equals 22% unaccounted for water lost. The Riverview Heights project continues to account for a portion of the unaccounted for water lost through line flushing, etc. (343 connections)

B. General issues.

1. There were numerous planned and unplanned system shutdowns this past month in project areas. The unplanned shutdowns were due to existing valves not working properly or the contractor not giving advance notice of planned shutdowns. All affected customers received pressure loss notices and all follow up construction water samples passed.
2. Discussion of new locator device.
3. Self generating chlorine system update.
4. Bella Ridge electric project (Action Item list).
5. Generators update (Action Item list).
6. Well #3 update (Action Item list)
7. Bayshore Estates update (Action Item list).



Greenferry Water and Sewer District

September 16 Engineers Report

Terraces / Greenferry Bypass Project

The contractor has finished installing and connecting the remainder of the services on Riverview east of Highland. The new water main has been connected on the east end and the new fire hydrant has been installed. There are three old meters that will need the meters pulled and a pas through pipe installed.

There were a number of obstacles to connect the two meters on the east end. The project did not include these meters to be replaced instead we were going to connect the 1-1/2" main line feed them to the new main. It turned out there was not a 1-1/2' main and we had to do extra potholing and digging to get the services transferred to the new main. We expect an extra charge for this from the contractor.

The contractor has cleaned up the area and removed all safety fencing. There are two meters west of Highland that need installed and the old fire hydrant at Kelly and Riverview needs removed to complete Riverview.

Patrick road and the west end of Michael have the new water main, and meters installed with all services and alley lines connected. There is some cleanup needed with paving.

Monday Sept. 19th the contractor is planning on bringing in another crew to help complete the project. They plan on starting the remainder of Michael and Bret. There will be a well pump shut down Monday morning while another main line connection is made. Bret road main install should not require system shutdown.

We have received another list of requested additional cost. I have gone through them, picked the ones that I believe could be justified and put together a change order 3. This information has been sent to Ron for review and comment. Payment request 3 has been verified, changes made and paid.

We have received pay request 4 from the contractor. I am in process verifying the quantities and cost and have sent revisions back to the contractor. I have also sent a copy to Ron for his review. The contractor has requested the district reduce the retainage from 10% to 6% for the remainder of the project. There is a provision in the contract to do this but only at the approval of the board.

The contractor has added tabs to payment application 4 to include the change orders for accounting purpose.

Due to the number of unknowns encountered on this project, we have used up more of our budget then anticipated. We will need to discuss a projected cost moving forward.



Bella Reservoir Easement & Main Power

Bigfoot Technologies

Bigfoot has completed installing the remainder of the wire and conduit for the primary side of the power. They sent me pictures of the install which I have forward to KEC.

Kootenai Electric (KEC)

I have sent pictures and verification of the recently installed wire and conduit to KEC. I am waiting to hear back from them for a schedule to install their portion of the project.

Well House expansion

Due to the extra time spent on the Terraces/Greenferry bypass project, we have not worked on this project since the last update.

Grant request information

I checked into the possibility of grant funding with IDEQ. I have been informed that the ARPA funding already taken and there are other opportunities coming in October. There is an upcoming state revolving fund letter of interest coming out in October. IDEQ will post these opportunities with applications and requirements on their web site in October.

There is also a Source Water Protection grant opportunity. It is already published on DEQ's website. Curtis Cooper at DEQ can help us with this one. This may give us the ability to work on the well site.

Riverview Heights

We have completed the flow and operation testing of the new booster station at the snowshoe Tanglewood reservoir site. As you recall we have had a number of problems that have delayed this part of the system verification. Defective meter, system controls etc.

We have verified a minimum flow of 1500 gpm at 20 psi at the low point fire hydrant within the Riverview Heights subdivision. This is located at the pressure zone pressure control valve. This meets the requirements of the Fire department. This information has been sent to Aspen Homes Attorney.



Cedar Creek

We have tested flow and pressure at the first fire hydrant within the Cedar Creek Subdivision. This was to test the increase after the install of the pressure reduction valve and Greenferry booster bypass.

The pressure increased to 91 psi and flow was checked at the meter to be 1080 gpm. We could not run the test longer due to erosion concerns. Calculating flow with a minimum of 20 psi shows compliance with the fire department requirements.

Valves were closed and the system was returned to operation prior to the bypass install and will remain in this position until the Bella Reservoir controls are completed.

The increase in the 11 meters on the Bella Reservoir will bring the reservoir to maximum capacity.

Crystal Bay

I have put together a quick summation for Crystal Bay

Our analysis shows that adding one more meter will work. Where things came to a stop is when the board questioned whether we could annex without bringing the area up to requirements with fire flow. For this we would need to bring an 8" line into Crystal Bay from a different location. We looked at the terrain and it would be difficult and costly. I believe I estimated \$230 LF if drilling and blasting was involved, if we couldn't blast, due to proximity to homes, then figure on hammer at \$285 LF.

Drill & blast 800 lf = \$184,000

Hammer 250 lf = \$71,250

Then we would need to replace the 3" line within Crystal Bay

Replace on site 2000 lf @ \$70 lf = \$140,000

There is also the possibility we would need to upsize the existing 6" on Riverview Back to snowshoe.

3000 lf @ \$52 lf = \$156,000

Even with this we will likely be minimal on fire flow due to the length of run and the fact that it is a dead-end run.

Total estimate: \$551,250.00

Plus engineering, surveying and project management.