

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
October 16, 2023 4:00 PM, at the District Office and Via Zoom**

Chairperson Carol Rassier opened the meeting at 4:00 pm.

Additional Board in Attendance:

Vice Chairman, Dr. Bob Stiger
Secretary/Treasurer, Ron Utz
Member, Rex Grace
Member Susan Sloyka

Staff in Attendance:

Manager, John Austin
Accountant Stephanie Mueller (via Zoom)
Engineer, Roger Glessner
Operators, Bob Kuchenski
Ian Kuchenski

Guests in Attendance:

Sarah Loader

CONSENT AGENDA

Vice Chairman Dr. Stiger made a motion to approve the Consent Agenda. Mr. Grace seconded it. Discussion ensued on the following issues:.

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Meeting Minutes of September 18 and 27, 2023
- Action List – Projects/Issues and Timelines For Action

Mr. Grace questioned the high usage and Mr. Bob Kuchenski explained the reasons for the unaccounted-for loss. Mr. Grace then asked about the Engineering Report and the generators. Mr. Glessner stated he is working on the issue.

The following action items resulted from the discussion:

OLD BUSINESS

Mr. Glessner stated there are contracts to sign on the Well #2 project as approved by the Board previously, including with Bigfoot, Empire LLC and RC Worst.

Action: Staff will prepare the Bigfoot check for \$3,764.97 and \$20,500.00 for Empire LLC.

Due: October 19, 2023

Mr. Austin then discussed the bond requirements with Banner Bank, including moving the full-year debt service \$116,054.10 to a new Debt Reserve Fund from the Capital Reserve Fund, to allow an amendment to the bond covenants. He also discussed moving the balance required to pay the debt service required on November 1, 2023 (\$50,959.36). He said he would establish the Debt Reserve Fund at Banner with he and Mr. Utz (as Secretary Treasurer) continuing as signers on the accounts. The Board approved the transfers following a motion by Mr. Utz and second by Vice Chairman Dr. Stiger

Action: Staff will transfer the funds to Banner Bank from the Capital Reserve Fund to cover the new covenants with the bank, with Mr. Utz and Mr. Austin continuing as signers on the account (removing former Chairman Stephen Tanner).

Due: October 26, 2023

The Board then approved the Consent Agenda unanimously.

OLD BUSINESS - Continued

Mr. Glessner presented the Greensferry Terrace Project - Final Costs and Payment Approval. He stated the progress from LaRiviere on the project. After discussion, the Board tabled the issue until November.

Ms. Loader then provided the Community Advisory/Action Committee Report (attached). She reported the committee is looking for Board direction on two items: 1) proceeding with the possible formation of a Local Improvement District (LID) for the Crystal Bay Road, Gull Harbor Road and Ironwood Road areas. And 2) proceeding with the Bureau of Reclamation grants for various projects outlined in the Capital Improvement Plan. She noted the meter replacement would be a good starting point, with 50 meters per year covered by one of the \$250,000 grants.

Action: The Advisory Committee will prepare grant applications for the SWEP grant funds, for the meter replacement and backup generators.

Due Date: December 31, 2023

Mr. Ian Kuchenski said another District has fencing available that may work for District purposes. The Board directed that he get a quote for the 8' fencing that's available.

NEW BUSINESS

The Board then discussed the Potential Local Improvement District. After discussion, which included the possibility of leveraging the SWEP grants for partial funding, the Board authorized the Committee to prepare a letter to the potential participants.

Action: Mr. Austin will work with the Committee prepare the letter for potential residents in the LID but delay sending until the availability of water is assured.

Due Date: December 31, 2023

The Board then discussed the Letter to Welch Comer on Engineering Services, as provided by Mr. Austin. After discussion, the Board directed Mr. Austin to send the letter.

ADJOURN

With no further business to come before the Board, the meeting adjourned at 6:45 pm.

Carol Rassier, Chairperson

John F. Austin, Manager, Stephanie Mueller, Accountant

10/16/23 Greenferry Water System Report

A. Water Production/Consumption update.

8,322,000 gallons produced by the wells during September. 6,342,000 gallons registered through customer meters. This works out to 211,000 gallons per day or 538 gallons per day, per customer. Unaccounted for water lost is 1,980,000 gallons or 24%. (392 connections).

11,552,000 gallons produced by the wells during September. 10,158,000 gallons registered through customer meters last year. This works out to 308,000 gallons per day or 786 gallons per day, per customer. Unaccounted for water lost is 1,394,000 gallons or 12%. (392 connections). Most of the unaccounted for water loss can be contributed to multiple line breaks as a part of the Terrace's project.

10,180,000 gallons produced by the wells during September 2 years ago. 7,641,000 gallons registered through customer meters. This works out to 246,000 gallons per day or 629 gallons per day, per customer. This equals 25% unaccounted for water lost or 2,539,000 gallons. (392 connections).

11,388,000 gallons produced by the wells during September 3 years ago. 9,297,000 gallons registered through customer meters. This works out to 310,000 gallons per day or 886 gallons per day, per customer. This equals 18% unaccounted for water lost or 2,091,000 gallons. (350 connections)

7,577,000 gallons produced by the wells during September 4 years ago. 5,603,000 gallons registered through customer meters. This works out to 261,000 gallons per day or 759 gallons per day, per customer. This equals 26% unaccounted for water lost or 1,974,000 gallons. The Riverview Heights project continues to account for a portion of the unaccounted for water lost through line flushing, etc. Multiple cars parked on meters. A few dead batteries in electronic read meters. (350 connections)

B. General issues.

1. Multiple touch read meter registers have died (on Muledeer/Cedar Creek) as well as multiple old meters which can no longer be read. While the touch read meter registers are under warranty, the Board needs to decide if we should replace these registers with the newer and more reliable cellular read registers. These registers are normally \$300 each, but Metron-Farnier would sell them to us at a discount as a part of the warranty replacement of the touch read registers.

September Activity Report

September 6 & 8:

9/6: Read meters. All pump stations checked for proper operations.

9/8: All pump stations checked for proper operations. Replaced chlorine barrel for well #1. Extended office fence sprinkler line(trip to Ace Hardware). Attempted to locate buried valve at Greenferry booster station with Roger, bill Lariviere for this problem.

September 9 & 12:

9/12: All pump stations checked for proper operations.

9/14: All pump stations checked for proper operations. Ordered metal detector. Fixed backwards meter, bill Lariviere for this.

September 18, 19 & 21:

9/18: Board meeting.

9/19: All pump stations checked for proper operations. Replaced chlorine barrel for well #2.

9/21: All pump stations checked for proper operations. Checked various meters for leaks. Well #2 fault and reset.

September 27 & 29:

9/27: All pump stations checked for proper operations. Annual samples (HAA, TTHM, Nitrate) taken & delivered to lab.

9/29: All pump stations checked for proper operations. Locate services, post 2 turnoff notices.

Greenferry Water and Sewer District

October 2023 Engineers Report

Terraces / Greenferry Bypass Project

I met with the contractors Landscaper on site. We walked the entire project and re-marked the areas to be hydroseeded with grass seed. They suggested the best time to re-apply will be in October. They will be applying topsoil prior to the hydroseeding. The contractor's project manager was on site the same day walking the project with the Post Falls Highway District.

Well House Expansion

I have been working with Bigfoot Technology to work the size of generator and transfer switch needed to operate the office, pump house, one well pump up to 100 hp. And miscellaneous other items. At the same time I have talked with suppliers to get prices and delivery dates. I am still waiting on Bigfoot to complete their analysis.

I met with Mike Reynolds on site. We looked at options for location, cable routing etc. I have sent the board a site plan showing the proposed generator and transfer switch location. This location will enable the generator and transfer switch to be installed without entering the pump house and would not require to be re-located once the well house expansion begins.

We have looked at the cost to bid out the well house expansion and associated cost. To reduce the construction cost we suggest that the well expansion is done in phases.

Phase 1: expanded foundation, frame out new perimeter walls and new roof structure. This would allow this to be completed with minimal disruption to the system operation and reduce phase cost. Est cost \$45,000.

Phase 2: re-configure interior plumbing to accommodate a future third well, flow meter and check valves. This will also move the plumbing location within the building to provide new locations for switching, VFD's and controls and provide stub out for the future well three. The electrical and communications will be surface mounted conduit so that access and expansion would be easily available. Est cost \$43,000.

Phase 3: design and install new treatment system. We would update the current system as needed until a new system was agreed upon. Est cost is dependent on system chosen.

It will likely reduce the cost of the expansion by phasing the construction and will reduce the time the system will be interrupted. This will also allow more contractors to bid on the project.

Well 2 new pump and flow testing

We have completed the well 2 PER for submittal to DEQ. I have met on site with two of the project contractors to ensure they have needed room to perform their jobs.

I have sent the board a draft of the PER for review. We plan on submitting to DEQ Tuesday 10-17-23.

We have a draft of well 2 project management plan and have sent it to Bob Stiger for review and input. We will be building the project calendar the week of the 16th. Right now, the start date is planned for the week of December 11th when the well will be shut down and pump, downpipe pulled. The week of the December 18th the screen will be videoed and cleaned and well drawdown testing will be performed.

After these steps are performed, we will size the new pump and order. We anticipate installing the new pump in early March.

Once the project management plan is completed next week we will be looking at identifying any new project cost.

Highland Reservoir leak test

This project is on hold until the District board decides to move forward.

We have provided a process and estimated cost to scan the bottom of the tank. We have looked at a system to repair tank cracks once fully identified and to install a tank liner.

Tank repair or replacement will be evaluated once the scan is completed and evaluated.

Generator project

We have provided the board with an option to install the generator and transfer switch in an area not to interfere with current system operation and future well house expansion. We are still waiting for updated generator and transfer switch cost. I have been in contact with Big Foot and several supply companies for updated cost.

We are planning the generator and switch location with the plan for future generator expansion. Currently we are planning on a generator and switch sized to run the site facilities and on well with 100 hp motor. This would allow the generator to be installed with minimal cost or disruption to the current system.

We hope to have revised cost the week of the 16th and will forward to the District right away.

Advisory Committee Minutes October 16, 2023

Committee Attendance:

Chairperson Sarah Loader, Manager John Austin and Steve Tanner were in attendance. Guest was Gina Hoff from the Bureau of Reclamation.

Small-Scale Efficiency Projects/Grants (SSEP):.

Ms. Hoff discussed the SMART grant program, stating it targets small districts so ours would be appropriate. The proposal is generally 20 pages or less, with attachments like water conservation documents, plus a Resolution from the Board authorizing the grant. Letters of support, like from local and regional providers is good. Objectives and needs should be well-stated.

Ms. Loader asked about the grant process. Ms. Hoff said to check out [grants.gov](https://www.grants.gov) for the forms. Denver has the office for these programs. She said an annual is important to show compliance. Mr. Austin said the District has an annual audit.

She said separate grants are okay. Maximum is \$250,000 each, with 50% or \$125,000 from the District. Two or three projects a year, with these annual grants for the District. Funding opportunity is expected by October 31st, with 60 days to write and submit the projects. Then Reclamation reviews the projects.

There's also design and planning grants at 100% match. Due in January. [ASAP.gov](https://www.asap.gov) is another site. Ms. Hoff stated in mid-December she'll visit Spokane and Coeur d'Alene and Missoula.

Mr. Tanner asked about irrigation districts, which also provide potable water and Ms. Hoff said they are also wanting to include municipal districts like GFWSO and not just irrigation districts.

She said the environmental aspect is important (NEPA), which Mr. Austin said the District has as part of the Water Facility Plan approved by the Board. Mr. Tanner stated he's worked with the Kootenai Shoshone County Soil and Water Conservation District, which Ms. Hoff said would be an ideal source of assistance on the grant writing. NRCS is a conservation agency to work with also. Mr. Tanner said he'd forward the contact info for the KSCWSCD.

Piping projects in phases would qualify as would replacing the meters. Separate projects would work well in phases, each up to \$250,000 with 50% match. Referencing the ESA (Endangered Species Act) would be great to include. Ms. Hoff said she worked with the CDA Tribe on a project, Wastewater Treatment discharge into the lake and river.

The meeting adjourned at 10:01 am.

October 9, 2023

Committee Attendance:

Chairperson Sarah Loader, Manager John Austin and Steve Tanner were in attendance. Guest was Gina Hoff from the Bureau of Land Management.

Local Improvement District:

Ms. Hoff discussed the SMART grant program, stating it targets small districts so ours would be appropriate. The proposal is 20 pages or less, with attachments like water conservation documents, plus a Resolution from the Board authorizing the grant. Letters of support, like from local and regional providers is good. Objectives and needs should be well-stated.

Ms. Loader asked about the grant process. Ms. Hoff said grants.gov for the forms. Denver has the office for these programs. She said the audit is important to show compliance. She said separate grants are okay. Maximum is \$250,000 each. Two projects a year, with these annual grants. Funding opportunity is expected by October 31st, with 60 days to write and submit the projects. Then Reclamation reviews the projects.

The meeting adjourned at 8:10 pm.