

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
August 21, 2023 4:00 PM, at the District Office and Via Zoom**

**CALL TO ORDER**

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

**Board Attendance:**

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

**Staff Attendance:**

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

**Guests in Attendance:**

Sarah Loader  
Mike Reynolds

**CONSENT AGENDA APPROVAL – ACTION ITEMS**

Mr. Grace made a motion to approve the Consent Agenda. Vice Chairman Dr. Stiger 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 July 17, August 2, 7, 8, and 18, 2023
- Action List – Projects/Issues and Timelines For Action

Vice Chairman Stiger made a motion to shelf Well #3 project until completion of other higher priority projects within district noting that the Water Rights Report will have to be updated as well as notifying Department of Environmental Quality. Motion was seconded by Mr. Grace, all in favor.

**Action:** Vice Chairman Stiger requested Mr. Bob Kuchenski exclude the "New Issues" section from Water Operator Report because these items are already included on the Agenda.

**Due: September 18, 2023**

**Action:** Mr. Utz asked that the Integrity Water Management Invoice GFT 723 for \$299.07 for the (5) broken sprinkler heads be charged back to LaRiviere.

**Due: September 18, 2023**

**Action:** Mr. Ian Kuchenski is to acquire the remaining equipment for water line detection.

**Due: September 18, 2023**

The Board then approved the Consent Agenda unanimously.

## **OLD BUSINESS**

The Board discussed the final costs for the Greensferry Terrace Project. Mr. Glessner stated the contractor has not completed its final issues with the projects but their attorney has asked for a partial final payment. After discussion, the Board authorized a payment of \$25,000 to LaRiviere, with the balance due when the issues are resolved.

**Action:** Ms. Swensen will prepare a check for \$25,000 for LaRiviere.

**Due: August 24, 2023**

Ms. Loader then provided her Community Advisory/Action Committee Report (attached). Ms. Loader reported the Committee meets every second Monday at the Greenferry Office. The Board discussed the various items on the list and thanked Ms. Loader and her committee for their recommendations.

**Action:** Mr. Austin will update the District Website for the emergency number.

**Due: August 24, 2023**

**Action:** The Board directed that Well #1 and Well #2 pumps both need to be evaluated as a priority for funding by the potential property tax levy.

**Due: September 18, 2023**

**Action:** The District should create a records file for easy access in emergencies. Mr. Glessner will find all records along with updated District map and bring to the Greenferry Office.

**Due: September 18, 2023**

**Action:** The Board directed Ms. Loader and the committee to work on the Local Improvement District (plus any Annexations) and report back to the Board. .

**Due: Ongoing**

Mr. Austin discussed the presentation for the Public Hearing on September 23 on the property tax levy. He thanked Vice Chair Dr. Stiger and Dr. Susan Stiger for their assistance with the Powerpoint.

## **NEW BUSINESS**

Mr. Austin presented the FY 2023-24 Preliminary Budget, including the impact of the levy on the budget. Mr. Grace noted with the Capital Improvement Plan (CIP) around \$3.7 million that a 10-year levy of \$400,000 is his recommendation. After discussion the Board set a public hearing for September 18, 2023 at 4:00 pm at the District office. Mr. Utz made a motion to approve the Preliminary Budget seconded by Mr. Grace.

**Action:** Mr. Austin will prepare the budget with \$400,000 in property taxes and publish the document for the public hearing on September 18, 2023.

**Due: August 30, 2023**

## **ADJOURN**

With no further business to come before the Board, the meeting adjourned at 6:15 pm.

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Carol Rassier, Chairperson

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John F. Austin, Manager, Debbie Swensen, Accountant

## 8/21/23 Greenferry Water System Report

### A. Water Production/Consumption update.

24,142,000 gallons produced by the wells during July 6<sup>th</sup> to August 4<sup>th</sup>. \*  
22,589,000 gallons registered through customer meters. This works out to  
779,000 gallons per day or 1,987 gallons per day, per customer.  
Unaccounted for water lost equals 1,553,000 or 6% (392 connections).  
\*The antennas from the pump house meters were moved during the A/C  
installation and the signal to the cellular network was too weak to record  
the readings over a period of a few days. The well production figure is an  
estimate.

15,318,000 gallons produced by the wells during July last year.\* 9,496,000  
gallons registered through customer meters. This works out to 511,000  
gallons per day or 1,304 gallons per day, per customer. This equals 38%  
unaccounted for water lost (392 connections). \*Note that the Bella Ridge  
reservoir overflowed at times due to controls issues. We also have 11  
meters not registering, 2 have been replaced so far.

20,474,000 gallons produced by the wells during July 2 years ago.  
16,683,000 gallons registered through customer meters. This works out to  
556,000 gallons per day or 1,422 gallons per day, per customer. This  
equals 18% unaccounted for water lost. (391 connections).

15,175,000 gallons produced by the wells during July 3 years ago.  
12,119,000 gallons registered through customer meters. This works out to  
404,000 gallons per day or 1,154 gallons per day, per customer. This  
equals 20% 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)

15,085,000 gallons produced by the wells during July 4 years ago.  
12,639,000 gallons registered through customer meters. This works out to  
395,000 gallons per day or 1,152 gallons per day, per customer This  
equals 16% 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. It has been determined that the Highland tank loses about 5,000 gallons per day. Aquadrone Marine just completed the cleaning and inspection of the Highland reservoir. Aquadrone Marine can likely repair these cracks. However, due to the substantial nature of the cracks, Aquadrone Marine would like an engineer to review and approve a repair plan. Please see the inspection video of these cracks at the following link:

[https://www.youtube.com/watch?v=TA9W3Mub\\_7w](https://www.youtube.com/watch?v=TA9W3Mub_7w)

2. Air conditioning keeping the pump house cool.
3. Greensferry bypass update (Ian/Roger).
4. Terraces Project update (Ian/Roger).
5. Generators update.
6. Well #3 update (Action Item list).
7. Bayshore Estates update (Action Item list)

**Ace Solutions**  
**Greenferry Water and Sewer District**  
**August 2023 Engineers Report**

**Terraces / Greenferry Bypass Project**

I met with the contractor on site to go over items that keep getting missed from the punch list. We met with Kent Landers, property owner at 431 Kelly Rd., he wanted grass installed on his north lot right away. I told him it would be later because it would not grow now, and he stated that he would likely just install gravel. We also met with the homeowners at 10236 & 10274 Riverview to discuss the gravel installed on their driveway. Andrew Ruiz was not there, and I tried calling him but no answer. The other guy pulled up as we were there, and I discussed with him what the problem was. He said the upper portion of the driveway did not have gravel prior to construction but did now and thanked us. The problem is the lower portion. They had just installed a course rock and now the contractor has installed a finer rock. I looked for evidence of course rock but did not see any. His biggest complaint was the unplanned shutdown of water. I added the course rock to LaRiviere's punch list.

**Well House Expansion**

I have nothing new on this.

**Well 1 & 2**

I have sent out request for proposals to two local companies to maintenance well # 2 by pulling the pump, inspect the screen, clean if necessary, provide well flow test then size a new pump no greater than 100 hp and install. I also asked Bigfoot to provide a cost to connect the new pump from well head to pump house, install vfd and necessary breakers.

We have estimated the total cost to be \$160,000.00. Add \$45,000.00 id screen deep cleaning is needed.

The request for proposals are due back August 30<sup>th</sup> and I will present the actual cost then. These cost will include several different contractors so we can expect multiple contracts.

I had a preliminary meeting wit IDEQ to discuss what they would need to see from us for submittal. They said they would need a Preliminary Engineering Report and we discussed what they would like to see in the report. I estimate our cost on this to be \$2500.00.

We will need to discuss if the district wants to provide their own project management of it you want ACE to include this in a work order.

### **Highland Reservoir leak test**

I have had one company respond to my request to scan the tank bottom. We have been working out requirements for them to work in a confined area. They will likely need to have their employee take a class. I think we are getting closer to a cost estimate.

### **Generator project**

I have attached a list of sizes and cost of generators installed for the well site, Greenferry booster and Bella Ridge booster. These costs were compiled in 2021 and we can expect they will be higher now. I am asking the board how they would like me to proceed with this.

## Advisory Committee Recommendations

1. Relaying Community Concerns
  - a. Community members will reach out to Committee members.
  - b. Board Meeting Minutes on website
  - c. Timing of information on invoices
  - d. Emergency contact info is not easy to locate on website. Can it be added to home page?
2. Water Operation Suggestions
  - a. WaterScope data and Member Accounts
    - i. Data update may be needed. Some accounts may be missing from WaterScope, others seem to be missing names and or addresses.
    - ii. Encourage members to join WaterScope
  - b. Well 1 Vertical Line Turbine Shaft (VLT) Pump
    - i. Consider adding solenoid valve to VLT to control water lubrication line. When well is not running, water runs back into well from line.
    - ii. Consider adding flow switch to protect the pump (ensure water lubrication of pump) in the event the solenoid valve fails.
    - iii. Well 1 Pump appears to be pulling low amperage – should be checked, may need adjustment.
  - c. Well 2 Amperage and Failure – Pump at Well 2 seems to be pulling high amperage, should be checked, may need adjustment. Could this have contributed to the recent pump failure?
3. Accessibility and Organization of Operational Material
  - a. Central location for various operational materials – should be accessible when needed.
    - i. Manuals, Schematics, As Built plans, Pump/Motor specs
    - ii. Log of updates, repairs
    - iii. Inventory List and location of parts
  - b. Materials need to be organized so information can be found. File could be organized by location/type, i.e.. Well 1, BR Booster, etc....
4. Review Contracts
  - a. Secondary reviewers
  - b. Provide suggestions drawing on experience.