

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
September 18, 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 (via Zoom)
Secretary/Treasurer, Ron Utz
Member, Rex Grace
Member Susan Sloyka

Staff in Attendance:

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

Guests in Attendance:

Mr. and Mrs. Kent Blanton, Kent Lunders, Scott Samways

PUBLIC HEARING – ON THE FY 2023-24 PRELIMINARY BUDGET

Chairperson Rassier then opened the public hearing on the budget at 4:06 pm.

Mr. Blanton asked about the \$400,000 in property taxes in the budget, as was discussed at the public hearing on August 23, 2023. Mr. Austin noted the levy is pending the Board's approval of the budget, as published and available on the website. Mr. Blanton asked that the adopted budget be placed on the website and Mr. Austin said he would do that. He also asked about the debt service line item and was it for the \$1.8 million bond issue for the Greenferry Terrace project. Mr. Austin said it was, as funded by the \$25/month Capital Reserve Fee. Additional discussion concerned the cash carry forward. Dr. Stiger discussed the amount of the budgeted capital expenditures, which Mr. Austin stated was the result of the cash carry forward of \$200,000 (as audited and determined by Accountant Stephanie Mueller) and the \$400,000 proposed to be levied. Dr. Stiger recommended that a detailed budget be developed for those capital expenditures. Mr. Grace agreed and recommended that he and Dr. Stiger meet with Mr. Austin and Mr. Glessner to develop a schedule for the Capital Improvement Plan (CIP) that the team had developed and the Board approved. Mr. Austin stated a cash flow analysis that's been discussed is a good starting point, including the funding of the Well #2 replacement as the first priority.

With no further comments from the public, Chairperson Rassier adjourned the public hearing at 4:55 pm.

NEW BUSINESS

The Board then unanimously approved the FY 2023-24 Budget, following a motion by Mr. Grace and second by Mr. Utz.

CONSENT AGENDA

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

The following action items resulted from the discussion:

Action: Ms. Swenson to cut a check to Ms. Valerie George account G0331 to refund \$120.00.

Due: September 22, 2023

Action Mr. Ian Kuchenski to get addresses of all broken meters in District.

Due: October 16, 2023

Action: Chairperson Rassier directed Mr. Ian Kuchenski to get an updated quote on the Office/Well House Fence in preparation for receiving grant money.

Due: Immediately

Action: Chairperson Rassier requested Mr. Glessner, Vice-chairman Bob Stiger and Mr. Bob Kuchenski to revisit pump house expansion and make a decision on how to proceed, while the \$24,000 in grant money is pending.

Due: October 16, 2023

The Board then approved the Consent Agenda unanimously.

OLD BUSINESS

The Board tabled the final costs for the Greensferry Terrace Project as the contractor has not completed the project.

Mr. Austin then provided the Community Advisory/Action Committee Report (attached). He reported the committee is looking for Board direction on the possible formation of a Local Improvement District (LID) for the Crystal Bay Road, Gull Harbor Road and Ironwood Road areas.

He stated a preliminary list of owners by Ms. Swensen showed nearly 50 current users, but that many more would likely be interested if the issue of fire flows is addressed with them. After discussion, the Board approved the preliminary costs of notifying the affected residents of a meeting to be held for the purpose of informing them of the benefits of the improvements and from forming the LID.

Action: The Board directed the committee to work on the Local Improvement District by notifying residents and holding a meeting to gauge their support.

Due: Ongoing

The Board then discussed the Well #3 project with Welch Comer and directed that the engineers complete their preliminary work and inform the Board of that, since the project is on hold pending funding.

Action: Mr. Austin will discuss the completion of the Well #3 project with Welch Comer.

Due: September 30, 2023

NEW BUSINESS - CONTINUED

The Board then discussed the Integrity Water Management Water Operator Agreement, with changes as proposed by the Board and those by Mr. Bob Kuchenski. The issue of minimum hours worked was discussed, and would be amended to Mr. Kuchenski's recommendation. The other issue was informing the District Manager when expending funds in an emergency, with the Board agreeing to the contract change recommended by Mr. Kuchenski. Mr. Grace then made a motion, seconded by Dr. Stiger to approve the agreement. The motion was approved unanimously.

Action: Mr. Grace will make the changes discussed for final execution of the agreement by the parties.

Due: September 30, 2023

The Board then discussed the Well #2 Preliminary Engineering Report and the work order from ACE Solutions. Mr. Grace made a motion, seconded by Mr. Utz, to accept the work order. The motion passed, with Dr. Stiger abstaining.

ADJOURN

With no further business to come before the Board, the meeting adjourned at 5:55 pm.

Carol Rassier, Chairperson

John F. Austin, Manager, Debbie Swensen, Accountant

9/18/23 Greenferry Water System Report

A. Water Production/Consumption update.

17,868,000 gallons produced by the wells during August 4th to September 6th. * 12,573,000 gallons registered through customer meters. Well production works out to 541,000 gallons per day or 1,380 gallons per day, per customer. Unaccounted for water lost equals 5,295,000 or 30% (392 connections).

15,480,000 gallons produced by the wells during August last year. 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 2 years ago. 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 3 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 4 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. 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.

August Activity Report

August 1, 3 & 4:

All pump stations checked for proper operations. All meters read. As previously noted multiple touch read meters have dead registers. The majority of the water system consists of 50 year old water meters. Many of the meters are difficult to read, or read low in the customers favor. As meters age, they tend to read lower in the customers favor due to mineral deposits and failing parts. The Board should discuss a plan to replace these aging meters, even if it is only a certain number per year. With that said, it may not be as simple as replacing these aging water meters. The meter sets are also 50 years old. Removing an old meter could break an old meter set. This means that the entire meter set and meter would need to be replaced at an estimated cost of \$5,000 for a 1 inch meter set.

August 8, 10 & 12:

All pump stations checked for proper operations. One turnoff posted on the 10th. The keys got locked in the pump house on Saturday, August 12th. We made an after hours service call to retrieve the keys from the pump house.

August 13, 15 & 17:

All pump stations checked for proper operations. On Sunday, August 13th, we receiving a phone call about a broken water meter that was spraying water. We than replaced the meter at 9303 Driftwood with a new meter. On the 17th we had problems with the Greenferry bypass. We discovered 4 feet of dirt in the valve can left by the contractor. The contractor is being billed for this service call.

August 21, 22, 23, 24 & 25:

All pump stations checked for proper operations. The monthly Bac-T sample was taken and turned into the lab. There were two Board meetings this week; the regular Board meeting on the 21st, and the Public Hearing on the 23rd. On the 24th well #2 faulted and had to be reset. On the 25th RC Worst changed the max amps on well 2. See the engineers report for more details on well 2.

August 13, 15 & 17:

All pump stations checked for proper operations.

Greenferry Water and Sewer District

September 2023 Engineers Report

Terraces / Greenferry Bypass Project

The contractor was on site, off and on, over the last two weeks. They did not notify me until they were done. I inspected their work, asked questions and I am satisfied they are complete with the final punch list.

We have discovered that there is a valve on the bank of the road near the Greenferry booster station that needs to be located. The contractor is scheduled to locate this valve the week of September 18th.

They still have the final work agreement task to complete, which is the hydroseed areas of the project. They are planning to get this completed by the end of October. We have scheduled for Tuesday the 19th to do the full tracer wire continuity testing. After all is confirmed, we will do a final walk-through with the contractor.

Well House Expansion

I have nothing new on this.

Well 2 new pump and flow testing

I have received the two estimates for work on well 2. I have broken them down for comparison. See attached.

There are several Tasks where the District can contract separately. If the District agrees, we will contact the separate companies to provide a work agreement.

We are working on the Preliminary Engineering Report for well 2 and will provide the District with a copy for review the week of the 18th. Once complete we will submit to DEQ for review. We expect to start the well 2 project with well shut down at the end of November.

Highland Reservoir leak test

We have provided the District with an estimate to perform bottom of tank radar scanning. No decision was made to move forward with this at this time. The estimated cost is \$5000. This includes one day scanning, confined area training and certification, per diem & mobilization. The District will need to have someone from the district on site the entire time.

The District operator has had Aquadrone Marine perform tank cleaning and video. The video has revealed several cracks in the bottom of the tank. They have suggested the District install a patch over the cracks. We have reviewed the specifications for the product suggested and agree it would benefit the tank but recommend the District wait until the full tank bottom scanning is completed.

Generator project

The District has asked that we look into the cost of installing a temporary manual generator connection until the well house expansion has been completed. We will schedule Bigfoot Technology to meet at the well house to discuss. We have nothing more to report at this time.

Advisory Committee Minutes September 11, 2023

Committee Attendance:

Chairperson Sarah Loader, Dr. Bob Stiger, Steve Tanner, Pat Bethke, Manager John Austin introduced themselves to the Committee. Mike Reynolds was absent.

Meeting Minutes:

The minutes of the previous meetings were approved as submitted to the Board of Directors. It was decided that Mr. Austin would prepare the future minutes on behalf of the Committee for the Board.

Funding Options:

U.S. Department of the Interior Bureau of Reclamation Water Smart Grants: Water efficiency grants for the Smart Meters to replace the aging and the non-working meters are available with 50% match up to \$100,000 within two years. Lining the reservoir might be eligible as well. Ms. Loader will follow up with the Bureau to see if the LID project (discussed below) would qualify. Ian and Bob Kuchenski will be asked to give us a list of the worst meters, especially those not being read.

Other Potential Options include Idaho Department of Water Resources for an aging infrastructure grant, 33% of the total costs.

Local Improvement District (LID) on Crystal Bay Road. It was decided the next step is to determine the properties affected. Ms. Loader will contact title companies to help get the list, to be included with those that are currently served. Once the list is assembled, a letter would go to each property to gauge their interest in the LID. A planning grant from DEQ could also help offset the cost of engineering for the project.

On New Business Ms. Loader suggested looking at our fee structures, including the costs for staff to work on property transfers (currently \$200),

The Committee chose October 9th for next meeting at 6 pm.