

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
April 15, 2024 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

Member, Rex Grace

Member Susan Sloyka

**Staff in Attendance:**

Manager, John Austin

Accountant Stephanie Mueller

Operator, Bob Kuchenski

Operator, Ian Kuchenski

**Guests in Attendance:**

Sarah Loader

Randy Whitt

**PUBLIC COMMENTS**

Mr. Whitt asked about the assessment for property taxes on his property at 8457 Granite Point Road. He said he has a well and no access to the water system. He said when he inquired about it in 2013 he was told it would be in excess of \$10,000 to connect him, plus the cost of connection. Mr. Austin stated the reason the District imposed the property tax is that all properties in the District benefit from the supply of water the District provides in the event of a wild fire. This applies whether the property owner is connected to the water system or not. He said one relief from the property tax would be to request that his property be de-annexed from the District. Mr. Whitt asked what would happen then if he later had access to the system and Mr. Austin said he could request to be annexed at that time. The Board directed that Roger Glessner determine the costs to hook up Mr. Whitt, if that's an option, and see if that would eliminate the need to have service lines in the river at that location.

**Action:** Staff will determine the cost and benefit of a service main at Granite Point Road

**Due Date:** May 20, 2024

**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 (attached)
- Engineers Report (attached)
- Financial Report, Invoice and Delinquent List Approval

- Approval of the Meeting Minutes of the February 19 and 27, 2024 meetings
- Action List – Projects/Issues and Timelines For Action

The Board then took the following action:

**Action:** Staff will continue to work on the issues outlined by Mr. Grace on behalf of Mr. Glessner, including contracting for the construction of the generator pad (\$8,864 quote from Calm Water Construction), testing of Well #2 and expansion of the pump house after quotes on the project are received.

**Due Date:** May 20, 2024

The Consent Agenda was then approved unanimously.

## **OLD BUSINESS**

Ms. Loader then provided the Community Advisory/Action Committee Report (minutes attached). She stated the SWEP grant was still on track and noted the second submittal was in July 2024 if the Board wants to apply for a second phase. She then said Steve Tanner had inquired of the Idaho Department of Environmental Quality (DEQ) about the request for a new assessment of the system. He said Mark Elliot of DEQ plans to update our previous assessment in FY2025 (starting July 1, 2024). She then stated the Committee will tour the District facilities on June 11th at 3 pm ahead of the next Advisory Committee meeting and invited members of the Board to join them. Mr. Austin reminded them that if more than two members of the Board attended it would require a notice of a public hearing. Chairperson Rassier asked Board members to let her know who would be interested in the tour and for staff to coordinate with the Water Operator and Engineer on the tour.

**Action:** The Board will inform Ms. Loader of their intentions to tour the District on June 11<sup>th</sup>.

**Due Date:** May 20, 2024

## **NEW BUSINESS**

Mr. Ian Kuchenski gave an update on the fence issues at the office (Idaho Fence is working on it) and provided a quote to do the Greenferry Booster Station site. Mr. Austin noted the replacement and/or moving of the Station is not slated in the CIP until year 9 so fencing now would make sense. The Board then directed that Idaho Fence be retained for the job for their bid of \$6,162.21, after they have satisfied staff on the issues at the office site, following a motion by Mr. Grace and second by Dr. Stiger. The Board then tabled the issue of the security cameras to the May meeting.

**Action:** Idaho Fence will provide a fence at the Greenferry Booster Station.

**Due Date:** May 20, 2024

Mr. Austin then discussed the open meeting laws, per the request of Dr. Stiger. Ms. Mueller stated she would send the Attorney General's Open Meeting Law Manual to the Board.

The Board also requested that Mr. Glessner complete a survey of the easements in Greenferry Terrace and also at the Tanglewood Reservoir site.

**ADJOURN**

With no further business to come before the Board, the meeting adjourned at 5:38 pm.

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Carol Rassier, Chairperson

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John F. Austin, Manager

# 4/15/24 Greenferry Water System Report

## A. Water Production/Consumption update.

2,405,000 gallons produced by the wells during March. This works out to 78,000 gallons per day or 199 gallons per day, per customer. (392 connections).

3,729,000 gallons produced by the wells during March last year. This works out to 120,000 gallons per day or 305 gallons per day, per customer. (392 connections).

2,505,000 gallons produced by the wells during March 2 years ago. This works out to 81,000 gallons per day or 207 gallons per day, per customer. (392 connections).

2,728,000 gallons produced by the wells during March 3 years ago. This works out to 88,000 gallons per day or 238 gallons per day, per customer (370 connections).

2,177,000 gallons produced by the wells during March 4 years ago. This works out to 70,000 gallons per day or 201 gallons per day, per customer. (350 connections)

2,459,000 gallons produced by the wells during March 5 years ago. This works out to 79,000 gallons per day or 231 gallons per day, per customer. (343 connections)

## B. General issues.

1. Shop cleaned up and organized.
2. Wells 1 & 2 pumps update (main agenda, Roger).
3. Pump house expansion & generator update (Roger).

## **Greenferry Water and Sewer District**

**April 2024**

### **Engineers report**

#### **Well 2 project**

The well two pump has been installed, tested and we are waiting for final approval from DEQ. We have taken the required water samples and have received a Coliform Bacteria test back with a negative result. The remainder of the water test will take several week to complete.

WE will be talking with DEQ this week to see if we can start pumping to the system and if so, we will finish setting up the vfd.

We will be submitting a completed well 2 pump and vfd plan and specification to DEQ this week.

#### **Well 1 project**

This project has been put on hold until next fall.

#### **Well house electric service upgrade project:**

Bigfoot Technical Services has been working with Kootenai Electric Cooperative, KEC, to coordinate with the install of the 400 amp service and future transfer switch needed for the generator install. A date for install has not been set at this time.

#### **Generator project:**

The used generator the district purchased has had the fuel tank cleaned, painted and reinstalled. The generator is ready for delivery. We will deliver the generator after the electrical conduit and generator pad have been installed.

Contractor JADE has provided a cost to perform excavation, backfill and compaction and construction of the generator pad. The district is seeking another cost proposal for comparison.

KEC recently changed their position on who will excavate and install a portion of the service line conduit and cable. We are still working through this and hope to have it sorted out the week of 4-15.

We recently had a private company provide utility locates around the district pump house in preparation for the generator and well house expansion project. We have located the main water line leaving the pump house and see that it is located directly under the location for the generator. For future replacement and upsizing of this water main we will need to re-locate the water main.

### **Pump House expansion:**

We have revised the pump house expansion plans and added the recent utility locate information. The plans are being reviewed for construction cost. We will be submitting the plans to DEQ this week for review.

The district might want to decide to install a new, upsized water distribution main with this project. It could be done at a later date but will require digging under the foundation at that time.

### **Highland Reservoir:**

We have reached out to contractors for updated cost to repair tank cracks, install a liner or sealer and to scan the bottom of the tank for cracks and voids.

We contacted GPRS to perform the Ground Penetrating Radar need for rebar placement and potential voids. They are re-establishing the project needs and certifications and will get us an updated cost proposal soon.

We have also contacted Aqua Drone who is the contractor the district uses for tank inspections and cleaning. They are putting together a proposal to clean, repair cracks and install a tank liner/sealer. We hope to see this proposal soon.

**ADVISORY COMMITTEE  
MINUTES  
April 9, 2024, Office and Via Zoom 4:00 PM**

Attendance:

Dr. Bob Stiger, Board Member, Manager John Austin, Mike Reynolds, Sarah Loader and Steve Tanner were in attendance.

Advisory Committee Meetings

Ms. Loader asked if the times/dates are working that we can plan on this for the time being and the group agreed the second Tuesday at 4 pm works well. She noted the next meeting (May 14th) could have a Zoom option if the group wanted. Mr. Austin said it's no problem to schedule the Zoom meeting to ensure all members can participate.

SWEP

The group discussed the Round 1: Applications, still under review until May 2024 and the 90-day countdown to the Round 2 due date. Applications are being accepted until July 9, 2024. Ms. Loader advised that the Committee should begin the application for Round 2 as we await the award for Round 1 and the group agreed.

Source Water Assessment

The Committee heard an update from Mr. Tanner about the request for a new assessment of the system. He said IDEQ/Mark Elliot plans to update our previous assessment in FY2025 (starts 7/1/24). He said IDEQ will contact us when they plan to start work. He said the District will need to provide our current test pumping info & hydro geological reports at that time. Dr. Stiger suggested hiring a hydrogeologist as needed to help with the process.

Board Meeting Summary

Ms. Loader asked about the reporting of the Committee's actions to the District Board. Mr. Austin suggested that the Committee receive the draft minutes of the Board meetings when the Board receives them. Dr. Stiger said he'd recommend that to the Board at their next meeting.

Cybersecurity Funding

Ms. Loader stated she had tried to contact BSU professor Kody Walker on the cyber issue and if any funding was available. She also visited the website <https://www.epa.gov/waterresilience/cybersecurity-funding>

## Facility Tour

The Committee discussed the tour and set the date for June 11 at 3 pm ahead of the next Advisory Committee meeting. Dr. Stiger will invite members of the Board to attend and Mr. Austin will determine if it is a public meeting.

## Other Business

The Committee discussed the possibility of doing a septic management program and recommended a link on the website to the Panhandle Health District site. Mr. Tanner stated it may be possible to have the Board take action on the issue at their next meeting. Septic tanks could be monitored and have a requirement to be pumped out on a regular basis.

## Board Report

Ms. Loader said she'd have the report ready for the Board's meeting.

The meeting adjourned at 5:50 pm