

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
July 15, 2024 4:00 PM, at the District Office**

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:

John Austin, Manager
Stephanie Mueller, Accountant
Roger Glessner, Engineer
Bob Kuchenski, Water Operator
Ian Kuchenski, Water Operator via Zoom

Guests:

Sierra Jordan, Advisory Committee Chairperson
Mike Reynolds, Advisory Committee

CONSENT AGENDA

Dr. Stiger made a motion to approve the Consent Agenda. Ms. Sloyka 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 Minutes of the June 17 and July 8, 2024 meetings
- Action List – Projects/Issues and Timelines For Action

The Board then took the following action:

Action: Mr. Utz will analyze the financials and meet with staff as necessary to assist with the analysis.

Due Date: August 19, 2024

The Consent Agenda was then approved unanimously.

OLD BUSINESS

Ms. Jordan then provided the Community Advisory/Action Committee Report. Ms. Jordan said she is working with Mr. Austin and Mr. Ian Kuchenski on the final aspects of the grant award to upgrade 99 meters in the District.

Mr. Austin commended her and Mr. Ian Kuchenski, including the latter's work on identifying the coordinates of each of the 99 meters, as required for the NEPA on the grant.

Action: Mr. Austin will work with Ms. Jordan on the Phase I award.

Due Date: August 26, 2024

Mr. Glessner then discussed the Well #1 and #2 projects, stating the replacement motor in the latter has been reinstalled. He recommended that the Well remain offline for now unless it is needed. He noted RCWorst believes an electronic filter may be needed to ensure the new motor is under warranty against another failure. Staff will review the need for the filter and get quotes on it.

Mr. Glessner then updated the Board on the Well House Expansion, noting the specs were being readied, including running the 10" main to the main line in Kelly. He noted there is only one bid at this time, for over \$100,000. Staff was advised that there may be an additional contractor to bid on the project. Mr. Austin noted there is the DEQ grant for \$24,000 to offset some of the overage in the bid from the initial estimate.

Mr. Glessner then noted the backup generator delivery went well and KEC and Bigfoot will complete their electrical later in July.

Mr. Austin discussed the Crossflow Connections and the results of the letter sent out to those who were not in compliance. The Board directed that a letter go out to those who are still not in compliance and to advise them their water will be turned off if not in compliance on August 26, 2024 after Board action on the matter.

Action: Staff will send a letter to those in non-compliance, with a notice of shutoff if not in compliance at the time of the next regular Board meeting.

Due Date: August 1, 2024

Mr. Austin then discussed the Capital Improvement Plan, and funding for the Highland Tank Evaluation/ Repair. He stated the evaluation will help to determine the funding required for the repair of the reservoir and noted it's a high priority for the Board.

Action: Staff will review the evaluation of the Highland Tank and prepare an estimate of the cost of repair and its timeline for completion.

Due Date: August 31, 2024

Mr. Austin then discussed the issue of the De-annexation Requests, including a letter to applicants. The Board approved the letter and recommended it be sent out to anyone requesting de-annexation.

Action: Staff will send the de-annexation letter to those requesting de-annexation, after review by the Board.

Due Date: July 31, 2024

NEW BUSINESS

The Board then discussed officially creating a Production Committee. Mr. Grace and Mr. Stiger would serve on the Committee with Mr. Austin present to record the minutes of the meetings. Those would then be provided to the Board under the Consent Calendar of the next meeting.

The Board then discussed moving the monthly meetings to the fourth Monday of each month, in order to better facilitate receiving all documents of the meeting by the third Monday each month. The Board then approved moving the meeting to the fourth Monday of each month, beginning in August.

Action: Staff will list the new meeting dates on the website and send an email and text message to those on the website.

Due Date: July 31, 2024

The Board then approved the Certification of Delinquent Accounts and authorized Mr. Austin to sign the certification letter and to present it to the County Treasurer on July 31, 2024, after first checking the mail or drop off box to see if any payments toward the list had been made, following a motion by Ms. Sloyka and second by Mr. Utz.

Action: Staff will send the Certification of Delinquent Accounts to the County Treasurer after verifying the amount of the delinquent accounts.

Due Date: July 31, 2024

The Board then approved the high-pressure repair request from Brittney Jensen, for the costs of the shower head and sprinkler repair but not the PRV valve, following a motion by Mr. Grace and second by Ms. Sloyka

Mr. Austin then presented the FY2024-25 Preliminary Budget and set a public hearing for August 19, 2024 at 4:00 pm at the District Office, following a motion by Dr. Stiger and second by Mr. Grace.

Action: Staff will send the FY 2024-25 Preliminary Budget to the Press.

Due Date: July 31, 2024

ADJOURN

With no further business to come before the Board, the meeting adjourned at 6:55 pm.

Carol Rassier, Chairperson

John F. Austin, Manager

7/15/24 Greenferry Water System Report

A. Water Production/Consumption update.

13,247,000 gallons produced by the wells during June. 10,173,000 gallons registered through customer meters. This works out to 318,000 gallons per day or 809 gallons per day, per customer. This equals 23% unaccounted for water lost (393 connections).

14,909,000 gallons produced by the wells during June. 13,832,000 gallons registered through customer meters. This works out to 481,000 gallons per day or 1,227 gallons per day, per customer. This equals 7% unaccounted for water lost (392 connections).

7,497,00 gallons produced by the wells during June last year.* 6,647,000 gallons registered through customer meters. This works out to 208,000 gallons per day or 531 gallons per day, per customer. This equals 11% unaccounted for water lost (392 connections). *Note that the Bella Ridge reservoir overflowed at times due to controls issues.

15,475,000 gallons produced by the wells during June 2 years ago. 14,708,000 gallons registered through customer meters. This works out to 474,000 gallons per day or 1,324 gallons per day, per customer. This equals 5% unaccounted for water lost. (358 connections).

9,071,000 gallons produced by the wells during June 3 years ago. 6,225,000 gallons registered through customer meters. This works out to 208,000 gallons per day or 594 gallons per day, per customer. This equals 23% 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)

B. General issues.

1. 12 cellular meters on Michael Way did not report data. Data stored in meters for 45 days. Working on plan to report data in weak cell coverage area.
2. Replaced 6 meters & installed new meter in Bella Ridge.
3. Review & approve security camera options (main agenda).
4. Lead/Copper service line issues (main agenda).

Greenferry Water and Sewer District

July 2024

Engineers report

Well 2 project

We recently put well 2 pump on line. There are still some minor program adjustments that will be made right away.

Well 1 project

This project has been put on hold until next fall. ACE will submit the PER for this project to DEQ next week. We anticipate performing the well testing and pump replacement in the winter of 2025.

Well house electric service upgrade project:

Bigfoot Technical Services has installed the wire and is waiting for a scheduled time with Kootenai Electric to switch the power feed over.

Generator project:

The generator was delivered and set on the pad. We received comments from DEQ on the type and size of the fuel tank. We are working to gather this information and plan on submitting it back to DEQ the week of the 15th. We are working with Kootenai Fire and Kootenai Electric to determine the average outage time within the district. This is also a request of DEQ.

Pump House expansion:

There is no change on this project. I have included last month's notes for reference.

We have not received any bids for the pump house expansion yet. Currently there are two contractors looking at them. I have added the future water main to the plan showing it stubbed out under the new foundation and past the electrical conduit to avoid digging up the area later. I have had a meeting with DEQ on this so they understand our construction process while the review the plans and specifications.

Highland Reservoir:

I filled out the GPRS formal quote information and they have provided the quote. I informed them that this project is scheduled for later this fall. I sent the quote to the board for review.

They require a certified confined space person on site when they perform their work. I have talked to Aqua Drone, and they said they can provide this for us.

Meter Replacement Phase 2:

We revised the grant application and gathered the new meter location information. This project has been put on hold for now.

**ADVISORY COMMITTEE
MINUTES
July 2, 2024, District Office and Via Zoom 1:00 PM**

Attendance:

Manager John Austin, Sarah Loader, Steve Tanner and Engineer Roger Glessner and Cammy Silva from ACE Solutions were in attendance.

SWPP

The group discussed the grant's Phase II, due on July 9, 2024. Ms. Silva presented the latest updated grant, with 38 meters to be upgraded, mostly on Driftwood. Ms. Loader discussed the elements of the grant that were discussed with the Bureau, including the budget. He said the Board had agreed to move their special meeting from July 10th to July 8th, so they could consider and approve the Resolution 2024-01 committing the District's share of \$100,000. He said he would provide the signed Resolution after the meeting to Ms. Silva so it could be included in the application.

Mr. Austin then discussed the Phase I kickoff meeting with the Bureau, slated for the next day, July 3rd and that he would attend and see what was needed to complete the pre-award requirements. He said he had submitted some of the documents requested, including being designated as the Authorized Representative for the Grant.

DEQ Water Protection Grant

The Committee heard an update from Mr. Austin about the District's request for a grant to help fund a septic management program. Septic tanks could possibly be monitored and have a requirement to be pumped out on a regular basis. He said he just made the deadline for the June 30th submittal and believes it's a sound application.

The meeting adjourned at 2:56 pm