

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
August 25, 2025 4:00 PM, at the District Office and Via Zoom**

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

**Additional Board of Directors in Attendance:**

Vice Chairman Dr. Bob Stiger  
Secretary Treasurer Susan Sloyka  
Director Sarah Loader

**Staff in Attendance:**

John Austin, Manager  
Roger Glessner, Engineer  
Bob Kuchenski, Water Operator  
Ian Kuchenski, Water Operator (Via Zoom)  
Stephanie Mueller, Accountant (Via Zoom)  
Debbie Swensen, Accountant

**Guest:**

Tony Mason, Auditor, (Via Zoom)  
Steve Tanner, Advisory Committee (Via Zoom)  
Liza and Chris Lee, Residents  
Pat Bethke, Advisory Committee  
Rex Grace, Advisory Committee (Via Zoom)  
Jim Larson, Resident

**NEW BUSINESS**

Mr. Lee discussed the new hookup request he has been wanting for many years to get. They have a well but are wanting a hookup from the District. Mr. Austin asked if other non-used hookups could be substituted while the water facility plan is being updated to allow for additional hookups. The Board will further discuss this at their next meeting.

**PUBLIC HEARING – FY 2025-26 BUDGET**

Chairperson Carol Rassier opened the public hearing on the FY 2025-26 budget at 4:05 pm. Mr. Grace asked questions about the budget items, accounting, billing and capital funding. The Board also discussed a higher rate for those above 100,000 gallons, which is under discussion later on the agenda.

With no further comments from the public the hearing was closed at 4:33 pm.

**NEW BUSINESS (continued)**

The Board then approved the FY 2025-26 Budget following a motion by Ms. Sloyka and second by Ms. Loader.

The Board then heard from Mr. Matson on the FY 2023-24 audit. He presented graphs and other information on the audit. He thanked the accountants and manager for their work on the audit. He noted the unrestricted assets of over \$500,000, which represents over a years' reserve to cover operations, which is a very healthy reserve. After discussion, the Board approved the audit, following a motion by Ms. Sloyka and second by Dr. Stiger

Chairperson Rassier then introduced Mr. Bethke and Mr. Larson, who are interested in working with the Board in some capacity. Ms. Loader informed Mr. Larson on what the Advisory Committee does and how that is an important function advising the Board of Directors. After discussion, the Board appointed to Mr. Larson, along with Mr. Grace who attended the previous meeting, to the Advisory Committee.

The Board then appointed Mr. Bethke to the Board, after nomination from Ms. Loader. He was approved following a second by Ms. Sloyka. Mr. Bethke then joined the Board for position 4. He will also replace Mr. Grace on the Mountain West bank account.

## **CONSENT AGENDA**

Dr. Stiger made a motion to approve the Consent Agenda. Ms. Loader seconded it. Discussion ensued on the following issues:

- Water Operator Report (attached)
- Engineers Report (attached)
- Advisory Committee Report (attached)
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the May 27 and 29 and June 3, 2025 meetings
- Action List, CIP – Projects/Issues and Timelines

**ACTION:** Staff will perform 2 quarters of toluene monitoring, with the first sample taken between July 1 - Sept 30 and the second quarter between Oct 1 and Dec 31st. Staff will also work with DEQ to evaluate if the source of toluene could have been from the recent pump installation, with additional monitoring to be determined on the results of the two quarterly samples and evaluation.

**DUE DATE:** December 31, 2025

The Consent Agenda was then approved unanimously.

## **OLD BUSINESS**

The Board then discussed the SWEP grant and the revised meter list as developed by Ms. Loader. The Board approved the acquisition of the meters for replacement up to the 239 not needing excavation. Mr. Austin will use the data to re-apply for the grant, which has been approved. Mr. Glessner will update his map to show the location of the meters on the list. He also thanked Ms. Loader for all of her work with Mr. Ian Kuchenski on ensuring the accuracy of the meter list.

The Board then discussed the Reasonably Anticipated Future Needs update. Mr. Tanner asked about the reason for the facility plan being updated and Mr. Glessner said it's a DEQ issue before additional hookups can be approved.

Mr. Austin said Bob Haynes will update the RAFN plan to secure the RAFN approval. As noted at the last meeting, having this approval is important, even if there is little to no growth in the District moving forward.

Mr. Austin said he's been in contact with the Environmental Attorney on reaching out to the developer of the Bayshore development and is awaiting the attorney's recommendation of wording the message. Ms. Sloyka then provided a narrative from a concerned resident that contained a timeline for the Bayshore development, plus an opinion on the issue. Mr. Austin said he would provide the timeline and opinion to the attorney and follow it up with a phone call.

**ACTION:** Mr. Austin will contact and work with the Environmental Attorney on reaching out to the principals with the Bayshore Development and will provide the information as noted to the attorney.

**DUE DATE:** September 1, 2025

The Board tabled the discussion of the drop box until the September 8, 2025 meeting.

The Board then reviewed the quote from Mr. Glessner on updating the water facility plan for \$5,200. After discussion the Board approved the quote.

The Board tabled the discussion of the water rates for excess usage until the September 8, 2025 meeting.

The Board then discussed having a special meeting for an executive session for the staff contract renewals. They then set the session for September 3, 2025 at 11:00 am at the office, with only the Board to attend.

## **ADJOURN**

With no further business to come before the Board, the meeting was adjourned at 6:33 pm following a motion by Dr. Stiger and second by Ms. Loader.

## 8/25/25 Greenferry Water System Report

### A. Water Production/Consumption update.

Undetermined gallons produced by the wells during July.\* 16,929,000 gallons registered through customer meters. This works out to 529,000 gallons per day or 1,346 gallons per day, per customer. (393 connections).

\*The well meter failed on July 19<sup>th</sup>. No further well readings in July.

20,817,000 gallons produced by the wells during July last year.  
15,803,000 gallons registered through customer meters.\* This works out to 510,000 gallons per day or 1,298 gallons per day, per customer. This equals 5,014,000 gallons or 24% unaccounted for water lost (393 connections).

\*Multiple cellular meters on Michael Way were not reading, new, stronger antennas have arrived and were installed.

24,142,000 gallons produced by the wells during July 2 years ago.\*  
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 3 years ago.\*  
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 5,822,000 gallons or 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 4 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 3,791,000 gallons or 18% unaccounted for water lost. (391 connections).

15,175,000 gallons produced by the wells during July 5 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 3,056,000 gallons or 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)

B. General issues.

1. DEQ requires well #1 samples Toluene. All tests have passed, except that we are still waiting for the radiological results. Toluene was detected at .58 ug/L with a minimum detection level of .50 ug/l. The Maximum Contaminant Level allowed is 1,000 ug/L. DEQ is now allowing us to operate well #1.
2. Well #2 has been maintaining reservoir levels. Reservoir lower in the early morning and recover by mid morning.
3. Annual samples due by the end of September.

## **Greenferry Water and Sewer District**

**August 19, 2025**

### **Engineers report**

#### **Well 1 project:**

DEQ has approved the use of this well

#### **Highland Reservoir:**

Aquadrone Marine is asking for an update for scheduling the installation of the liner in the reservoir. We had moved the date to this October but did not have anything firm. ACE will need to get a preliminary engineering report to IDEQ prior to the start date.

#### **Well site generator fuel tank:**

We received a payment receipt for the 1000-gallon fuel tank from Diversified Systems Idaho for

\$7659.40. The receipt date is 8/15/2025

The increase from original estimate is due to shipping cost. At delivery, there will need to be a forklift on site to unload the tank. The delivery date has not been determined yet.

The quote included:

1000 gallons

Double wall UL 142 certified

Skid mount

Float gauge

Vents

Fill cap

The district might want to consider installing the concrete pad for the tank prior to delivery.

#### **Well house expansion:**

I checked permit number COM24-0032 and it is still an open permit. John will need to contact the county to see when they will finalize the permit.

#### **Updating the Facility plan:**

ACE has provided the district with a cost to update the facility plan. This includes maps, exhibits, and the hydraulic model. ACE will start as soon as the district gives approval.

The reason for the updated facility plan is to demonstrate to IDEQ the ability of the district to provide additional meters. Currently the system is limited to 400 meters.

**Updating the SWEF grant meter location map:**

ACE received the updated meter location data this week. We will be going through the information and providing an updated meter replacement map to be re-submitted for grant funding.

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE ADVISORY COMMITTEE  
Tuesday, August 12, 2025, 3 P.M.**

**CONVENE AND ROLL CALL**

Committee Members Pat Bethke, Susan Sloyka, Steve Tanner and Sarah Loader were in attendance. Also in attendance was District member Rex Grace.

**NEW BUSINESS**

Advisory Committee Members welcomed Rex Grace to the meeting and were supportive of him joining the Committee.

**Recommendation:** Members request Mr. Grace's appointment to the Committee by the Board.

The Members discussed potential alterations to their meeting schedule and decided to continue meeting on the 2<sup>nd</sup> Tuesday, but will end meetings at 4:30 p.m. with items not discussed moved to the next meeting. A question was raised regarding options to use email for Committee discussion & recommendation topics and what was permitted considering Idaho's Open Meeting Laws. Members suggested inquiring with the District's Attorney.

**Recommendation:** Consult with legal counsel regarding open meeting law requirements for subagencies under the Board.

The District's website was discussed and Members noted seeing out-of-date information posted on it. Members discussed pros and cons with the current website verses a new website. The Well-Dressed Walrus, a local website company used by North Kootenai Water & Sewer District (NKWSD), was mentioned and Mr. Tanner advised he would contact NKWSD for a review of their web company. Members discussed the need for a list of desired website features. Ms. Loader shared recent information from the District Manager regarding a potential option for advanced website features through Rural Water. Members felt this option should be investigated.

**Recommendations:** Develop a list of desired website features. Direct Manager to audit the District's current website and ensure information is accurate. Direct Manager to follow-up on advanced website options through Rural Water.

Members reviewed the District's classification of parcels within the District's boundary including those included in the tax levy that are not connected and do not have proximity to hydrants and water service mains. Members discussed benefits to having an organized database that includes all parcels within the District. They also discussed a District audit of parcels to confirm Capital Reserve Fees are applied consistently for fairness reasons. There was a report of at least one parcel believed to be within 300 feet of a hydrant or service main not being charged Capital Reserve Fees.

**Recommendation:** Audit parcels within District boundary to ensure the District's policies on Capital Reserve Fees are applied evenly to affected properties.

The NKWSD cellular meter project was briefly discussed. Members were informed of a webinar discussing the NKWSD meter project, and were encouraged to watch it for discussion at the next Advisory Committee meeting.

Members discussed NKWSD and Greenferry water use fees, high water use, and encouraging water conservation through education. Additionally, the District's own meter project and concerns with some cell meters not providing consistent reads were discussed.

**Recommendations:** Review fees for high water use, ~100000 gallons a month, and consider policy change for high use. Address non-reading cellular meters. Encourage Waterscope sign-up when interacting with customers.

## **OLD BUSINESS**

Ms. Loader provided an update on District changes. Members were informed on the recent Board vacancy and the new Board meeting schedule.

Ms. Loader provided a brief update on the status of the District's current grant work including grants for the Fence installation, the Well House expansion, SWEP meter grant, and the anticipated APB transducer grant. The District's past facility planning grant was discussed and a question regarding whether the planning grant could be used for updating a current facility plan was asked. Members then discussed the facility plan updating work. Mr. Tanner shared that the facility plan update is needed for the District to move forward with approval for the RAFN application for additional water rights with the Idaho Department of Water Resources.

**Recommendations:** Confirm DEQ planning grant options. Request quote from Welch-Comer and ACE Solutions for updating the facility plan.

Members decided to move discussions on the Sensitive Aquifer Recharge Area (SARA) and Reasonably Anticipated Future Needs (RAFN) to their September 9<sup>th</sup> meeting.

## **ADJOURN**

The meeting adjourned at 4:47pm.