

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
September 23, 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  
Secretary Treasurer Ron Utz  
Member, Rex Grace  
Member Susan Sloyka

**Staff in Attendance:**

John Austin, Manager  
Roger Glessner, Engineer  
Bob Kuchenski, Water Operator  
Ian Kuchenski, Water Operator Via Zoom

**Guests:**

Sierra Jordan, Advisory Committee Chairperson  
Mike Reynolds, Advisory Committee  
Penny Jane Morgan Via Zoom

**CONSENT AGENDA**

Ms. Sloyka made a motion to approve the Consent Agenda. Dr. Stiger 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 August 26, 2024 meeting
- Action List – Projects/Issues and Timelines For Action

The Board then took the following action:

**Action:.** Mr. Bob Kuchenski will direct the vendor to install the security camera.  
**Due Date:** October 15, 2024

The Consent Agenda was then approved unanimously.

**OLD BUSINESS**

The Board then denied the second high-pressure repair request from Brittney Jensen, for the costs of her faucet as it was not within the original request. Mr. Austin will notify Ms. Jensen of the denial.

The Board discussed the Well #1 Replacement Motor, with a 2-4 week timeline to receive the repaired motor. It will be installed and tested in the spring of 2025, once funds are received in early 2025.

Mr. Glessner updated the Board on the Well House Expansion now underway by Calm Water Construction. He said he is submitting the plans and specifications to DEQ for approval, and is awaiting the public works license confirmation from Calm Water to submit as well.

The Board approved paying the Hanson NSF based on the extended timeline to cash their check, following a motion by Dr. Stiger and second by Mr. Utz (Chairperson Rassier voted yes when Ms. Sloyka and Mr. Grace voted no).

The Board then discussed the Bayshore Development, including their meeting with the Aquifer Protection District Board. Mr. Austin noted the advice of legal counsel Zachary Jones that the Conditional Will Serve Letter needs to be sent to the developer's representative in a timely manner, but no later than the Board's next regular meeting. The Board then discussed the Letter, with Mr. Austin presenting it with comments from Board members. Dr. Stiger asked that language be included to inform the developer of the Board's continuing concerns about the impact of the new homes on the District's water source. Also, that the District is looking to implement a District-wide septic management policy, to further protect the water source. The Board agreed the language is not a condition of the Will Serve Letter but instead informational to the developer and would be included in any such discussions with others wishing to connect to the system (of which there are three pending applications). Ms. Sloyka and Mr. Utz offered to attend the next APDB meeting on October 2, 2024.

## **NEW BUSINESS**

Mr. Austin then discussed the FY 2022-23 Audit. He noted the auditors were not available to present the audit at this time. He said they would reduce their fee by \$500 if he would present the audit. The Board agreed and then reviewed the audit. Mr. Austin noted three findings and recommendations: 1) A second staff person should review the journal entries each month after their prepared by Stephanie Mueller, which Mr. Austin said would be done, 2) A staff person should initial the bank reconciliation after its preparation, which Mr. Austin also said would be done and 3) staff should work to complete the audit process within 9 months of the end of the fiscal year, or August 31<sup>st</sup> of each year. Mr. Austin said that would be a priority for the accountants in preparing the FY 2023-24 Audit.

The Board then discussed the Septic Management Program and developing a policy as referenced by Dr. Stiger. Mr. Austin stated the City of Dalton Gardens was now a client and they have such a policy. He said he would ask the Mayor for the policy so it can become the basis of the new District policy.

**Action:**. Mr. Austin will request a copy of the City of Dalton's septic management policy.

**Due Date:** October 15, 2024

**ADJOURN**

With no further business to come before the Board, the meeting adjourned at 6:20 pm.

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Carol Rassier, Chairperson

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John F. Austin, Manager

## 9/23/24 Greenferry Water System Report

### A. Water Production/Consumption update.

17,422,000 gallons produced by the wells during August. 13,343,000 gallons registered through customer meters.\* This works out to 460,000 gallons per day or 1,170 gallons per day, per customer. This equals 4,079,000 gallons or 23% unaccounted for water lost (393 connections).

\*Some cellular meters on Michael Way are not reading, as the last of the new, stronger antennas are being installed.

17,868,000 gallons produced by the wells during August 4<sup>th</sup> to September 6<sup>th</sup> last year. 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 2 years ago. 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 3 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 2,280,000 gallons or 14% unaccounted for water lost. (391 connections).

18,707,000 gallons produced by the wells during August 4 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 3,979,000 gallons or 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 5 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 3,615,000 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. Review & approve security camera options (main agenda)
2. Lead/Copper service line issues (main agenda).

Greenferry Water and Sewer District

September 17, 2024

Engineers report

**Well 2 project:**

The new pump is working great and as expected. I have contacted RC Worst to see if they have any new information on the warranty process for the pump motor. Nothing yet.

**Well 1 project:**

This project has been scheduled to start after the first of the year. The pump will be pulled, a video of the well and screen will be taken and assessed. Once this is complete the well will be tested for draw down at a rate of 1200 gpm. We will be discharging the well water into the Spokane River. Once complete we will submit the information to DEQ then proceed to install a new pump and motor. The expected time to install the pump and motor is for mid-March 2025.

**Well house electric service upgrade project:**

I do not have any new information for this project. I have included last month's information for your review.

Most of the well house electrical upgrades have been completed with the exception to the well 1 new vfd which will be installed with the well 1 pump project.

Talking with RC Worst it looks like the lead time for a new motor is going to be 2 – 4 weeks. This is shorter because we will not need to order another pump. They recommend we wait though because Franklin can repair the motor and send it back under their warranty.

**Pump House expansion:**

The building expansion plans with recent changes have been sent back to Kootenai County for final review and building permit. The contractor submitted an unsigned, unstamped set of trusses design calculations. I have notified hm that we need them signed and stamped by the provided for submittal to Kootenai County before they will issue a building permit. We are waiting for an approved PER from DEQ which I expect any day.

**Highland Reservoir:**

We are set to scan the bottom of the Highland reservoir tank on the first of November. Several days are scheduled and they will work through the weekend. Aqua Drone is also set to assist on site and will be providing the district with a quote for this service submitted separately. Aqua Drone said they would like to provide the district with a proposal to grout in under the reservoir once the scan is completed. If needed. I hope to have this quote before the district board meeting.

**Terraces easement Project:**

The easements/alleys have had some of the utilities located. Zippy could not finish the alley between Brent and Kelly due to the inability to gain access to several lots. Kootenai Electric did not locate at all. We have a surveyor onsite now performing a topographical survey of the alley areas. They are also locating property monuments. Along the way. Once this is complete, we will put the information into a drawing so the district can plan the next step.

**Existing Drain Field Project:**

I have compiled drain field information for lots located between Granit Point and Greenferry Road. This includes Driftwood Lane, Riverview and the entire Terraces subdivision. We have created a drawing listing the lots, current property owners and address. We are in the process of creating a spread sheet combining the district meter number and identifying each location with the type and approximate location of their drain field. Most drain fields appear to be in good standing. Some of the older systems have been updated.

**ADVISORY COMMITTEE  
MINUTES  
September 10, 2024, District Office 4:00 PM**

**Attendance:**

Manager John Austin, Sarah Loader, and Pat Bethke were in attendance. Roger Glessner, Rex Grace and Carol Rassier was also in attendance.

**UPDATE ON PROJECTS**

Ms. Loader opened the meeting with comments about the Highland Reservoir. Mr. Glessner discussed the timeline for the evaluation of the reservoir, slated for November 1st. He said we would drain the reservoir as much as possible. Mr. Austin then provided an update on pending issues. He said the Well #1 project was progressing. He noted that the motor for the Well, which is the repaired one that was in Well #2 was 2-4 weeks from being received by the District. However, because of the Well House Expansion, funds are limited until after January when the first payment of taxes for 2025 are received. The timeline for the installation and testing of the Well will occur after that, unless additional funds are secured.

**Bayshore Development**

He then discussed the request by the developer of a Will Serve Letter so they can proceed to the Hearing Examiner for a Preliminary Plat Approval. He said the Board is working on the Will Serve Letter with the District's new attorney, Zack Jones from the CDA office of Lake City Law. He has been advised by the firm that the District has a requirement to provide water if the County approves the subdivision and to not delay the project. He said the Board still has concerns about the development being over the aquifer and will note that when they appear before the Aquifer Protection Committee on September 18<sup>th</sup>. Seth Oliver is on the agenda to discuss his approval of the NPE. Mr. Bethke expressed his concern and that of his neighbors about the development and referenced Penny Morgan's letter received by the Board at the last meeting. He asked why the aquifer map with one state agency conflicts with another agency. Mr. Glessner said it must be changed by the legislature. He recommended that the concerned citizens lobby their legislators to change the map.

**Crystal Bay LID**

Mr. Austin then noted the Bayshore Development is contingent upon the District getting additional capacity, which is also the issue with the LID. He said the Will Serve Letter will address that with the Bayshore developer. He will know more once that discussion is completed with the developer.

**ADDITIONAL ISSUES/PROJECTS**

**Potential and Pending Grants**

Ms. Loader then discussed the grants available, including the timing on the next application of the SWEP grant. Mr. Austin said Mr. Glessner is working on a survey of the easements where the next meters will be replaced.

These two easements, between Rainbow and Bret and Bret and Kelly, would likely require the next two application periods. Ms. Loader noted there is one more year after this for this Notice Of Funding Opportunity but others may be available under a new NOFO.

### **Committee Resources**

Ms. Loader then discussed the schedule of the future meetings in 2024 and 2025 and to have agenda items to Mr. Austin the Thursday before the meeting.

### **Source Water Modeling Report**

Ms. Loader then discussed the modeling wells in the District for the source of the District's water. She asked if she could use the data from Well #1 in 2025 and Roger said yes if its relevant. He said Daniel Sturgis at IDWR would be a valuable resource.

The meeting adjourned at 5:00 pm