

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
March 24, 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 Ron Utz
Director Rex Grace
Director Susan Sloyka

Staff in Attendance:

John Austin, Manager
Roger Glessner, Engineer
Bob Kuchenski, Water Operator
Ian Kuchenski, Water Operator
Debbie Swensen, Accountant

Guests:

Sarah Loader, Advisory Committee
Mike Reynolds, Advisory Committee
Steve Tanner, Advisory Committee
Pat Bethke, Advisory Committee
Jason Peppin, Panhandle Health District

NEW BUSINESS

Mr. Peppin was introduced and discussed the District's Septic Management Policy and the role that Panhandle Health District would have in enforcing the policy. A Sewer Management Agreement (SMA) would outline the process, such as in place at the City of Dalton Gardens. The District's policy would then be amended to include the SMA and its requirements for testing of the enhanced system. Mr. Peppin offered to submit a template of the SMA to Dr. Stiger and Mr. Austin so it can be approved by the Board after District legal review. Mr. Tanner asked to be included in the discussion of the SMA and the Board agreed his input would be very valuable. Mr. Austin said he would get the final draft to the Board for approval, after legal review. The Board then thanked Mr. Peppin for his time today.

The Board then discussed the timeline for the public meeting on the adopted Septic Management Policy, which would then be placed on the letter to residents that was approved in February. It was determined that the public meeting, although not required to be held in order to implement the policy, should be held to inform residents of the policy, and to do so before the May election. The Board agreed to set the hearing at their next meeting.

CONSENT AGENDA

Mr. Grace 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 February 24, 2025 meeting
- Action List, CIP – Projects/Issues and Timelines For Action

ACTION: Mr. Austin is working with WoodHawk on a proposal for the well house electrical, to install the electronic filter and VFD for Well 1, now that the project has been moved up to April 1-3, 2025.

DUE DATE: April 14, 2025

ACTION: Staff will work with Mr. Grace to acquire the reserve diesel tank for the generator, and get it installed before the summer fire season. Dale Routh will also be involved with connecting the tank to the generator.

DUE DATE: May 31, 2025

The Consent Agenda was then approved unanimously.

OLD BUSINESS

The Board discussed Bayshore Estates, which Mr. Austin said was still awaiting contact by their engineer on the Conditional Will Serve Letter. He will continue to monitor the progress on the Letter.

The Board then discussed the Highland Reservoir. Mr. Glessner gave an update on the Booster Pump Issue and will work with RC Worst to get it installed.

ACTION: Staff will work with RC Worst to replace the booster pump at the Highland Reservoir.

DUE DATE: April 28, 2025

The Board then tabled the Water Operator Contract until the Board can meet in Executive Session. Chairperson Rassier will work with the Board to set the date.

NEW BUSINESS

The Board then discussed Transducers for Wells, with costs as identified by Idaho Department of Water Resources (IDWR). The Board discussed the funding option of acquiring two transducers for the summer measurement and see about the Aquifer Protection Board grant in October 2025.

Daniel Sturgis of IDWR has offered to help with the install and monitoring of the devices. The preferred well sites are on Driftwood, Michael and Bret (at Riverview), along with one of the District wells.

ACTION: Staff will acquire and install two transducers with the help of Daniel Sturgis of the Idaho Department of Water Resources and await the funding from the county on the additional transducers, if funded.

DUE DATE: April 28, 2025

The Board then heard from Mr. Austin on the Bella Ridge Booster Station Overflow issue and that he's sent a letter to the owners advising them of the issue and to ensure their ditch allows for the overflow runoff. Mr. Glessner noted he found an area above the driveway for the runoff, which is separate from the drain of the booster tank.

The Board then heard from Ms. Swenson on the Crossflow Connection Program. She recommended that the Board send letters to residents with a date certain to comply. Mr. Austin presented the policy, which sets the deadline for compliance as July 15. Any non-compliant accounts would have 10 days to submit their reports before the shut off notice is sent. The Board also reviewed a letter from Ms. Sloyka that should be sent with it. The Board will review Ms. Sloyka's letter and get the changes to staff.

ACTION: Staff will send the review letter from Ms. Sloyka's with the Crossflow letters to residents.

DUE DATE: April 28, 2025

Mr. Austin then discussed the upcoming May Board of Directors election, noting there are opponents for Seats 1 and 3 but only the incumbent for Seat 4.

ADJOURN

With no further business to come before the Board, the meeting adjourned at 5:25 pm.

Carol Rassier, Chairperson

John F. Austin, Manager

3/24/25 Greenferry Water System Report

Water Production/Consumption update.

2,183,000 gallons produced by the wells during February. This works out to 78,000 gallons per day or 198 gallons per day, per customer. (393 connections).

2,254,000 gallons produced by the wells during February last year*. This works out to 78,000 gallons per day or 199 gallons per day, per customer. (392 connections). *This is a leap year.

3,794,000 gallons produced by the wells during February 2 years ago.* This works out to 136,000 gallons per day or 346 gallons per day, per customer. (392 connections). *Big customer leak discovered.

2,237,000 gallons produced by the wells during February 3 years ago. This works out to 80,000 gallons per day or 204 gallons per day, per customer. (392 connections).

2,464,000 gallons produced by the wells during February 4 years ago. This works out to 88,000 gallons per day or 251 gallons per day, per customer (350 connections).

2,209,000 gallons produced by the wells during February 5 years ago.* This works out to 76,000 gallons per day or 217 gallons per day, per customer. (350 connections) *This is a leap year.

B. General issues.

1. Wells 1 & 2 project update. (Roger)
2. Replaced frozen water meter @ Riverview Heights block 1 lot 5.
3. Major after hours leak by our water meter as reported by the homeowner turned out to be 50,000+ gallons of flooding in a low spot at the water meter location.

Greenferry Water and Sewer District
March 15, 2025
Engineers report

Well 2 project:

Nothing new

Well 1 project:

RC Worst has received the well head plate from manufacture. They have scheduled the pump installation for April 8th 2025. We are placing the pump and motor slightly above the well screen. This is to ensure that the motor receives water flow for cooling. If placed within the screen cooling water flow can be slow. Because of this RC Worst is going to have an extra 10 feet of 8-inch pipe. They cannot return the pipe, and it cost \$640.00. They want to know if the district wants to keep the pipe.

Well house electric service upgrade project:

The electrical upgrades associated with the well-house expansion have been completed. The next step will be to install the Well 1 VFD, electronic filter and associated breakers and wire. The board has been working with contractors to get a bid to perform this.

Pump House expansion:

No change from last month. I have included last month's memo for clarity.

The well-house expansion is complete. There is some touch-up painting to do. The electricians have completed their portion of the project as well. The existing overhead door was removed for well 1 testing and will be reinstalled once completed. The contractor does not want to call for a final inspection and signoff until well 1 testing is complete and the well house has been cleaned.

The chlorine pumps have been moved to the new chlorine storage room. The district has decided on an eyewash station to be installed in the chlorine room.

Highland Reservoir:

No change from last month. I have included last month's memo for clarity.

As for now, the district has put the Highland reservoir liner project on hold. I have informed the contractor to wait to order materials until further notice.

I went with the district to the Highland booster building. We discussed putting together documents to rebuild the booster station and to bring it up to current DEQ and state requirements.

Pump House piping, water main extension:

No change from last month. I have included last month's memo for clarity.

I received an approved PER letter from DEQ for these projects. We have put together the construction drawings for the water main extension from the well house to Michael Street and I have passed them to the district for review. Waiting for direction.

ADVISORY COMMITTEE MINUTES
March 11, 2025, District Office 3:00 PM

Attendance:

Manager John Austin, and Committee Members Sarah Loader, Mike Reynolds and Pat Bethke were in attendance.

NEW BUSINESS

Ms. Loader suggested the Advisory Committee meeting schedule for November 11, 2025 be moved to November 6, 2025 at 3:00 PM. The Committee agreed to the change.

Ms. Loader then discussed Board member Sue Sloyka is wanting to join the Advisory Committee. The Committee agreed that she would be a good addition.

The Committee discussed the Numbering System on Drawings. Mr. Reynolds stated there are numbering schemes for systems that could be utilized. He recommended that Roger Glessner provide the drawings for each system (well house, booster stations, etc) and then he and Rex Grace would assign the numbers.

OLD BUSINESS

Mr. Austin discussed the System Updates, including still waiting for the well #1 pump and motor install. This is holding up the wellhouse project. The Highland Pump project is still being considered by RCWorst. Mr. Reynolds stated the pump should be 3 hp? Mr. Glessner and Mr. Grace should look into that.

Mr. Austin discussed the Aquifer Protection Board Grant Update, and that he presented the project to the Board for the transducers. The request is for \$15,000. The APB stated they may not have the funds all six transducers so the District Board should consider acquiring two from our funds. The transducers are about \$2,500 each for the wireless read and Daniel Sturgis of IDWR will assist with their setup and monitoring.

The Committee discussed the SWEP Grant Update. Ms. Loader said future funding is on hold pending the federal review of operations. There is still an unknown whether current funding is guaranteed for reimbursement.

The Board discussed the Septic Policy and Steve Tanner's recommendations. The Committee also discussed the mandatory inspection requirement and recommended the following:

1. The District meet with PHD and the County to discuss mutual agreements between the parties, including review by the District's legal counsel.
2. The District meet with all residents in a public hearing, to discuss the reasons for the mandatory inspection and potential pumping of their systems.
3. The policy should be amended to better describe the location of the Cedar Creek Basin, with a map updated by Mr. Glessner.

4. In the policy, the term 'septic systems' should be changed to septic tank, to differentiate between septic tanks and drain fields.
5. Recommend sending out Mr. Grace's version of the letter to residents, with a date for the public town hall meeting.

The meeting adjourned at 5:12 pm.