

**GREENFERRY WATER AND SEWER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
July 17, 2023 4:00 PM, via Zoom and at the District Office**

CALL TO ORDER

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

Board Attendance:

Vice Chairman, Dr. Robert Stiger
Secretary/Treasurer, Ron Utz
Member, Rex Grace
Member Susan Sloyka

Staff Attendance:

District Manager, John Austin
Engineer, Roger Glessner
District Operators, Bob and Ian Kuchenski (via Zoom)
Accountant, Stephanie Mueller
Accountant, Debbie Swenson

Guests:

Sarah Loader, Nadine & Mike Ferry, Mike Reynolds, Andrew Netzel, Kent Blanton, Mike Patano, Kent Lunders, Tim Guy from Bigfoot and Auditor, Tony Matson

PUBLIC COMMENTS

Mr. Ferry asked about his water usage of 70,000 gallons. Vice Chairman Stiger asked if he might have a leak and he thought not. Mr. Austin recommended that he come in on Thursday to meet with Ms. Swensen to check the entry.

Mr. Lunders asked about his easement before and after the LaRiviere work. He said they hydroseeded part of it. Ms. Swensen got his contact information to have the contractor reach out to him.

Mr. Patano discussed his issue about a leak and he had spoken to the operators. He believes it's at the meter box and wants assistance in getting it dug up. Mr. Bob Kuchenski said he'd coordinate the work with the direction of the Board Chairperson.

Mr. Reynolds asked about the notification process in an emergency. Mr. Austin stated the Alert system on the website currently goes to about 150 residences, but everyone who wishes to do so should be involved.

NEW BUSINESS

Chairperson Rassier then moved up the audit discussion, allowing Mr. Matson to present the FY 2021-22 audit. He noted the accounting work by Ms. Mueller and Ms. Swensen was very organized and timely, which is not always the case with his other clients. He discussed the issue with the bond covenants as discussed with the Board at the previous meeting. Mr. Austin stated his discussions with Banner Bank were going well concerning changing the covenants to include a one-year debt service reserve in lieu of the 1:15 net revenues requirement. Mr. Matson then presented various charts and graphs showing the history of revenues and expenses and net change in assets.

Chairperson Rassier then moved up the discussion on the Well House, including the emergency pressure loss over the weekend. Mr. Guy from Bigfoot discussed the need to upgrade the fuses at the Well House. Mr. Glessner stated the Board could be looking at 2 wells being upgraded, to a 100-hp pump in each. Mr. Reynolds said the heat in the Well House was an issue. After discussion, the Board authorized the changes outlined by Mr. Guy (main disconnect wiring), subject to the best time of the weekend day to do the work, following a motion by Mr. Grace and second by Vice Chairman Stiger. The motion passed unanimously.

Action: The Board directed that the Water Operators determine the appropriate time to do the work, making sure the reservoirs are full. Mr. Austin will post the Alert notice on the Website when the date and time is provided by Mr. Guy.

Due: Immediately

Action: Mr. Bob Kuchenski to buy an air conditioner for the Well House and two more fuses. Mr. Bob Kuchenski will call KEC and find out about Smart Hub for the Well House.

Due: August 21, 2023

CONSENT AGENDA

Vice Chairman Stiger made a motion to approve the Consent Agenda and Mr. Grace seconded the motion on the following items:

- Water Operator Report
- Engineers Report
- Welch Comer Status Report
- Financial Report, June 17, 2023 Meeting Minutes
- Action List – Projects/Issues and Timelines For Action

Mr. Grace then discussed the Action List to include the items reviewed earlier in the meeting, adding items including the Well House AC and internet from the office to the Well House.

Mr. Utz then made a motion to hold the retainage check with LaRiviere, and payment of the invoice for the change order. Following a second by Mr. Grace, the motion passed unanimously.

Action: Hold LaRiviere's Pay Request 8 until all work completed in District. Process a check for \$10,164.74 for the Frost Free Hydrants.

Due: July 21, 2023

With no further discussion, the motion to approve the Consent Agenda passed unanimously.

OLD BUSINESS

The Board directed that the Well #3 Bid Specifications from Welch Comer be tabled until August to allow the Board time to review the document.

The Board directed that the CIP discussion include the Well #3 project being determined as an existing project and not an expansion of the system. The Board directed that legal counsel make that determination. The Water Operators and Mr. Glessner determined that Well #1 should be upgraded and that the CIP needs to reflect that. Dr. Stiger requested that an inspection of Well #1 Pump be done in the Fall.

Action: Staff to have legal counsel make the determination if Well #3 can be determined as a replacement project and not for growth of the system.

Due: August 21, 2023

The Board then discussed the Office Remodel. Mr. Grace suggested doing parts of the office remodel instead of all at once. Discussion ensued and Board agreed to start getting quotes.

Action: Mr. Austin will get a quote for the phased remodel of the office.

Due: August 21, 2023

Mr. Glessner said the Tanglewood Booster Station has been decommissioned.

NEW BUSINESS

Mr. Grace then discussed his recommendation of creating a Citizen Advisory Committee (CAC), stating Ms. Loader, Steve Tanner, Mike Reynolds and Vice Chairman Stiger would be valuable additions, beginning with a potential LID at Crystal Bay Road. Mr. Austin will assist the CAC and report its progress to the Board.

Action: Ms. Loader will Chair the new Citizen Advisory Committee with Vice Chairman Dr. Stiger as Board Member. Steve Tanner and Mike Reynolds will also be invited to be a part of the Committee.

Due: August 21, 2023

Ms. Mueller stated the Crossflow Connection Program needs to be decided. After discussion, the Board approved Mr. Utz getting the list and also sending notice to the 25 accounts who are delinquent.

Action: Staff to get contact information to Mr. Utz before sending the delinquent letters.

Due: July 21, 2023

The Board then approved the Certification List of Delinquent Accounts, following a motion by Mr. Utz and second by Mr. Grace.

Action: Chairperson Rassier will sign and notarize the Certification Letter to submit.

Due: July 31, 2023

EXECUTIVE SESSION

A roll call vote of the Board approved a motion by Dr. Stiger and second by Mr. Grace to enter into Executive Session under 74-206 (b).

NEW BUSINESS

The Board exited Executive Session and took the following action:

1. Set Board meetings for August 2, 9, 23 and 30 to discuss the four contractors' RFP responses, beginning with the Water Operators.

ADJOURN

With no further business to come before the Board, Mr. Grace motioned to adjourn the meeting. After a second by Mr. Utz, the meeting adjourned at 7:00 pm.

Carol Rassier, Chairperson

John Austin/Manager, Debbie Swenson, Accountant

7/17/23 Greenferry Water System Report

A. Water Production/Consumption update.

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).

8,071,000 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)

11,631,000 gallons produced by the wells during June 4 years ago. 8,062,000 gallons registered through customer meters. This works out to 324,000 gallons per day or 956 gallons per day, per customer This equals 31% unaccounted for water lost. The Riverview Heights project continues to account for a portion of the unaccounted for water lost.

B. General issues.

1. It has been determined that the Highland tank loses about 5,000 gallons per day. Aquadrone Marine just completed the cleaning and inspection of the Highland reservoir. Aquadrone Marine can likely repair these cracks. We hope to have a quote by the Board meeting. Please see the inspection video of these cracks at the following link: https://www.youtube.com/watch?v=TA9W3Mub_7w
2. Wells 1 & 2 controls repair. Failure of well #2 to run resolved with controls modifications performed by Bigfoot on Thursday.
3. Terraces Project update (Ian/Roger).
4. Generators update.
5. Well #3 update (Action Item list).
6. Bayshore Estates update (Action Item list).

Greenferry Water and Sewer District

July 2023 Engineers Report

Terraces / Greenferry Bypass Project

The contractor has been on site and has completed our recent punch list. The contract calls for the contractor to request a final walk through. I have been in contact with them to get these final items completed. The contract has provisions for the performance and payment bonds to remain in effect until one year after the date when final payment becomes due.

There is a final pay request. I have sent it to Ron with all account payment information for his final review. I recommend the district approve final payment dollar amount but hold the check until a walk through is approved.

Well House Expansion

I recently worked with John Austin, district manager, to complete a grant application for security funding at the well location. The application states that the district would be expanding the well house to provide separate and secure bulk chlorine storage. Currently the chlorine storage is in the same room as the well pump controls and valves. This leaves the chlorine storage open to anyone who might be at the well house performing checks or repairs.

Well 1 & 2

We recently had a project priority meeting where well 1 & 2 repairs or replacement ranked high. We discussed cost and procedures for cleaning the well screens, performing flow tests, and repairing or replacing the well pumps. The goal is to upsize the pumps through this needed maintenance and to maximize the ability of the wells. The existing water rights are listed below. From Facility Plan.

Water Right No.	Basis	Beneficial Use	Period of Use	Priority Date	Diversion Rate
95-08613	License	Municipal	Jan. 1 to Dec. 31	2/9/1989	1.00 cfs
95-09082	License	Municipal	Jan. 1 to Dec. 31	5/5/2004	1.00 cfs
95-09531	Permit	Municipal	Jan. 1 to Dec. 31	8/25/2008	0.8 cfs
Maximum Diversion for License and Permit:					2.05 cfs

The District holds two water rights and one permit, as can be seen in Table 2.3. Copies of these water rights can be found in Appendix E. IDWR has confirmed that due to previous demonstrated use, they have limited Water Right No.'s to 95-08613 and 95-09082 to the combined water right maximum diversion rate to 1.25 cfs. This total allowed diversion is 2.05 cfs, as indicated below.

The District recently tested the capability of briefly running their two wells together and produced approximately 900-950 gpm. This would be within the allowed diversion rate.

Snowshoe & Tanglewood old booster station

Project Closed

Highland Reservoir leak test

I have requested quotes to have the bottom of the Highland reservoir scanned to see if there are any large cracks and if there are any voids below the slab. I am waiting for responses.

Depending on the project scheduling and due to the summer irrigation season, it is likely the project will need to be performed in the fall.

New Greenferry Booster proposed location

There is another parcel along Greenferry road that may work for a booster station site. We will need input from Kootenai Electric to confirm their power line easement and if the district could place any part of the facility within the easement. Currently the parcel is owned by Aspen Homes and Development LLC. I recommend the district investigate easement, right of way, the ability to gain an approach permit from Highway District. Once this is completed, we will be able to see if there is enough usable land to construct a booster station.