

**GREENFERRY WATER AND SEWER DISTRICT  
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
December 19, 2022, 4:00 PM, via Zoom and at the Office**

**CALL TO ORDER**

Chairman Steve Tanner, via Zoom, opened the meeting at 4:10 pm.

**Board Attendance:**

Vice Chairperson, Ms. Rassier at the Greenferry Office  
Secretary /Treasurer, Ron Utz at the Greenferry Office  
Rex Grace at the Greenferry Office  
Dr. Robert Stiger via Zoom

**Staff Attendance:**

District Manager, John Austin via Zoom  
District Operators, Bob and Ian Kuchenski via Zoom  
Accountant, Debbie Swenson at the Greensferry Office  
District Engineer, Roger Glessner via Zoom  
District Engineerng Consultant, Ashley Williams, Welch Comer via Zoom.

**OLD BUSINESS**

Ms. Williams updated the Board on the Well #3 project, discussing the Preliminary Engineering Report (PER) being submitted soon. Then, they'll turn in Plans and Specifications as soon as the PER is approved. She said there is no timeline on the PER, so it could take time before the Department of Environmental Quality (DEQ) approves. Chairman Tanner discussed the contract for the project, including site approval, which is completed. Ms. Williams discussed the different elements of the contract, with Construction Phase being contracted after bids are received. She then discussed the well pumping, with 24 hours recommended and there's only been 4-6 hours in the previous two attempts. She said it's important to know the impact on the water source before investing money in the well drilling. Chairman Tanner asked about the VFDs in place before the pumping, which means the well house expansion is important to be done first. Ms. Williams also spoke about DEQ having more funds available but need to submit a Letter of Interest (LOI) by January 13, 2023. Chairman Tanner asked if the Plans and Specifications are completed for Well House Expansion, and Mr. Glessner reported they still need to be done.

**Action:** Mr. Glessner will finish the Well House Expansion Plans and Preliminary Engineer Report.

**Due:** January 16, 2023, Board Agenda item

**Action:** Mr. Bob Kuchenski to get cost from RC Worst to replace the Well Pumps

**Due:** January 16, 2023, Board Agenda item

## CONSENT AGENDA

Dr. Stiger made a motion, seconded by Mr. Utz to approve the Consent Agenda. Discussion ensued concerning the Delinquent List and fire protection accounts. Chairman Tanner asked if the fire protection accounts should be assessed a late fee. Mr. Austin replied that they should, once those accounts have been notified of the fee. Ms. Williams received the Water Facility Plan Invoices to submit to DEQ to release \$25,000 Grant money.

**Action:** Ms. Swenson will send a letter explaining the late fee policy to all fire protection accounts and start assessing fee in February 2023.

**Due: December 28, 2022**

**Action:** Ms. Williams will submit invoices to DEQ for release of \$25,000 Grant

**Due:** December 30, 2022

- Water Operator's Report
- Engineer's Report
- Welch Comer Status Report
- Financial Report, Invoice and Delinquent List Approval
- Approval of the Minutes of the October 17 and November 1, 2022 Meetings
- Action List – Projects/Issues and Timelines for Action

After discussion, the motion was approved unanimously.

## OLD BUSINESS

The Board discussed the Source Water Protection Plan. Chairman Tanner noted he had met with, Dr. Stiger, Mr. Austin and Mr. Bob Kuchenski via Zoom with Adrianna Cordoso (Idaho Rural Water Association) and were working to develop the Plan submittal. He said the next meeting is in early January, based on the availability of Daniel Sturgis to attend.

The Board discussed the Greenferry Terrace Project . Mr. Glessner stated the project was substantially completed and the contractor is requesting an extension on the time to finish, based on the need to return in the Spring for seeding the rights of way. After discussion, the Board approved the extension following a motion by Mr. Utz and second by Dr. Stiger.

Mr. Glessner reported he and Mr. Utz are still finalizing the remaining LaRiviere change order list to confirm numbers are correct with total Frost-Free Hydrants installed as well as additional items.

**Action:** Mr. Utz along with Mr. Ian Kuchenski and Dr. Stiger will work together to comb through line items for Board approval.

**Due: January 16, 2023**

The Board discussed the Bella Ridge Reservoir Power issue. Mr. Glessner reported the cost for primary power, easement clearing, monitoring and radio equipment from the reservoir to the Bella Ridge booster station was approximately \$88,000. Mr. Glessner reported installing the internet would conclude the full system SCADA with exception to Greenferry Booster station. Bigfoot estimated \$21,412.79 with \$14,000 deposit to install equipment at the Greenferry booster. This booster station is currently hard wired by a buried cable to the Bella Ridge booster station reservoir to control the pumps. There currently is no call out to the operator if a pump fails.

**Action:** Mr. Glessner will ask Big Foot to break down the cost for the monitoring equipment at Greenferry booster and see if they would take half down to start.

**Due: December 29, 2022**

**Action:** Mr. Austin will write thank you letters to Mr. Samways and the Blaylocks for easements.

**Due: December 29, 2022**

The Board discussed the Seferra Drainfield Relocation and extra topsoil Davis Excavation charged without Board consent. Invoice total was \$3,050.00 and \$500.00 was remaining balance in original Davis Excavation proposal. The Board discussed that the work was unauthorized and directed that Davis seek the extra charges from the homeowner.

**Action:** Mr. Austin will send a letter to Davis Excavation regarding the extra topsoil charge.

**Due: January 3, 2023**

The Board discussed Riverview Heights – Update on Accepting the System. Mr. Austin stated that Aspen had paid the Final Statement and provided a Warranty Bond. He noted the KEC meters at the booster stations would now be a responsibility of the District.

The Board discussed the Well #3 Project – Site Approval Status and Funding Options (Letter of Interest). Mr. Glessner noted the Letter of Interest is due January 13, 2023. Chairman Tanner stated he and Ms. Williams had discussed the assistance of the Welch Comer Engineers to complete the LOI. She stated the fee would be \$2,500. The Board directed that Mr. Glessner instead work with Dr. Stiger and staff to produce the LOI.

**Action:** Ms. Williams, Welch Comer, will send the LOI form to the Board.

**Due: December 23, 2022**

**Action:** Mr. Austin, Dr. Stiger, and Mr. Glessner will meet to discuss and fill out the LOI for submission to DEQ.

**Due: January 3, 2023**

The Board discussed the Rates Change – Capital Reserve Fee and User Fee. Mr. Austin recommended that with the substantial completion of the Greenferry Terraces Project that the Board set a public hearing to discuss the Capital Reserve Fee increase, from \$15/month to \$22/month, to cover the costs of the debt service on the \$1.8 million bond.

Vice Chairperson Rassier recommended that the fee be increased above the \$22/month to account for additional capital costs that may occur in the future. Mr. Austin then noted that the User Fee of \$35/month for 25,000 gallons and the tiered rate schedule appear to cover the costs of operations and maintenance, once the engineering costs of the capital projects are complete.

**Action:** Mr. Austin will draft a letter about Public Hearing in February 2023 for Capital Reserve Fee increase of \$25.00.

**Due: January 16, 2023, Board Agenda item.**

## **NEW BUSINESS**

The Board approved the Legal Contract with Lake City Law, following a motion by Dr. Stiger and second by Vice Chairperson Rassier. The motion passed unanimously.

Mr. Austin provided an update on the Board's terms of office, with Chairman Tanner and Mr. Grace up for reelection in May 2023. He noted this was a change from what was previously discussed, and that the County (who's now in charge of elections) has determined Mr. Grace must run in May 2023 to fill the remaining term he was appointed to. He stated no election will be necessary if only one candidate elects to run for office.

The Board discussed the Sable issue on Highland Drive, where the costs to install their service was substantially higher than the deposit paid by the Sables. The Board asked about the precedent set on Driftwood in 2021 concerning the Tuntlands and Rileys. Mr. Austin stated they were billed just \$5,000 on top of their \$6,000 jointly paid for the install, even though the bills came to about \$16,000. He said the \$5,000 was an estimate by Mr. Ian Kuchenski before the bills for the work had been received. Mr. Austin recommended that the Sables pay the same \$5,000, leaving the costs on Highland of about \$1,900 to be borne by the District. The Board directed that the issue be on the January agenda.

**Action:** Mr. Ian Kuchenski to look for correspondence concerning fees associated with Tuntland and Riley meter installations.

**Due: January 16, 2023, Board Agenda item**

## **ADJOURN**

With no further business to come before the Board, Vice Chairperson Rassier motioned to adjourn the meeting. After a second by Mr. Utz, the meeting adjourned at 7:26 pm.

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Stephen Tanner, Chairman

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John Austin, Manager/Debbie Swenson, Accountant

## **12/19/22 Greenferry Water System Report**

### **A. Water Production/Consumption update.**

1,995,000 gallons produced by the wells during November. This works out to 67,000 gallons per day or 170 gallons per day, per customer. (393 connections).

3,543,000 gallons produced by the wells during November last year.\* This works out to 122,000 gallons per day or 311 gallons per day, per customer. (392 connections). \*Bella Ridge reservoir has been overflowing at times due to no automated controls.

2,280,000 gallons produced by the wells during November 2 years ago.\* This works out to 76,000 gallons per day or 217 gallons per day, per customer (350 connections). \*This is an estimate as the well meter registers had to be removed for painting the piping in the pump house. 26 of these connections are in Riverview Heights.

2,243,000 gallons produced by the wells during November 3 years ago. This works out to 75,000 gallons per day or 214 gallons per day, per customer. (350 connections)

2,377,000 gallons produced by the wells during November 4 years ago. This works out to 79,000 gallons per day or 231 gallons per day, per customer. (342 connections)

### **B. General issues.**

1. Fluctuating pressure issue at Cedar Creek. The water pressure jumps up high and drops in what appears to be a random manner. We hope to determine the cause of this random issue by the Board meeting.
2. All facilities winterized, this includes the drip line at the end of Hidden Cove.
3. Terraces Project update (Ian).
4. Generators update.
5. Well #3 update (Action Item list).
5. Bayshore Estates update (Action Item list).

**Greenferry Water and Sewer District  
December 2022 Engineers Report**

**Terraces / Greenferry Bypass Project**

As you know the project has stopped for the winter. Recently the contractor installed two pressures gauges in the Greensferry PRV vault and Fire hydrant location flags. They do not anticipate doing any more work until next spring.

The required walk through for valve inspection did not happen. I am still hopeful it will.

The contractor has request for: I have answered in *Italic*

- 1) Letter 6 I sent last week: I need suspension of time so we can finish the seeding items in the Spring as the final completion date is December 3<sup>rd</sup> based on the NTP and 240 calendar days.

*We had discussions with the contractor on this and received a request letter on December 15<sup>th</sup> 2022. See attached letter.*

- 2) Frost free hydrant deduct: I need to know if you want me to try and restock the hydrants. No guarantee they will take them. Then I can give you a deductive change order which will either include the restocking price or just the labor for the installation. This also allows me to do Pay Estimate 7 as you have been holding pay on the remaining 7 water meters on Michael Way.

*I forwarded this request to the district on December 2<sup>nd</sup>. See email below.*

*From Van:*

Frost free hydrants: \$155.02 minus 25% restocking fee.

1" x 60" Galv Nipples: \$33.29 minus 25% restocking fee.

I am waiting on Core & Main to give me the shipping charges. Also, as Core & Main explained there is a chance they will not take them back after we ship them. They want to inspect them first. So there is a chance we pay shipping to/from and they don't take them back.

Will let you know when Core & Main gives me an idea on shipping cost.

Core & Main said the estimated freight is \$475.

- 3) Come to a conclusion on the remaining outstanding T&M.

*Ron and I have discussed these items lately and I believe the board has seen this list as well. I have attached it for your review. I agree with items dated 8.22 – 9.13 totaling \$20,061.60.*

- 4) Approve Pay Estimate #6.

*This payment request has been edited for accuracy, reviewed by Ron and is ready for payment. I believe the district already has this payment request but I have attached it for review.*

- 5) Lastly, I want to use Article 14.08 (Final Completion Delayed) of the General Conditions to complete a final pay application for the work that has been completed. This is what this article is for.

*I have attached Article 14.08 of the contract General Conditions for your review. The biggest item left to complete is grass seeding. Combined this seeding item cost is \$25,700.00. other punch list items have a minimal cost associated.*

#### 14.08 Final Completion Delayed

A. If, through no fault of Contractor, final completion of the Work is significantly delayed, and if Engineer so confirms, Owner shall, upon receipt of Contractor's final Application for Payment (for Work fully completed and accepted) and recommendation of Engineer, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance to be held by Owner for Work not fully completed or corrected is less than the retainage stipulated in the Agreement, and if bonds have been furnished as required in Paragraph 5.01, the written consent of the surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by Contractor to Engineer with the Application for such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

*Per contract*

*Notice to Proceed (NTP) was signed May 9th*

*substantial completion is for January 5<sup>th</sup> which is 240 calendar days from NTP.*

*Final is for February 10<sup>th</sup> which is 276 calendar days from NTP*

#### **Bella Reservoir Easement & Main Power**

This project is complete and operational. We will need to look at the soil surface conditions next spring to ensure erosion does not occur.

I will provide final cost at board meeting

#### **Well House expansion**

We had a meeting to discuss the well house expansion project with Rex, Steve and John. This was at the request of Rex and focused on talking about the project to get everyone familiar since it has sat for a long time. We discussed cost and the ability to phase the construction of the building and appurtenances.

## **Sferra Drain field & Septic Tank Relocation**

Below is the report from last month. We are waiting on Board discussion and approval of final invoice from contractor. I have also included a summary email for your review.

Recently the contractor who moved the Sferra drain field and septic tank has re-graded and removed or covered the larger rocks where the work was performed. The site looks great. The contractor invoiced for the work recently performed. He went beyond his contract but after talking to Sferra felt he needed to so he would not have to return. They hauled in 6 loads of topsoil and spent extra time picking and removing rocks from the site. He was informed that he might not get paid for the extras. See attached invoice. I talked to Toni Sferra Sr. He had recently been to the property and looked in the back yard. He said he has talked with Toni Jr., and they are satisfied with the work.

Summary email:

Sferra was happy with Davis original work with exception to a low spot near the fence. Davis moved off the job and promised to get back before winter to correct this. He did not make it back. After all the rain and winter the site washed and rocks were exposed. Sferra came back to us in early summer and complained that there were too many rocks exposed for him to mow the weeds, he did not want grass planted. When Davis finally made it back to the site he met with Sferra and myself and Sferra said he would be satisfied if they removed all of the exposed rocks, 1-1/2" dia and larger, and graded out the low spot. Davis came back to me and said he believed Sferra was not going to be happy, and he did not want to have to return so he wanted to regrade the entire site, remove rocks and cover the site with topsoil. I told him that the board will need to approve this first and I will need a cost. He did not respond.

Several days later we had a meeting at the district office for the terraces project and I saw a Davis employee there finishing up. I talked to him, and he said he had hauled off a truck load of rocks, regraded and added topsoil. He also told me Sferra Jr. looked at it and was happy with the work. I brought this up to Rex and Bob S. at our meeting, but we did not discuss it further. I also included it in my engineer's report for the monthly board meeting.

It's hard to say if Sferra would be happy with his yard without the topsoil but I think the topsoil does help with the rock problem. The native ground there is all rock so it is hard to avoid that and there is a chance without grass established that some of the topsoil can wash out and more rocks will get exposed. Sferra Jr has been gone since Davis finished but I did call Sferra Sr. and he said he went there and looked it over and was happy.

Sferra had also asked that we repair the fence because he had skunks entering his yard. I mentioned that originally, he did not want the fence put back and he said he thought the district was going to replace it. I told him the district had recently applied for a grant to install a new fence around the entire lot.