

**North Kootenai Water District
Board Meeting Minutes
May 18, 2017**

A. Call to Order/Roll Call

There being a quorum, the meeting was called to order at 12:30 p.m. by President Crimmins.

Directors Present: Tom Crimmins, President
Jack Hern, Vice President
Thomas Gwin, Treasurer
Fred Ogram, Secretary

Staff Present: Mike Galante, District Manager
Brian Werst, District Attorney
Necia Maiani, PE, District Engineer
Robin Potts, Customer Service Specialist II (minutes recorder)

Excused: Curt Carney, Director

Visitor: Darryl Anderson, Customer

B. Agenda Changes and/or Board Member Conflicts

None

C. Consent Agenda

1. Minutes of 04/20/17 Board Meeting
2. Financial Reports for April 2017

The motion was made to approve the Consent Agenda.

Director Gwin – motion. Director Hern – second.
Motion approved.

D. Treasury Report – Mike Galante

Mr. Galante presented the Treasury Report through April 30, 2017. Revenue is down 17% from last year, however, it is up from last month. Variable expenses are down significantly from last year.

E. Employee Matters

None

F. Oral Communications

Darryl Anderson requested additional relief to his high bill caused by a water leak that went undetected all winter. A leak adjustment based upon the leak policy will be applied. This will cut the overage in half.

The motion was made to half the overage a second time.

Director Hern – motion. Director Gwin – second.
Motion approved.

G. Written Communications

The Directors received a letter from customer, Paulene Honcik. The Board denied Ms. Honcik's request to reverse a charge placed on her account.

H. District Attorney – Brian Werst

1. Executive Session

None

2. Ranch Valley Quit Claim Deed

Mr. Werst discussed with the Board the drafts of the proposed documents for the conveyance of the Ranch Valley Well property.

3. Document Retention

Mr. Werst will bring a Retention Policy to the Board at the next meeting.

I. District Engineer – Necia Maiani, PE

1. Project Status Report

- a. Moose Haven waterline is installed.
- b. Robin Potts is working on GIS.

2. Ranch Valley Well Parcel

Ms. Maiani will be gathering field data today for a site plan.

The motion was made to approve Task Order 17-01 in an amount not to exceed \$7,900 for surveying and site plan development for the Ranch Valley Well parcel.

Director Hern – motion. Director Gwin – second.
Motion approved.

3. St James Water Line – Contract Phase Engineering Task Order 17-02

Work to replace the St. James waterline to begin sometime after the 4th of July.

The motion was made to approve Task Order 17-02 to Welch Comer in the amount of \$65,200 for St. James waterline replacement and to amend Task Order 11-05.

Director Hern – motion. Director Gwin – second.
Motion approved.

J. District Manager – Mike Galante

1. System Operation Update

All systems are operating normally except for Finucane which is out of service awaiting repairs. There was a lightning strike at Gozzer that fried the transfer switch.

2. Draft Budget for FY 17-18

Mr. Galante went over the 1st draft of next fiscal year's budget.

3. Finucane Pump Purchase/Well Screen Cleaning

A motion was made to ratify the purchase amount for the replacement parts for Finucane well in the amount of \$35,070.

Director Hern – motion. Director Gwin – second.
Motion approved.

4. Hillside Service - Update

Discussed compaction issues. The work for this project is scheduled to begin on June 12th.

5. Twin Lakes – Seasonal Customer

David Meyer on Twin Lakes wants service on our seasonal waterline. This waterline is shut down seven months of the year.

The motion was made to pro-rate the capitalization and mitigation fees to be 5/12 of the full price.

Director Hern – motion. Director Gwin – second.
Motion approved.

6. Frontier Communications - Spectrum

Director Gwin excused himself from this discussion due to a conflict of interest.

The District's current phone service is through Frontier Communications. Over the weekend, the voicemail stopped working. This kept any emergency calls from going to Password. Frontier had no one available to repair the voicemail.

The Board asked Mr. Galante to explore what Spectrum had to offer in regards to pricing, emergency response and service.

K. Board Members

Mission Statement

A motion was made to accept the Mission statement and Vision as revised.

Director Gwin – motion, Director Hern – second.
Motion approved.

L. Adjournment

There being no further business, the motion was made to adjourn at 3:36 p.m.

Director Hern – motion, Director Gwin – second.
Motion approved.

Approved on _____.

Fred Ogram
Director/Secretary