

**North Kootenai Water District
Board Meeting Minutes
June 6, 2019**

A. Call to Order/Roll Call

There being a quorum, the meeting was called to order at 12:34 p.m. by President Crimmins.

Directors Present: Tom Crimmins, Director/President
Thomas Gwin, Director (arrived 12:40 p.m.)
Curt Carney, Director (via phone)
Scott Shellman, Director
Jack Hern, Director

Staff Present: Chris de Groot, District Manager
Brian Werst, District Attorney
Necia Maiani, PE, District Engineer
Dan Messier, Wastewater Supervisor
Dave Duthie, Operation Supervisor
Robin Potts, Customer Service Specialist III (minutes recorder)

Visitors: Wendy Cockrell

B. Selection of Secretary Pro Tem

The motion was made to appoint Director Shellman as Secretary Pro Tem.

Director Carney – motion. Director Shellman – second.
Motion approved.

C. Appointment of Tom Gwin to Vacant Board Seat

The motion was made to appoint Thomas Gwin to the vacant Board.

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

1. Oath of Office

The Oath of Office was conducted by Robin Potts, Notary Public, and recited by Jack Hern and Thomas Gwin.

D. Agenda Changes and/or Board Member Conflicts

None

E. Public Hearings

1. Seventh Day Adventist Church Annexation

The public hearing opened at 1:05 p.m. There were public comments made to District staff previous to today's meeting from Ron and Shelly Rosenberger, Del Kerr, Ms. Kerr, and Bob Siles. There were no written comments nor anyone present. The public hearing closed at 1:12 p.m.

F. Consent Agenda

1. Minutes of May 16, 2019

The motion was made to approve the consent agenda.

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

G. Employee Matters

None

H. Oral Communications

Wendy Cockrell spoke to the Board regarding mainline extension on Lancaster Rd.

I. Written Communications

A will-serve letter had been sent to Drew Baden of JUB Engineers.

J. District Attorney – Brian Werst

1. Resolution 2019-09 Idaho Department of Environmental Quality Planning Grant

The motion was made to approve Resolution 2019-09 for the DEQ Planning Grant and for Chris de Groot to manage.

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

2. Resolution 2019-10 Seventh Day Adventist Church Annexation

The motion was made to approve Resolution 2019-10 for the annexation of the Seventh Day Adventist Church property.

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

3. Resolution 2019-11 Board Policy Regarding Warranty Bond or Irrevocable Letter of Credit for System Improvements

The motion was made to accept Resolution 2019-11 for the Board policy regarding warranty bond or irrevocable letter of credit for system improvements

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

K. District Engineer – Necia Maiani, PE

1. Project Status Report
2. Task Order 19-08: Water System Comprehensive Plan

The motion was made to approve Task Order 19-08 for the Comprehensive Plan in the amount of \$104,500.

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

3. IDEQ Planning Grant Application and Authorizing Resolution
4. Gozzer Ranch Status Update and Policy Discussion

L. District Manager – Chris de Groot

1. System Operation Update

Sampling at Hayden Haven Gem Shores has shown no detectable Fluoridone after the second application occurred on 5/15/19.

2. History of Lancaster Main Extension

The mainline extension for Del Kerr, in question by Wendy Cockrell, was done in 1993. The District's policy to extend the main to the farthest property line was established in 2004 by Resolution 2004-01.

3. Annual Board Positions

The motion was made to nominate the previous slate of officers, (Tom Crimmins – President, Jack Hern – Vice President, Thomas Gwin – Treasurer, Scott Shellman – Secretary.)

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

4. Replacement of District's Dump Trailer

The motion was made to declare the District's dump trailer surplus and not fit for use.

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

The motion was made to approve the purchase of a new trailer in the amount of \$5,800.

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

5. Possible Replacement of the District's 2003 Vac Con Truck
6. Proposed Revision to Board Policy Regarding Warranty Bond or Irrevocable Letter of Credit for System Improvements
7. Approval of Expenditure of \$19,500 for Annual Financial Audit by Clifton Larson Allen, LLP

The motion was made to retain Clifton Larson Allen, LLP, for the District's annual audit, not to exceed \$19,500.

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

8. Approval of Expenditure of \$7,936 for 62 Replacement Water Meter Registers from HD Fowler Company

The motion was made to approve the expenditure of \$7,936 for 62 new registers.

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

9. Approval of Expenditure of \$22,133.66 for Completion of Underground Piping for Tree Farm Well #3

The motion was made to approve the expenditure of \$22,133.66 for underground piping for Tree Farm Well #3.

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

10. Approval of Expenditure of \$14,360 for Inspection and Cleaning Hillside Main Reservoirs 1 & 2 by Aquadrone Marine Services

The motion was made to approve the expenditure of \$14,360 for cleaning and inspecting the reservoirs on Hillside by Aquadrone Marine Services.

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

11. Disposal of Surplus Property – Truck Canopy and Drawer

The motion was made to declare the truck canopy and drawer surplus and to put the items up for sale.

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

M. Board Members

N. Adjournment

There being no further business, the motion was made to adjourn at 2:57 p.m.

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

Approved on _____.

Scott Shellman
Director/Secretary