

**North Kootenai Water and Sewer District  
Board Meeting Minutes  
February 6, 2020**

**A. Call to Order/Roll Call**

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

Directors Present:

Jack Hern, Director/Vice President  
Thomas Gwin, Director/Treasurer  
Curt Carney, Director

Staff Present:

Chris de Groot, District Manager  
Brian Werst, District Attorney  
Necia Maiani, PE, District Engineer  
Jessie Camburn, Field Supervisor  
Dave Duthie, Maintenance Supervisor  
Robin Potts, Customer Service Specialist III (minutes recorder)

Excused:

Tom Crimmins, Director/President  
Scott Shellman, Director/Secretary

**B. Agenda Changes and/or Board Member Conflicts**

I.3. was removed from the agenda.

**C. Consent Agenda**

1. Minutes of January 16, 2020

The motion was made to approve the consent agenda as written.

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

**D. Employee Matters**

**E. Oral Communications**

**F. Written Communications**

**G. District Attorney – Brian Werst**

1. Executive Session

The motion was made to go into Executive Session under Idaho Code 74-206 (1)(c), interest in real property.

Director Carney – motion. Director Gwin – second.  
Roll Call Vote: Ayes – Carney, Gwin, Hern. Nays – None

The Board went into Executive Session at 12:40 p.m. and were out at 1:14 p.m.

2. Resolution 20-08 Authorizing Disposal of Surplus Property

The motion was made to approve Resolution 20-08 and dispose of surplus property in a commercially reasonable and responsible manner.

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

**H. District Engineer – Necia Maiani, PE**

1. Project Status Update
2. Earthworks Northwest, Inc. – Pay Request #2 Retainage Release for \$3,647.25

The motion was made to pay Earthworks Northwest, Inc. the amount of \$3,647.25 for final payment of the Twin Lakes water main replacement.

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

**I. District Manager – Chris de Groot**

1. System Operation Update
2. Approval of Expenditure - \$7,774 to H.D. Fowler Company for Parts and Supplies for Replacing Twin Lakes Main to Houses on West Channel Lane

The motion was made to approve the expenditure of \$7,774 to H.D. Fowler for parts and supplies for replacing Twin Lakes water main.

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

3. Approval of Expenditure - \$19,485 to KG&T Septic, Inc. for Pumping and Disposal of Material from Arrow Point Septic Tanks

This item was removed from the agenda.

4. Declare as Surplus and Authorize the Disposal of:
  - a. 2008 Chevy 1-Ton Dually Pickup
  - b. Traffic Control Trailer and Signage

This was addressed under item G.2.

5. Conceptual Design for Front Office Security Improvements

**J. Board Members**

**K. Adjournment**

There being no further business, the motion was made to adjourn at 2:05 p.m.

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

Approved on \_\_\_\_\_.

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Scott Shellman  
Director/Secretary