

North Kootenai Water District
Board Meeting Minutes
January 17, 2013

A. Call to Order/Roll Call

Meeting called to order at 12:31 p.m. by President Crimmins.

Present: Tom Crimmins, Director/President
Shirley Stoller, Director/Vice President
Jim Omerso, Director/Treasurer
Alanna Brooks, Director/Secretary
Jack Hern, Director

Staff Present: Mike Galante, District Manager
Brian Werst, District Attorney
Necia Maiani, District Engineer
Robin Potts, Accounts Specialist II

Visitors: None

B. Consent Agenda

1. Minutes of 01/03/13 Board Meeting
2. Financial Statements

The motion was made to accept the 1/03/13 Board minutes as written.

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

The Board of Directors received the Financial Statements too late to review, therefore, they will be held until the next Board meeting.

C. Treasurer's Report

To be held until the next Board meeting.

D. Oral Communications

Mr. Galante explained to the Board that no response had been received by the District from customer, Karl Mohr. After discussion, the Board decided to continue with Board policy in regards to Mr. Mohr's water service.

E. Written Communications

None

F. Employee Matters

Mr. Galante asked the Board if the Employee Reward Program was still in effect. President Crimmins said that it had been put in effect by the Board in previous years and could be found in the past minutes. The program allows District Supervisors to award an employee who has shown exemplary work ethic a \$50 gift certificate. The Board discussed other ways to recognize employees who exceed expectations. They will review this at a later date and will consider putting something into policy.

G. District Attorney, Brian Werst

1. Executive Session

The motion was made to go into Executive Session at 3:00 p.m. by Director Hern under Idaho Code 67-2345(1b), second by Director Omerso.

Roll Call Vote: Ayes – Directors, Crimmins, Hern, Stoller, Brooks, and Omerso.
Nays – None

The Board was out of Executive Session at 3:25 p.m.

2. Clarification of District Election by Kootenai County Elections Office

Mr. Werst informed the Board that the District had been relieved of doing its own elections. Elections will now be conducted by the Kootenai County Board of Elections office. Persons running for office should turn their Declaration of Candidacy forms into the Board of Elections office.

3. ICS Accounts

After discussion the Board agreed that changing accounts into ICS accounts would not be lucrative to the District at this time due to current low interest rates. The Board will re-evaluate this in four to six months.

H. District Engineer – Necia Maiani, PE

1. Project Status Report

The District will be setting up a Bioxide injection system in the spring to control the odor at Gozzer. IDEQ will not require a design drawing for this system but will require a record drawing once it is installed.

A draft of the intake improvements for the Gozzer Raw Water Intake, have been submitted to IDL.

Welch Comer will submit a draft of the revised Construction Standards/Drawings to Mr. Galante in February.

Ms. Maiani anticipates presenting a capitalization fee analysis of Hayden Haven/Gem Shores to the Board in February.

2. Pay Request/Change Orders

The motion was made to approve Change Order #5 to Scarsella Brothers in the amount of -\$15,521.90 for the Chilco West Waterline Extension.

Director Stoller – motion. Director Omeroso – second.
Motion approved.

The motion was made to approve Pay Request #6 to Scarsella Brothers in the amount of \$15,113.63 representing 100% of the Chilco West Waterline Extension project.

Director Stoller – motion. Director Omeroso – second.
Motion approved.

The motion was made to approve Reimbursement Request #14 for Chilco West DW#1204 from IDEQ in the amount of \$18,289.20.

Director Stoller – motion. Director Omeroso – second.
Motion approved.

3. Contract Closeout – Scarsella Brothers

Scarsella Brothers has submitted everything needed to close out this contract.

4. Task Order – Pilot Study Gozzer Sludge

Ms. Maiani, Mr. Galante and staff members from the District and Welch Comer took a trip to Priest River to obtain information on a different way to deal with sewer sludge which involves the use of Geo-textile bags. Welch Comer will begin a Task Order to examine the bags and to find out what information IDEQ requires if the District decides to begin using this process for sludge removal.

The motion was made to approve Task Order #13-01 for for the Gozzer Sludge Dewatering Pilot in the amount of \$2850.00.

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

I. District Manager – Mike Galante

1. Lancaster 3 VFD – Project Update

Mr. Galante told the Board that the new drive has been installed at Lancaster 3 and is online and working normally due in great part to the efforts of Jessie Nichols, District Electrician.

2. GIS Mapping – Quotation from Geo Spatial Solutions

Mr. Galante informed the Board that he was not 100% sure that he wanted to go with Geo Spatial Solutions after receiving their quote. He would like to receive quotes from a different company and compare the two.

3. Listing of Accounts to Move to ICS Accounts

This was discussed in section G.3. of these minutes.

4. Debbie Wilson – Deferred Leave Request

Ms. Wilson, District Office Supervisor, has been on an extended sick leave and has exhausted all of her leave benefits. Mr. Galante requested, on her behalf, the Board advance Ms. Wilson's 2013 sick and vacation leave. Mr. Werst had prepared a letter for Ms. Wilson's signature with the conditions of the advanced leave. The Board granted an advance of 20 days total of sick and vacation combined leave. They agreed to revisit this if more leave is asked for in the future.

J. Board Members

None

K. Adjournment

There being no further business, the motion was made to adjourn.

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

Meeting adjourned at 3:26 p.m.

Alanna Brooks
Board Director/Secretary