

**North Kootenai Water District  
Board Meeting Minutes  
July 19, 2018**

**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, Director/President  
Thomas Gwin, Director/Treasurer  
Curt Carney, Director

Staff Present: Chris de Groot, District Manager  
Thad O'Sullivan, District Attorney  
Necia Maiani, PE, District Engineer  
Robin Potts, Customer Specialist II (minutes recorder)

Excused: Jack Hern, Director/Vice President  
Fred Ogram, Director/Secretary

Visitors: William Daum  
Wendy Cockrell

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

The motion was made to add H.6. William Daum to the agenda due to an emergency no water situation.

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

**C. Consent Agenda**

1. Minutes of 06/21/18 Board Meeting
2. Financials – June 2018

The motion was made to accept the Consent Agenda.

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

**D. Treasury Report – Chris de Groot**

Mr. de Groot gave the Treasury Report for the month of June.

**E. Employee Matters**

None

**F. Oral Communications**

None

## **G. Written Communications**

Written communications were included in the Board's meeting packets.

## **H. District Attorney – Thad O'Sullivan**

### 1. Executive Session

None

### 2. Resolution 2018-12 Annexation of 19619 N Glacial Ridge St.

The motion was made to approve Resolution 2018-12 for the annexation of 19619 N Glacial Ridge St.

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

### 3. Potential Developer Reimbursement Agreement for Lancaster Road Annexation

The motion was made to authorize Chris de Groot to draw up a Late Comers agreement for the customers in the Lancaster Road annexation and waterline extension.

### 4. Starling Meadows

The motion was made to allow the service connection for 1385 E Starling Meadows into the District without annexation.

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

### 5. Easement for Lancaster Main

None

### 6. William Daum

Motion was made to allow 24767 N Corbin Hill Road to receive service without annexation.

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

## **I. District Engineer – Necia Maiani, PE**

### 1. Project Status Report

Ms. Maiani reported that Welch Comer has been assisting in the service replacements on Hillside. Treefarm Well #3 bidding will be in August and drilling will probably occur in September. Upper Hayden Lake Road booster station has been approved by IDEQ.

### 2. Task Order 18-01 Modification

This is being held until the next meeting.

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

1. System Operation Update

Mr. de Groot discussed the current status of the District.

2. Outside Employment Policy

The motion was made to adopt the Outside Employment Policy with discussed changes.

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

3. Military Active Duty Policy

The motion was made to authorize military leave pay to Chris Seward for this year.

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

4. Main Extension to Serve Parkwood Properties

After discussion, the Board decided to allow the Meyer Family Trust to delay complete mainline extension for one year.

5. Purchase of Three Pumps at a Cost of \$11,123.53 for Upper Hayden Lake Rd. Booster Pump Station

The motion was made to approve the purchase of three pumps at a cost of \$11,123.53 for the Upper Hayden Lake Road booster pump station.

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

6. Hillside Service Replacement Project, Change Order #1 for \$15,184.84

The motion was made to approve Change Order #1 in the amount of \$15,184.84 to S & L Underground.

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

7. Hillside Service Replacement Project, Pay Request #1 from S & L Underground for \$117,329.18

The motion was made to pay S & L Underground the amount of \$117,329.18 for services rendered.

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

8. Draft FY 2018-19 Budget

Mr. de Groot presented the draft FY 2018-19 Budget. The annual Board Workshop will be held at Welch Comer on August 16<sup>th</sup>.

**K. Board Members**

None

**L. Adjournment**

There being no further business, the motion was made to adjourn at 2:30 p.m.

Director Carney – motion, Director Gwin – second.

Motion approved.

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

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Fred Ogram  
Director/Secretary