

**North Kootenai Water and Sewer District  
Board Meeting Minutes  
March 19, 2020**

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

There being a quorum, the meeting was called to order at 12:31 p.m. by President Crimmins.

Directors Present: Tom Crimmins, Director/President  
Jack Hern, Director/Vice President  
Thomas Gwin, Director/Treasurer (arrived at 12:37 p.m., left at 2:05 p.m.)  
Scott Shellman, Director/Secretary  
Curt Carney, Director

Staff Present: Chris de Groot, District Manager  
Brian Werst, District Attorney  
Jessie Camburn, Field Supervisor  
Dave Duthie, Maintenance Supervisor  
Debbie Wilson, Office Supervisor  
Robin Potts, Customer Service Specialist III (minutes recorder)

Excused: Necia Maiani, District Engineer

Visitors: Bonnie Stearns, Accountant  
Caroline Wright, CliftonLarsonAllen LLP

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

**C. Consent Agenda**

1. Minutes of March 5, 2020
2. Financials for February 2020

The motion was made to accept the minutes as written but to pull the financials until the next meeting.

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

**D. Public Hearing**

The public hearing on the Chernioglo annexation was opened at 12:33 p.m. There were no written communication and no one present. The public hearing closed at 12:34 p.m.

**E. Treasury Report: Robin Potts for Chris de Groot**

**F. Employee Matters**

**G. Oral Communications**

**H. Written Communications**

**I. District Attorney – Brian Werst**

1. Executive Session – Idaho Code §74-206(1)(c) to discuss the possible acquisition of an interest in real property not owned by the District.

The motion was made to go into Executive Session

Director Hern – motion. Director Carney – second.

Roll Call Vote:

Ayes – Directors Carney, Crimmins, Gwin, Hern, and Shellman

Nays – None

Began Executive Session at 12:57 p.m. Ended at 1:15 p.m.

2. Resolution 20-09 Chernioglo Annexation

The motion was made to accept Resolution 20-09 for the Chernioglo annexation.

Director Carney – motion. Director Hern – second.

Motion approved.

3. Motion Regarding District Manager Benefits

The motion was made to accept the change in benefits for the District Manager.

Director Carney – motion. Director Gwin – second.

Motion approved.

**J. District Engineer – Necia Maiani, PE – Excused**

**K. District Manager – Jessie Camburn for Chris de Groot**

1. System Operation Update

2. District Response to COVID-19

The motion was made to adopt the COVID-19 responses as discussed.

Director Hern – motion. Director Carney – second.

Motion approved.

The motion was made to approve the change of the Manager's purchasing limits from \$5,000 to \$10,000 with a review at 60 days.

Director Hern – motion. Director Carney – second.

Motion approved.

3. Results of Annual Financial Audit by CLA LLP

The motion was made to approve the Draft Financial Audit Report as presented by CLA LLP.

Director Shellman – motion. Director Carney – second.

Motion approved.

**L. Board Members**

Executive Session

The motion was made to go into Executive Session under Idaho Code §74-206(1)(b) to interview for the District Manager position.

Director Hern – motion. Director Carney – second.

Roll Call Vote:

Ayes – Directors Carney, Crimmins, Hern, and Shellman

Nays – None

Began Executive Session at 2:22 p.m. Ended at 3:55 p.m.

**M. Adjournment**

There being no further business, the motion was made to adjourn at 3:56 p.m.

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

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

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Scott Shellman  
Director/Secretary