

**North Kootenai Water District
Board Meeting Minutes
February 21, 2019**

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
Jessie Camburn, Field Supervisor
Dan Messier, Wastewater Supervisor
Dave Duthie, Electrician

Visitors: Jack Hern
Scott Shellman

B. Selection of Secretary Pro Tem

The motion was made to have Thomas Gwin act as Secretary Pro Tem.

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

C. Agenda Changes and/or Board Member Conflicts

None

D. Consent Agenda

1. Minutes of January 3, 2019
2. Minutes of February 7, 2019
3. Financials – December 2018
4. Financials – January 2019

The motion was made to approve the Consent Agenda.

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

E. Treasury Report

F. Employee Matters

None

G. Oral Communications

None

H. Written Communications

None

I. District Attorney – Thad O’Sullivan

1. Executive Session

The motion was made to go into Executive Session under Idaho Code 74-206 (1)(b), for employee evaluation.

Director Carney – motion. Director Gwin – second.

Roll Call Vote:

Ayes – Directors Carney, Crimmins, and Gwin

Nays – None

Entered into Executive Session at 2:02 p.m. and out at 3:07 p.m.

2. Update to the Board on District Governance

The motion was made to approve the District’s attorney to attend a hearing at Court on Monday, March 4, 2019.

Director Carney – motion. Director Gwin – second.

Motion approved.

3. Repeal of January 17, 2019 Minutes

The motion was made to repeal the minutes of the January 17th Board meeting.

Director Carney – motion. Director Gwin – second.

Motion approved.

J. District Engineer – Necia Maiani, PE

1. Project Status Report

2. Update on Fox Hollow Phase 1

3. Task Order 2019-03 Gozzer Condominium Development Analysis

The motion was made to approve Task Order 2019-03 for an analysis of the Gozzer Condominium Development analysis.

Director Carney – motion. Director Gwin – second.

Motion approved.

4. Pay Request 1 and Change Order 1 for O'Keefe Drilling

The motion was made to approve Change Order 1 in the amount of \$375.00 to O'Keefe Drilling for Tree Farm Well #3 project.

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

The motion was made to approve Pay Request 1 in the amount of \$108,535.60 to O'Keefe Drilling for Tree Farm Well #3 project.

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

5. Tree Farm Well House Project

The motion was made to reject all bids for the Tree Farm Well House Project.

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

The motion was made to keep the construction in house for the Tree Farm well house.

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

K. District Manager – Chris de Groot

1. System Operation Update

2. Approval of Expenditure to Install Well Pump in Tree Farm Well #3

The motion was made to approve the payment for installation of the well pump at Tree Farm Well #3 in the amount of \$42,969.00 to United Crown Pump & Drilling.

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

3. Clarification and Possible Amendment of District At-Will Personnel Policy Relating to Holiday Pay

The motion was made to reaffirm the policy changes relating to holiday pay from 8 to 10 hours to coincide with the 10-hour work day.

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

4. Temporary Increase in Petty Cash Amount on Hand

The motion was made to temporarily increase the petty cash on hand from \$500 to \$5,500.

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

L. Board Members

1. Performance Evaluation for District Manager

M. Adjournment

There being no further business, the motion was made to adjourn at 3:10 p.m.

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

Approved on _____.

Director/Secretary Pro Tem