

**North Kootenai Water District
Board Meeting Minutes
May 19, 2016**

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
Jack Hern, Director/Treasurer
Fred Ogram, Director/Secretary
Curt Carney, Director

Staff Present: Mike Galante, District Manager
Brian Werst, District Attorney
Necia Maiani, PE, District Engineer
Robin Potts, Customer Service Specialist II, (minutes recorder)

B. Agenda Changes and/or Board Member Conflicts

The motion was made to add K.6. FY 2017 Budget.

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

C. Consent Agenda

1. Minutes of 04/21/16 Board Meeting
2. Financial Reports – April 2016

The motion was made to accept the Consent Agenda as written.

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

D. Public Hearing

1. North Idaho Land Investments, LLC Annexation

The Public Hearing for the North Idaho Land Investments, LLC annexation opened at 12:31 p.m. There being no written comments and no one present, the meeting closed as 12:32 p.m.

2. Zastrow Annexation

The Public Hearing for the Zastrow annexation opened at 12:32 p.m. There being no written comments and no one present, the meeting closed as 12:33 p.m.

E. Treasury Report

Mr. Galante went over the monthly financials for April 2016.

F. Employee Matters

None

G. Oral Communications

None

H. Written Communications

A letter was received from a customer asking for financial assistance with her high water bill. The customer had a leak over a seven month period. She was unable financially to have it repaired. Someone finally repaired at no charge. The customer has been paying very large amounts each month and is still behind.

The motion was made to forgive \$497.85 for Susan Howard's outstanding water account due to the overage the customer has paid and due to the leak being repaired.

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

I. District Attorney – Brian Werst

1. Executive Session

None

2. Order of Annexation – North Idaho Land Investments, LLC

The motion was made to approve Resolution 2016-04 for the North Idaho Land Investments, LLC annexation.

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

3. Order of Annexation – Zastrow Annexation

The motion was made to approve Resolution 2016-05 for the Zastrow annexation.

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

4. Chilco LID #3

A customer requested a new service at our Chilco service area.

The motion was made to have Gary Creagle's subject property go through the normal hook-up procedures. No LID fee will be assessed.

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

The Board asked Mr. Galante to send a letter to both Mr. Creagle and R & R Smith.

5. Discussion of Late Comers Agreement

The Board discussed possible future Late Comer agreements.

J. District Engineer – Necia Maiani, P.E.

1. Project Status Report

- a. Ms. Maiani and Mr. Galante met with Eric Shanley of Lakes Highway District to discuss the existing MOU for the waterline and roadway projects on St James.
- b. Ms. Maiani reported on Mountain View Terrace water rights.

2. CIP Update

Discussion of CIP from financial data through 4/30/16.

3. Task Order 16-03 Site Plan for New Building

The motion was made to approve Task Order 16-03 to Welch Comer in the amount of \$1,175 for the District's new building site plan.

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

4. Task Order 16-02 Ela Waterline QLPE

The motion was made to approve Task Order 16-02 to Welch Comer in the amount of \$3,000 for the Ela Waterline QLPE after a check is submitted by Mr. Ela and letters have been mailed from Mr. Galante.

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

K. District Manager – Mike Galante

1. System Operation Update

All systems are operating normally. The Sanitary Survey on Hayden Haven - Gem Shores had no deficiencies.

2. Request for Quotation – New Building, Bid Opening

Two bids were received. Mr. Galante to see if they are responsive. Board to decide at a later date.

3. Board Member Applications

Mr. Galante reported on his results in approaching possible candidates to fill the vacant Board seat.

4. QLPE – Ela Waterline Extension

Discussed previously under J. 4.

5. Hayden Lake Recreational Water & Sewer – Lift Station Water Service

The motion was made to waive Capitalization Fees for Hayden Lake Recreational Water & Sewer to put service meters at their lift station sites.

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

6. FY 2017 Budget

Mr. Galante went over the first draft of the FY 2017 Budget

L. Board Members

None

M. Adjournment

There being no further business, the motion was made to adjourn at 3:03 p.m.

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

Approved on _____.

Fred Ogram
Director/Secretary