

**North Kootenai Water and Sewer District  
Board Meeting Minutes  
December 19, 2019**

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

There being a quorum, the meeting was called to order at 12:33 p.m. by President Crimmins.

Directors Present: Tom Crimmins, Director/President  
Jack Hern, Director/Vice President  
Thomas Gwin, Director/Treasurer  
Scott Shellman, Director/Secretary (via phone)  
Curt Carney, Director

Staff Present: Chris de Groot, District Manager  
Necia Maiani, District Engineer  
Ashley Williams, District Engineer  
Derek Huff, District Engineer  
Jessie Camburn, Field Supervisor  
Dave Duthie, Operations Supervisor  
Robin Potts, Customer Service Specialist III (minutes recorder)

Excused: Brian Werst, District Attorney

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

The motion was made to add I.5. Change Order #1 and I.6. Change Order #2 to the agenda.

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

**C. Consent Agenda**

1. Minutes of December 5, 2019
2. Financials for November 2019

The motion was made to approve the consent agenda as written.

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

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

**E. Employee Matters**

**F. Oral Communications**

**G. Written Communications**

A letter written to the Board of Directors was received from this year's auditors.

**H. District Attorney – Brian Werst - Excused**

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

1. Project Status Update

2. Update on Comprehensive Plans
3. Task Order 19-13 – Gozzer Septic Tank Standards

The motion was made to accept Task Order 19-13 for Welch Comer to develop standards for Gozzer septic tanks at an hourly amount not to exceed \$2,800.00.

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

4. Pay Request #1 for Earthworks Northwest

The motion was made to accept Pay Request #1 to Earthworks Northwest in the amount of \$69,297.75 for the Twin Lakes water main replacement.

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

5. Change Order #1

The motion was made to accept Change Order #1 in the amount of \$720.00 for additional leak repairs on the Twin Lakes water main replacement.

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

6. Change Order #2

The motion was made to accept Change Order #2 to decrease the amount of the contract for the Twin Lakes water main replacement by \$3,914.00. This reflects the actual documented installed quantities by the Contractor.

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

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

1. System Operation Update
2. Approval of Expenditure - \$6,330.00 for Replacement of the Heating and Cooling System for Lancaster Well House by ACI Northwest

The motion was made to approve the expenditure of \$6,330.00 to replace the heating and cooling system for Lancaster well house.

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

3. Update on Recent Expenditures at Gozzer Ranch
4. Update on Dry Acres Water and Sewer District
5. Possible Cancellation of January 2, 2020 Board Meeting

The motion was made to cancel the January 2, 2020 Board meeting.

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

**K. Board Members**

**L. Adjournment**

There being no further business, the motion was made to adjourn at 2:25 p.m.

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

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

\_\_\_\_\_  
Scott Shellman  
Director/Secretary