

**North Kootenai Water District
Board Meeting Minutes
February 7, 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
Jack Hern, Director/Vice President
Thomas Gwin, Director/Treasurer
Scott Shellman, Director/Secretary
Curt Carney, Director (via phone)

Staff Present: Chris de Groot, District Manager
Brian Werst, District Attorney
Necia Maiani, PE, District Engineer
Jessie Camburn, Field Supervisor
Dan Messier, Wastewater Supervisor
Dave Duthie, Electrician
Debbie Wilson, Office Supervisor
Robin Potts, Customer Service Representative (minutes recorder)
Jared Felton, Service Technician (arrived 2:45 p.m.)
Robert Bush, Service Technician (arrived 2:45 p.m.)
Joe Lutes, Service Technician (arrived 2:45 p.m.)
Chris Seward, Service Technician (arrived 2:45 p.m.)
Angie Richards, Customer Service Representative (arrived 2:45 p.m.)

Visitor: Daniel Zelk, Mountain West Bank

B. Agenda Changes and/or Board Member Conflicts

Mr. de Groot asked to add agenda items to discuss rates for Hayden Haven/Gem Shores, Gozzer, and East Seasons areas, and mitigation fees at Fox Hollow subdivision.

The motion was made to amend the agenda as noted.

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

C. Consent Agenda

1. Minutes of January 17, 2019

The motion was made to approve the minutes as written.

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

D. Public Hearings

1. Lambert Annexation

The Public Hearing was opened at 12:46 p.m. There was no one present and no written comments. The Public Hearing closed at 12:47 p.m.

2. Sackmann Annexation

The Public Hearing was opened at 12:47 p.m. There was no one present and no written comments. The Public Hearing closed at 12:48 p.m.

E. Employee Matters

None

F. Oral Communications

None

G. Written Communications

A letter was sent to a District customer on the Gozzer system informing them of a fine placed on their account for unauthorized use of water.

H. District Attorney – Brian Werst

1. Executive Session

None

2. Resolution 2019-02 Lambert Annexation

The motion was made to approve Resolution 2019-02 for the Lambert Annexation.

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

3. Resolution 2019-03 Sackmann Annexation

The motion was made to approve Resolution 2019-03 for the Sackmann Annexation.

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

4. Resolution 2019-04 Authorizing the District Manager to Sign Documents Necessary to Establish Flexible Spending Accounts for District Employees

The motion was made to approve Resolution 2019-04 to authorize Mr. de Groot to execute and sign documents to establish FSA accounts for employees.

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

5. Fox Hollow Mitigation Fees

Discussion of mitigation fees in the amount of \$79,000 that need to be paid by the developers of the Fox Hollow subdivision.

I. District Engineer – Necia Maiani, PE

1. Project Status Report
2. Task Order 2019-01 Excelsior Beach Service Feasibility

The motion was made to approve Task Order 2019-01 in the amount of \$3,000 for the service feasibility analysis of Excelsior Beach by Welch Comer.

Director Shellman – motion. Director Gwin – second.
Director Crimmins – abstained.
Motion approved

3. Task Order 2019-02 Gozzer Ranch Residential Analysis

The motion was made to approve Task Order 2019-02 for an hourly rate not to exceed \$3,200 for the analysis of the capacity for the Gozzer system and an hourly rate not to exceed \$2,500 for the analysis of the service sizing on Gozzer residential properties by Welch Comer.

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

4. Tree Farm Well House Bid Results

Further review is needed. Will bring recommendations to the Board on February 21st.

5. Debt Service Surcharge – Gozzer Ranch and Hayden Haven/Gem Shores

The debt service surcharge will be stopped from the Gozzer and Hayden Haven/Gem Shores systems due to the time period to collect being complete.

6. East Seasons System Rates

Discussion on the 18 GPM well and solutions to the problems with water supply on the East Seasons system.

J. District Manager – Chris de Groot

1. System Operation Update

Mr. Camburn reported on repairs that had been made to the Tree Farm reservoir.

2. Form D-1 Bond Disclosure

The motion was made to have the Board Secretary sign the D-1 Bond Disclosure form and for Mr. de Groot to mail the form.

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

3. Mountain West Bank – Changes to Authorized Signatures

Daniel Zelk from Mountain West Bank had the Board of Directors sign new bank signature cards.

4. Daniels Annexation from July 2014 and Bielec Annexation from 2010

The Board instructed the attorney and engineers to compile an acceptable annexation packet for two annexations that were not recorded at the County in previous years.

5. Billing for Fire Services

6. Proposed House on Two Lots at Gozzer Ranch

K. Board Members

1. Performance Evaluation for District Manager

The Board spoke with staff members regarding the performance of the District Manager.

L. Adjournment

There being no further business, the motion was made to adjourn at 3:31 p.m.

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

Approved on _____.

Director