

**North Kootenai Water District
Board Meeting Minutes
January 5, 2012**

A. Call to Order/Roll Call:

Meeting called to order at 12:30 p.m. by President Crimmins.

Present: Tom Crimmins, Director/President
Shirley Stoller, Director/Vice President
Alanna Brooks, Director/Secretary
Jim Omerso, Director/Treasurer
Jack Hern, Director

Staff Present: Mike Galante, District Manager
Brian Werst, District Attorney
Necia Maiani, P.E., District Engineer
Robin Potts, Accounts Specialist

Excused: None

Visitors: None

B. Consent Agenda:

1. Minutes of 12/15/11 Board Meeting

Motion was made to accept the minutes of the 12/15/11 meeting as written.

Director Stoller – motion, Director Omerso – second.
Motion approved unanimously.

C. Oral Communications:

None

D. Written Communications:

Mr. Galante requested the Board review and possibly write-off an amount owed on a customer's account due to a large water usage in a short period of time that the house was vacant.

The motion was made to write-off \$113.33 and start with a \$0 balance for the new owners due to extenuating circumstances.

Director Hern – motion, Director Omerso – second.
Motion approved unanimously.

E. Public Hearings

1. Sonjia MacDonald

The Public Hearing was opened at 12:41 p.m. With no one present and having no written communications, the Public Hearing was closed at 12:42 p.m.

2. Kootenai Properties

The Public Hearing was opened at 12:42 p.m. With no one present and having no written communications, the Public Hearing was closed at 12:43 p.m.

3. Leola & Roy Hall

The Public Hearing was opened at 12:44 p.m. With no one present and having no written communications, the Public Hearing was closed at 12:44 p.m.

F. Treasury Report – Jim Omerso

None.

G. Employee Matters:

The Board had requested the employees fill-out evaluation forms. The employees had turned these into the Board. They will be distributed to each Board member for review.

It was brought to the Boards attention that the floor in the bathroom had rotted to the point a shelf had gone through it. There is an odor of mold and mildew and employees have complained of burning eyes, noses and throats along with other allergy symptoms and flushed faces. The Board directed Mr. Galante to have the building inspected. Mr. Werst suggested contacting the insurance company to see if they had someone they would want us to use.

H. District Attorney – Brian Werst:

1. Executive Session

The Board waited until the end of the meeting before going into Executive Session. Then Director Hern made the motion to enter into Executive Session under Idaho Code 672345.1C for Real Estate and 672345.1B for Personnel.

Roll Call Vote: Ayes – Directors Brooks, Stoller, Omerso, Hern and Crimmins
Nays – None

The Board members entered into Executive Session at 2:12 p.m. and were out at 2:51 p.m.

2. Resolution 2012-01 and Corresponding Order of the Board – Sonjia MacDonald Annexation

The motion was made to approve Resolution 2012-01 granting permission for what is commonly known as the Sonjia MacDonald property to be annexed into the District.

Director Stoller – motion, Director Brooks – second.
Motion approved unanimously.

3. Resolution 2012-02 and Corresponding Order of the Board – Kootenai Properties Annexation

The motion was made to approve Resolution 2012-02 granting permission for what is commonly known as the Kootenai properties to be annexed into the District.

Director Stoller – motion, Director Brooks – second.
Motion approved unanimously.

4. Resolution 2012-03 and Corresponding Order of the Board – Leola & Roy Hall Annexation

The motion was made to approve Resolution 2012-03 granting permission for what is commonly known as the Leola & Roy Hall property to be annexed into the District.

Director Stoller – motion, Director Brooks – second.
Motion approved unanimously.

5. Request to Examine and/or Copy Public Records Resolution

Mr. Werst asked the Board how they wanted to proceed with the new Idaho statute dealing with office expenses charged for public records requests. They directed Mr. Werst to redraft the resolution to comply with the statute.

I. District Engineer – Necia Maiani, PE:

1. Project Status Report

There was communication on how to proceed down Lancaster Road with the water main replacement to incur the least expenses. The rest of the report can be reviewed at the District Office.

2. Pay Requests/Change Orders

a. Lancaster Transmission Main – Warren to Strahorn

Motion made to approve Change Order #1 for the Lancaster Water Main Replacement in the amount of \$239,967 to L&L Cargile LLC, not including the Knob.

Director Stoller – motion, Director Omerso – second.
Motion approved unanimously.

b. Chilco East

The motion was made to approve Change Order #1 for Chilco East LID #3 for -\$4,588.15 to Scarsella Brothers.

Director Omerso – motion, Director Stoller – second.
Motion approved unanimously.

3. Rimrock Pressure Zone Investigation

The next part of this investigation will be with Ms. Maiani and staff beginning at the Booster Station and working down the line in sections.

4. Task Order Amendment – LID #3 and LID #4

a. A motion was made to approve Amendment #1 to Task Order 11-09 in the amount of \$5431 for environmental services.

Director Stoller – motion, Director Hern – second.
Motion approved unanimously.

b. A motion was made to approve Amendment #2 to Task Order 11-10 in the amount of \$3950 for post LID modifications to Chilco East.

Director Stoller – motion, Director Omerso – second.

Motion approved unanimously.

- c. A motion was made to approve Amendment #1 to Task Order 11-11 in the amount of \$8550 for post LID modifications of Chilco West.

Director Stoller – motion, Director Hern – second.
Motion approved unanimously.

5. DEQ Loan Offer for LID #4

The motion was made to accept the DEQ Loan offer for LID #4 in the amount of \$440,000 at .25% interest over 30 years, and to have President Crimmins sign the documents.

Director Stoller – motion, Director Omeroso – second.
Motion approved unanimously.

J. District Manager – Mike Galante

1. Website Update/eBill Presentation

This will be available soon.

2. Closed Accounts with Minor Balances

The motion was made for staff not to pursue collecting outstanding balances on closed accounts if under \$20, to bring any amounts over \$20 and under \$100 to the Board of Directors for discussion, and to always collect on amounts over \$100.

Director Hern – motion, Director Omeroso – second.
Motion approved unanimously.

3. Cost Saving Measures/Uniform Changes

Discussion was held on dropping the current uniform company and having an annual shopping allowance of \$300 for the outside employees to buy pants. This comes to a savings of over \$2000 per year.

4. Lancaster Easements

A meeting is scheduled for tomorrow with Mr. Galante and Mr. & Mrs. Marks to discuss an easement across their property for the Lancaster Main replacement.

5. Lower Loch Haven View Manor

Mr. Galante discussed adding the Lower Loch Haven View Manor subdivision onto the District. The Board directed Mr. Galante to have these properties annexed into the District.

K. Board Members:

None

L. Adjournment:

Motion was made to adjourn the meeting.

Director Hern – motion, Director Omeroso – second.
Motion approved unanimously.

Meeting adjourned at 2:52 p.m.

Alanna Brooks
Secretary