

**North Kootenai Water District
Board Meeting Minutes
December 20, 2018**

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
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
Robin Potts, Customer Service Representative (minutes recorder)

Visitor: Kris Mayhew, Magnuson, McHugh & Co.

Excused: Fred Ogram, Director/Secretary

B. Agenda Changes and/or Board Member Conflicts

The motion was made to have Director Hern act as secretary pro tem.

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

C. Consent Agenda

1. Minutes of December 6, 2018
2. Financials – November 2018

The motion was made to accept the consent agenda.

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

D. Treasury Report – Chris de Groot

Mr. de Groot gave the Treasury Report for the month of November.

E. Employee Matters

None

F. Oral Communications

1. 2018 Audit Presentation – Magnuson, McHugh & Co.

Mr. Mayhew presented the 2018 Audit presentation to the Board. There were no findings during this audit.

G. Written Communications

None

H. District Attorney – Thad O’Sullivan for Brian Werst

1. Executive Session

None

2. Resolution 2018-25 Authorizing the Establishment of the Reimbursement Arrangement/Voluntary Employees Beneficiary Association Plans

The motion was made to accept Resolution 2018-25 for the establishment of the reimbursement arrangement/Voluntary Employees Beneficiary Association (VEBA) plans.

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

3. Resolution 2018-26 Declaring as Surplus and Authorizing the Disposal of Certain District Equipment

The motion was made to approve Resolution 2018-26 to surplus and dispose of certain District equipment.

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

I. District Engineer – Necia Maiani, PE

1. Project Status Report
2. Draft Letter of Intent for DEQ Planning Grant

The letter of intent is due January 11, 2019.

J. District Manager – Chris de Groot

1. System Operation Update
2. Disposal of Surplus District Equipment
3. Possible Refunding of Water Revenue Bond

The motion was made to have Mr. de Groot sign the letter of engagement for the refunding of the Water Revenue Bond.

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

4. Flexible Spending Accounts for Out of Pocket Medical Expenses

The motion was made to have Mr. de Groot set up a Flexible Spending account for employees.

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

5. Approval to Repair the Leak on Tree Farm Reservoir

The motion was made to approve the repair of the leak on Tree Farm Reservoir by TML Construction in the amount of \$8,850.00 with a 20% contingency, not to exceed \$10,620.00.

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

6. Security Assessment of District Offices

7. Request for Emergency Temporary Water Connection at 15240 and 15344 N Government Way

The motion was made to allow the properties of 15240 and 15344 N Government Way to annex into the District, as well as, receive emergency, temporary service.

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

8. Approval for Expenditure for the Rotation of the Pitless Adaptor on Tree Farm Well #2 by United Crown Pump and Drilling

The motion was made to approve the rotation of the pitless adaptor on Tree Farm Well #2 by United Crown Pump and Drilling in the amount of \$6,847.00.

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

K. Board Members

None

L. Adjournment

There being no further business, the motion was made to adjourn at 2:09 p.m.

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

Approved on _____.

Director/Secretary