

**North Kootenai Water and Sewer District  
Board Meeting Minutes  
November 21, 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  
Curt Carney, Director (minutes recorder)

Staff Present: Chris de Groot, District Manager  
Brian Werst, District Attorney  
Necia Maiani, PE, District Engineer  
Jessie Camburn, Field Supervisor  
Dave Duthie, Maintenance Supervisor  
Robin Potts, Customer Service Specialist III (minutes recorder)

Excused: Scott Shellman, Director/Secretary

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

The motion was made to appoint Curt Carney as Secretary Pro Tem.

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

**C. Consent Agenda**

1. Minutes of November 7, 2019
2. Financials – October 2019

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

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

**D. Public Hearing**

1. Nipp Annexation

The Public Hearing for the Nipp Annexation opened at 12:34 p.m. There was no one present and there were no written communications. The Public Hearing closed at 12:35 p.m.

2. Fendich Annexation

The Public Hearing for the Fendich Annexation opened at 12:36 p.m. There was no one present and there were no written communications. The Public Hearing closed at 12:38 p.m.

**E. Treasury Report**

**F. Employee Matters**

**G. Oral Communications**

## **H. Written Communications**

### **I. District Attorney – Brian Werst**

#### 1. Executive Session

The motion was made to go into Executive Session under Idaho Code 74-206(1)(c).

Director Hern – motion. Director Carney – second.

Roll Call Vote: Ayes – Directors Carney, Hern, Crimmins, and Gwin; Nays - None

The Board went into Executive Session at 12:52 p.m. and were out at 1:05 p.m.

#### 2. Resolution 20-05 Nipp Annexation

The motion was made to approve Resolution 20-05 for the annexation of the Nipp property.

Director Hern – motion. Director Gwin – second.

Motion approved.

#### 3. Resolution 20-06 Fendich Annexation

The motion was made to approve Resolution 20-06 for the annexation of the Fendich property.

Director Hern – motion. Director Gwin – second.

Motion approved.

#### 4. Resolution 20-07 Declaring Certain Personal Property Surplus

The motion was made to approve Resolution 20-07 to declare certain personal property surplus and to give the District Manager approval to dispose of certain property.

Director Gwin – motion. Director Hern – second.

Motion approved.

### **J. District Engineer – Necia Maiani, PE**

#### 1. Project Status Report

#### 2. Task Order 19-11 Twin Lakes Reservoir Easements

The motion was made to approve Task Order 19-11 to Welch Comer for the purpose of surveying easements for the Twin Lakes reservoir in the amount of \$6,300.00.

Director Gwin – motion. Director Hern – second.

Motion approved.

#### 3. Task Order 19-12 Arrow Point Septic Tank Structural Review

The motion was made to approve Task Order 19-12 to Welch Comer for structural review of the Arrow Point septic tank in an amount not to exceed \$5,700.00.

Director Gwin – motion. Director Hern – second.

Motion approved.

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

1. System Operation Update
2. Approval of Expenditure \$9,595 for the Purchase of an Equipment Trailer from Machinery Northwest

The motion was made to approve the expenditure of \$9,595.00 for the purchase of an equipment trailer from Machinery Northwest.

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

3. Approval of Expenditure of \$8,300 for Technical Support from EVOQUA Water Technologies for Gozzer Wastewater Treatment Plant

The motion was made to approve the expenditure of \$8,300.00 for technical support from EVOQUA Water Technologies for the Gozzer wastewater treatment plant.

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

4. Disposal of Surplus Property
  - a. 21-ton Beavertail Trailer
  - b. Gas Powered Ingersoll Rand Air Compressor

**L. Board Members**

**M. Adjournment**

There being no further business, the motion was made to adjourn at 2:03 p.m.

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

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

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Scott Shellman  
Director/Secretary