

**North Kootenai Water and Sewer District**  
**Board Meeting Minutes**  
**September 17, 2020**

**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  
Thomas Gwin, Director/Treasurer (arrived at 12:35 p.m.)  
Scott Shellman, Director/Secretary  
Curt Carney, Director

Staff Present: Jessie Camburn, District Manager  
Brian Werst, District Attorney  
Necia Maiani, P.E., District Engineer  
Suzanne Scheidt, Senior Compliance Specialist  
Dina Van Gelder, Customer Service Specialist I (minutes recorder)

Excused: Jack Hern, Director/Vice President

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

**C. Consent Agenda**

1. Minutes of September 3, 2020
2. Financials for August 2020

The motion was made to postpone the Consent Agenda until the next meeting.

Motion - Director Shellman. Second - Director Carney  
Motion approved.

**D. Public Hearings**

1. Rate and Charges

The public hearing was opened at 12:34 p.m. There was no one from the public present and there was no written correspondence received. The public hearing closed at 12:35 p.m.

2. Budget for Fiscal Year 2020-2021

The public hearing was opened at 12:35 p.m. There was no one from the public present and there was no written correspondence received. The public hearing closed at 12:36 p.m.

**E. Employee Matters**

**F. Oral Communications**

**G. Written Communications**

Monica Hayes Leak Relief Request

The motion was made to grant 75% of the highest monthly bill, no late fees, no outstanding fees, or no interest to be applied.

Motion – Director Shellman. Second – Director Carney.  
Motion approved.

**H. District Attorney – Brian Werst**

1. Executive Session
2. Resolution 20-23 Approving Rates and Charges

The motion was made to accept Resolution 20-23 Approving Rates and Charges.

Motion – Director Carney. Second – Director Gwin  
Motion approved.

3. Resolution 20-24 Adopting the Budget for the Fiscal Year 2020-2021

The motion was made to accept Resolution 20-24 Adopting the Budget for the Fiscal Year 2020-2021.

Motion – Director Carney. Second – Director Shellman.  
Motion Approved

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

Project Status Report

**J. District Manager – Jessie Camburn**

1. System Operation Update
2. Expenditure of \$5,198.00 to Prestige Worldwide Technologies for Clay Valve Maintenance.

The motion was made to accept the cost of \$5,198.00 to Prestige Worldwide Technologies for clay valve maintenance.

Motion – Director Carney. Second – Director Shellman.  
Motion approved.

3. Idaho State Cost of Living Increase

The motion was made to accept a salary cost of living increase of 3% effective October 3<sup>rd</sup>, 2020, with additional merit increase of 2% on annual review in 2021.

Motion – Direct Carney. Second – Director Gwin.  
Motion approved.

**K. Board Members**

**L. Adjournment**

There being no further business, the motion was made to adjourn at 1:22 p.m.

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

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

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Scott Shellman  
Director/Secretary