

**North Kootenai Water and Sewer District
Board Meeting Minutes
August 18, 2022**

A. Call to Order/Roll Call

There being a quorum, the meeting was called to order at 12:320 p.m. by President Crimmins.

Directors Present: Tom Crimmins, Director/President
Jack Hern, Director/Vice President
Curt Carney, Director/Secretary (minutes recorder)
Scott Shellman, Director
Thomas Gwin, Director

Staff Present: Suzanne Scheidt, Chief Operating Officer
Brian Werst, District Attorney

B. Agenda Changes and/or Board Member Conflicts

1. A motion was brought forward to move Item F before Item C.

Motion – Director Shellman. Second – Director Hern.
Motion approved.

2. A motion was brought forward to appoint Director Carney as Treasurer Pro Tem

Motion – Director Shellman. Second – Director Hern.
Motion approved.

C. Consent Agenda

1. Minutes of July 21, 2022

The motion was brought forward to accept the minutes as written.

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

2. A motion was brought forward to approve July financial statements.

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

D. Public Hearing

1. Evans Annexation

The public hearing opened at 12:52. There was no one present and no written communication. The public meeting closed at 12:53.

E. Employee Matters

None

F. Oral Communication (moved to item C.)

Andy Dentone representing Well Dressed Walrus Web Design and Hosting Services presented the company's proposal to upgrade the District website.

1. A motion was brought forward to amend the agenda to add an action item for an expenditure request of not to exceed \$15,000 to upgrade the District website based on the presentation of Well Dressed Walrus Design and Hosting Services. Identifying the action item for this expenditure request was inadvertently not included on the agenda. An emergency was declared to allow for amendment of the agenda to allow for the action item due to the District's immediate need to update the District website.

Motion – Director Shellman. Second – Director Hern.
Motion approved.

2. A motion was brought forward authorizing Suzanne Scheidt to accept Well Dressed Walrus' proposal at an amount not to exceed \$15,000.

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

G. Written Communication

None

H. District Engineer – excused

I. District Attorney – Brian Werst

1. Resolution 22-15 Evans Annexation

A motion was brought forward to accept Resolution 22-15 for the Evans Annexation

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

2. Executive Session – Idaho Code 74-206(a), 74-206(b)

Motion was made to enter Executive Session under Idaho Code 74-206 (1)(a) to consider hiring or employment of a public employee wherein the respective qualifies of individuals are to be evaluated in order to fill a particular vacancy or need; and Idaho Code 74-206 (1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

Motion – Director Carney. Second – Director Shellman
Roll Call Vote – Ayes: All
Nays: None

Executive Session began at 1:10 p.m. and ended at 2:10 p.m.

J. Chief Operating Officer – Suzanne Scheidt

1. July Financial Report
2. System Operation Update

K. Board Members

1. A motion was brought forward to extend accumulated vacation allotment for District employee Dave Duthie exceeding leave allotment due to current staffing vacancies and necessity for continued District operation. At the end of the 2021/2022 Fiscal Year the District will buy-back accumulated vacation hours of District employee Dave Duthie in excess of the maximum accrual schedule stated in the District personnel manual.

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

2. A motion was brought forward to approve a District personnel expenditure not to exceed \$10,000, based on Idaho Code 67-5309D and the exemplary performance of duties by such District personnel while the District is experiencing staffing and management vacancies.

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

L. Adjournment

There being no further business, the motion was made to adjourn at 3:10 p.m.

Motion – Director Hern. Second – Director Carney.
Motion approved.

Approved on _____

Curt Carney, Director/Secretary