

**North Kootenai Water and Sewer District  
Board Meeting Minutes  
September 1, 2022**

**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/Secretary (minutes recorder)  
Scott Shellman, Director

Staff Present: Suzanne Scheidt, Chief Operating Officer  
Brian Werst, District Attorney  
Ashley Williams, District Engineer  
Lyddie Austin, District Engineer

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

None

**C. Consent Agenda**

1. Minutes of August 18, 2022
2. Minutes of August 19, 2022

The motion was made to approve the consent agenda.

Motion – Director Gwin. Second – Director Shellman.  
Motion approved.

**D. Public Hearing**

Cusick Annexation

The public hearing opened at 12:32 p.m. There was no one present and no written communications.  
It closed at 12:33 p.m.

**E. Employee Matters**

None

**F. Oral Communication**

None

**G. Written Communication**

The Directors reviewed a case to waive shut-off fees. The decision was made to deny the waiving of fees and to offer auto-pay as a way to help.

**H. District Engineer – Ashley Williams, Lyddie Austin**

FY22/23 Capitalization Fee Recommendations

**I. District Attorney – Brian Werst - Excused**

**J. Chief Operating Officer – Suzanne Scheidt**

1. Resolution 22-16 Cusick Annexation

Motion to approve Resolution 22-16 for the annexation of the Cusick property.

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

2. FY22/23 Budget Workshop
3. System Operation Update

**K. Board Members**

Executive Session

Motion to go into executive session under Idaho Code IC 74-206 (1)(a) to consider hiring or employment of a public employee wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need and/or IC 74206 (1)(b) to consider the evaluation of a public officer, employee or staff member or individual agent.

Motion – Director Hern. Second – Director Gwin.  
Roll Call Vote: Ayes - Directors Carney, Crimmins, Hern, Gwin and Shellman. Nays – None.  
Time in – 2:17 p.m. Time out – 2:25 p.m.

Motion to make offer for District Manager position.

Motion – Director Gwin. Second – Director Hern.  
Motion approved.

**L. Adjournment**

There being no further business, the motion was made to adjourn at 2:35 p.m.

Motion – Director Hern. Second – Director Gwin.  
Motion approved.

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

\_\_\_\_\_  
Curt Carney, Director/Secretary