

North Kootenai Water and Sewer District
Board Meeting Minutes
January 15, 2026 – 12:30 p.m.

A. Call to Order/Roll Call

There being a quorum, Chairman Crimmins called the meeting to order at 12:30 p.m.

Directors Present: Tom Crimmins, Director/Chairman
 Jack Hern, Director, Vice-President
 Curt Carney, Director/Secretary
 Scott Shellman, Director
 Thomas Gwin, Director/Treasurer

Staff Present: Paul Tucker, District Manager
 Suzanne Scheidt, Chief Operating Officer

B. Agenda Changes and/or Board Member Conflicts

None

C. Consent Agenda

1. Minutes of December 18, 2025
2. December Financial Statements

The motion was brought forward to approve Consent Agenda Item 1 and 2.

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

D. Public Hearing

None

E. Oral Communication

None

F. Written Communication

None

G. Chief Operating Officer – Suzanne Scheidt

1. Year-to-Date Financial Report (Discussion)

H. District Manager – Paul Tucker

1. System Operation Update (Discussion)
2. Lancaster and Strahorn Main Upsize, Task Order 25-05, Amendment 1 (Discussion/Action Item)

The motion was brought forward to approve Task Order 25-05, Amendment 1, prepared by Welch Comer Engineering in the amount of \$39,300. Work included in the task order is for work associated with assisting the district in easement discussions, easement legal descriptions, exhibits, and generating a preliminary engineering report for submittal to IDEQ.

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

3. District Salvage Fund Policy (Discussion/Action Item)

The district salvage fund policy was presented to the Board of Directors for consideration. The Directors approved the policy outlined in the memorandum, "District Salvage Fund Policy."

A motion was brought forward to approved the policy with revision, "The salvage fund shall not exceed \$4,800 at any time. Surplus salvage revenues will be deposited into the general fund."

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

4. At-Will Personnel Policy, Overtime Compensation Proposed Revision (Discussion/Action Item)

Revisions to the District's At-Will Personnel Policy, Overtime Compensation were presented to the Board of Directors for consideration.

A motion was brought forward to approve the revision of the policy as proposed.

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

I. Executive Session Pursuant to Idaho Code Title 74, Chapter 2.

None

J. Board Members

2026 Slate of Officers

The agenda item was postponed until February 5, 2026, meeting.

K. Adjournment

There being no further business, the motion was made to adjourn at 2:52 p.m.

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

Approved on 2/5/26


Curt Carney, Director/Secretary