

**North Kootenai Water and Sewer District
Board Meeting Minutes
March 16, 2023**

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: Paul Tucker, District Manager
Suzanne Scheidt, Chief Operating Officer
Brian Werst, Attorney

Visitors: Houtan Rafii, Discovery Development

B. Agenda Changes and/or Board Member Conflict

None

C. Consent Agenda

1. Minutes of March 2, and March 9, 2023
2. February Financial Statements

The motion was made to approve the consent agenda.

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

D. Public Hearing

None

E. Employee Matters

Kudos to Keenan Olenslager and Jim Lund were read by the Board of Directors.

F. Oral Communication

Houtan Rafii, Discovery Land Development provided comment to the Board of Directors on water treatment plant upgrade funding of project budget shortfall.

G. Written Communication

None

H. District Engineer – Excused

I. District Attorney – Brian Werst

1. Rates, fees and charges discussion
2. Executive Session – none

J. Chief Operating Officer – Suzanne Scheidt

January and February Financial Reports (Discussion)

K. District Manager – Paul Tucker

1. System Operation Update (Discussion)
2. Arrow Point Collection Tank Improvement Change Order \$14,926.50 (Discussion/Action Item)

The motion was made to approve the Arrow Point Collection Tank improvement change order expenditure request not to exceed \$14,926.50

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

3. FY22-23 Capital Improvement Plan (Discussion/Action Item)

The motion was made to approve the capital improvement plan budget for FY22/23.

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

4. AMI Badger Meter Sole Source Procurement Request (Discussion/Action Item)

The motion was made to approve the sole source procurement of AMI E-series Badger meters for the purpose of a pilot study on 3 District systems.

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

5. AMI Badger Meter Pilot Expenditure Request, not to exceed \$85,000 (Discussion/Action Item)

The motion was made to approve the AMI Badger meter pilot expenditure request not to exceed \$85,000.

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

L. Board Members

None

M. Adjournment

There being no further business, the motion was made to adjourn at 3:37 p.m.
Motion – Director Gwin. Second – Director Hern.
Motion approved.

Approved on _____

Curt Carney, Director/Secretary