

**North Kootenai Water and Sewer District
Board Meeting Minutes
September 7, 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, District Attorney

B. Agenda Changes and/or Board Member Conflicts

Motion – Amend Agenda to include Item I.1

The motion was made to approve the addition of Item I.1 to the agenda

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

C. Consent Agenda

1. July Financial Statements

The motion was made to approve the July Financial Statements

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

2. Minutes of August 17, 2023

The motion was made to approve the August 17, 2023, minutes.

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

D. Public Hearing

None

E. Oral Communication

None

F. Written Communication

None

G. District Engineer – Excused

H. District Attorney – Brian Werst

I. Chief Operating Officer – Suzanne Scheidt

1. Motion to approve FEMA Generator Grant Use Agreement with Kootenai County

The Motion was made to approve NKWSD's agreement with Kootenai County for the District's Generator Grant award from FEMA.

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

J. District Manager, Paul Tucker and Chief Operating Officer, Suzanne Scheidt

1. FY23/24 Budget Workshop - Discussion

K. District Manager, Paul Tucker

1. System Operation Update – Discussion
2. Expenditure Request – 12-inch check valve not to exceed \$6,000 (Discussion/Action Item)

Motion to authorize the purchase of 12-inch check valve for \$6,000.

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

3. Expenditure Request Increase from \$5,000 to \$25,000

Motion to increase minimum expenditure request from \$5,000 to \$25,000 along with prompt reporting to the Board of Directors.

Motion – Director Carney. Second – Director Shellman.

Motion approved.

L. Board Members

None

M. Adjournment

There being no further business, the motion was made to adjourn at 2:53 p.m.

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

Approved on _____

Curt Carney, Director/Secretary