

**North Kootenai Water and Sewer District**  
**Board Meeting Minutes**  
**September 21, 2023 – 12:30 pm**

**A. Call to Order/Roll Call**

There being a quorum, Chairman Crimmins called the meeting to order at 12:34 p.m.

Directors Present: Tom Crimmins, Director/Chairman  
Curt Carney, Director/Secretary (minutes recorder)  
Scott Shellman, Director  
Thomas Gwin, Director/Treasurer

Directors Absent: Jack Hern, Director/Vice President

Staff Present: Paul Tucker, District Manager  
Suzanne Scheidt, Chief Operating Officer  
Brian Werst, District Engineer  
Ashley Williams, District Engineer

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

None

**B. Consent Agenda**

1. Minutes of September 7, 2023
2. August Financial Statements

The motion was made to approve the minutes of September 7, 2023 and the August financial statements.

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

**C. Public Hearings**

Toews Annexation

The public hearing opened at 12:36 p.m. There was no one present and there were no written communications. It closed at 12:37 p.m.

Mitigation Fee Resolution and Rates and Charges

The public hearing opened at 12:40 p.m. There was no one present and there were no written communications. It closed at 12:41 p.m.

Budget for Fiscal Year 2023-2024

The public hearing opened at 12:41 p.m. There was no one present and there were no written communications. It closed at 12:42 p.m.

**D. Employee Matters**

None

**E. Oral Communication**

None

**F. Written Communication**

None

**G. District Engineer – Ashley Williams, P.E.**

As the District Board had previously received recommendations from the District Engineer on capitalization and mitigation fees for FY23-24 and there was no participation during the public hearing, the District engineer was excused.

**H. District Attorney – Brian Werst**

1. Resolution 2023-14 – Toews Annexation

The motion was made to approve Resolution 2023-14 – Toews Annexation

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

2. Resolution 2023-15 – Mitigation Fees

The motion was made to approve Resolution 2023-15 – Mitigation Fees

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

3. Resolution 2023-16 – Approving Rates and Charges

The motion was made to approve Resolution 2023-16 – Approving Rates and Charges

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

4. Resolution 2023-17 – Approving Budget for Fiscal Year 2023-2024

The motion was made to approve the Budget for Fiscal Year 2023-2024

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

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

Year to Date Financial Report – Discussion

**J. Paul Tucker – District Manager**

1. System Operation Update

2. Hayden Lake Sewer District Lift Station – request to waive capitalization, mitigation, and hook-up fees (Discussion/Action Item)

A motion was made to amend the June 18, 2020 Board approval to waive capitalization, mitigation, and hook-up fees from a 1-inch connection to a 2-inch connection.

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

3. ICRMP Joint Powers Subscriber Agreement

A motion was made to approve the ICRMP Joint Powers Subscriber Agreement.

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

**K. Board Members**

None

**L. Adjournment**

There being no further business, the motion was made to adjourn at 1:49 p.m.

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

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

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