

North Kootenai Water and Sewer District
Board Meeting Minutes
April 18, 2024 – 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 (minutes recorder)
Thomas Gwin, Director/Treasurer

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

Excused: Scott Shellman, Director
Ashley Williams, Welch Comer
Brian Werst, Witherspoon, Brajcich, McPhee PLLC

B. Agenda Changes and/or Board Member Conflicts

A motion was brought forward to add the following three agenda changes to the board meeting:

1. Item I.5 as Kootenai County First Amendment to Grant Use Agreement,
2. Item J.3 as City of CDA Wastewater Dept Service Agreement,
3. Item J.4 Expenditure Request 2-inch meter boxes not to exceed \$60,000.

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

C. Consent Agenda

1. Minutes of March 21, 2024

The motion was brought forward to approve the minutes of the March 21st meeting.

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

2. February and March Financial Reports
Treasurer Gwin requested this motion be tabled until the next Board meeting to allow for him to review the financial reports.

D. Public Hearing

None

E. Oral Communication

None

F. Written Communication

None

G. District Engineer – Ashley Williams, PE - Excused

H. District Attorney – Brian Werst - Excused

I. Suzanne Scheidt – Chief Operating Officer

1. Conservation Rebate Resolution 24-06 Action Item

The motion was brought forward to approve Resolution 24-06.

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

2. FEMA Grant – Caterpillar Sole Source Expenditure Action Item

The motion was brought forward to approve Caterpillar Sole Source Procurement.

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

3. March Financial Report Discussion

4. Expenditure Review Discussion

5. Kootenai County First Amendment to Grant Use Agreement Action Item

The motion was brought forward to approve Caterpillar Sole Source Procurement.

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

J. Paul Tucker – District Manager

1. System Operation Update Discussion

2. Gozzer Water Treatment Plant Upsize, Change Order Updates Discussion

3. City of CDA Wastewater Dept service agreement with NKWSD Action Item

The motion was brought forward to approve Caterpillar Sole Source Procurement.

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

4. Expenditure request 2-inch meter boxes not to exceed \$60,000 Action Item

The motion was brought forward to approve the expenditure request.

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

K. Board Members

None

L. Adjournment

There being no further business, the motion was made to adjourn at 1:58 p.m.

Motion – Director Hern. Second – Director Gwin.

Motion approved.

Approved on _____

Curt Carney, Director/Secretary