

**North Kootenai Water and Sewer District**  
**Board Meeting Minutes**  
**May 2, 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  
Scott Shellman, Director

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

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

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

None

**C. Consent Agenda**

1. Minutes of April 18, 2024

The motion was brought forward to approve the minutes of the March 21<sup>st</sup> meeting.

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

2. February and March Financial Reports

The motion was brought forward to approve the February and March Financial Statements

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

**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**

**J. Paul Tucker – District Manager**

1. System Operation Update (Discussion)

2. Gozzer Ranch – Customer Leak Adjustment Request (Discussion/Action Item)

The motion was brought forward to adjust the total metered charge as billed to the first tiered metered rate.

Motion – Director Hern. Second – Director Shellman.

Motion approved.

3. Expenditure Review (Discussion)

4. Gozzer WTP Sealant Expenditure Request (Discussion/Action Item)

The motion was brought forward to approve the Gozzer Ranch expenditure request not to exceed \$70,000 to apply water proofing exterior concrete sealant above the contact chamber and finished storage tanks of the new water treatment plant upgrade project.

Motion – Director Gwin. Second – Director Shellman.

Motion approved.

5. FY23/24 Vehicle Expenditure not to exceed \$43,000 (Discussion/Action Item)

The motion was brought forward to purchase a 2024 GMC Sierra 1500 4-door truck to replace the 2014 Chevrolet Silverado (Truck 4).

Motion – Director Shellman. Second – Director Gwin.

Motion approved.

6. FY23/24 Capital Improvement Plan Revision (Discussion)

Discussion was conducted between board members to approve the revised FY23/24 CIP to include the purchase of the 2024 GMC Sierra 1500 with an equivalent reduction in FY23/24 mainline replacement. The difference in mainline replacement will be included in FY24/25.

7. FY24/25 Vehicle Expenditure not to exceed \$44,000 (Discussion/Action Item)

The motion was brought forward to pre-order a 2024 GMC Sierra 1500 4-door truck to replace the 2014 Chevrolet Silverado (Truck 1) and fund out of the FY24/25 CIP.

The motion was brought forward to approve the expenditure request.

Motion – Director Shellman. Second – Director Gwin.

Motion approved.

**K. Board Members**

1. Self-Evaluation Discussion – the Board of Directors discussed compiling self evaluations for future discussion.
2. Board Schedule - the Board of Directors discussed maintaining the current board meeting schedule with the first meeting each month scheduled for discussion and when possible the second meeting of each month set aside for motions requiring board approval.

**L. Adjournment**

There being no further business, the motion was made to adjourn at 2:08 p.m.

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

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

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