

**North Kootenai Water and Sewer District**  
**Board Meeting Minutes**  
**January 16, 2025 – 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  
Curt Carney, Director/Secretary  
Thomas Gwin, Director/Treasurer  
Scott Shellman, Director

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

Excused: Jack Hern, Director, Vice-President  
Ashley Williams, District Engineer

Visitors: Derek Huff, P.E. Olson Engineering

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

None

**C. Consent Agenda**

1. Meeting Minutes November 21, 2024

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

Motion – Director Gwin. Second – Director Carney.

Motion approved.

2. Meeting Minutes December 19, 2024

The motion was brought forward to approve the December 19<sup>th</sup> meeting minutes.

Motion – Director Gwin. Second – Director Carney.

Motion approved.

3. December Financial Statements

The motion was brought forward to approve the December Financial Statements

Motion – Director Gwin. Second – Director Carney.

Motion approved.

**D. Public Hearing**

Woodman Deannexation

Time Open: 12:35 pm

Time Closed: 12:38 pm

**E. Oral Communication**

None

**F. Written Communication**

None

**G. District Attorney – Brian Werst**

1. Woodman De-Annexation Resolution 25-04

After confirmation of notification of the public hearing and discussion, a motion was brought forward to approve the Woodman De-Annexation, Resolution 25-04.

Motion – Director Shellman. Second – Director Gwin.

2. Caterpillar Financial Services Opinion Letter.

Brian Werst presented his legal opinion letter (documented as a record) verifying the District's authority as a governmental entity participating in the lease agreement.

3. Skid Steer Lease Resolution 25-05

After a review and discussion of the lease documents, a motion was brought forward to approve the Skid Steer Lease Resolution 25-05.

Motion – Director Gwin. Second – Director Carney.

**H. District Engineer – Ashley Williams – excused**

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

Year to Date Financial Report (Discussion)

**J. District Manager – Paul Tucker**

1. System Operation Update (Discussion)

**K. Executive Session**

None

**L. Board Members**

None

**M. Adjournment**

There being no further business, the motion was made to adjourn at 1:57 p.m.

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

NKWSD Board Meeting Minutes  
January 16, 2025

Approved on 2/20/25

Curt Carney  
Curt Carney, Director/Secretary