

**North Kootenai Water and Sewer District**  
**Board Meeting Minutes**  
**May 21, 2026 – 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  
Scott Shellman, Director  
Thomas Gwin, Director/Treasurer

Staff Present: Paula Asher, District Accountant  
Suzanne Scheidt, Chief Operating Officer

Staff Excused: Paul Tucker, District Manager

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

The motion was brought forward to approve the amended meeting agenda to include item G.3. The agenda was amended and posted on May 20<sup>th</sup> prior to 1230 pm to include this item.

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

**C. Consent Agenda**

1. Minutes of April 16, 2026
2. April 2026 Financial Statements

The motion was brought forward to approve Consent Agenda Item 1 and 2.

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

**D. Oral Communication**

None

**E. Written Communication**

None

**F. District Accountant – Paula Asher**

Black Mountain Software – Master Services Agreement (Action Item)

The District Accountant presented accounting software options following discontinuation of current software and provided recommendations to the Board of Directors to move forward with Black Mountain Software for accounting, payroll, timecard and asset manager software.

The motion was brought forward to approve the Master Services Agreement for Black Mountain Software

Motion – Director Shellman. Second - Director Hern.  
Motion approved.

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

1. Resolution 25-07 – Establishment of Board of Director Finance Committee (Action Item)

The motion was brought forward to approve Resolution 25-07 for Establishment of Board of Director Finance Committee

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

2. NKWSD Lancaster Waterline Agreement with Lakes Highway District (Action Item)

The motion was brought forward to approve the NKWSD Lancaster Waterline Agreement with Lakes Highway District

Motion – Director Hern. Second – Director Shellman  
Motion approved.

3. Task Order 26-01, Saxon Waterline Request for Quote (Action Item)

The motion was brought forward to approve Task Order 26-01, Saxon Waterline RFQ

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

4. Year to Date Financial Report (Discussion)
5. System Operation Update (Discussion)

**H. Board of Directors**

1. Establishment of Financial Committee Members (Action Item)

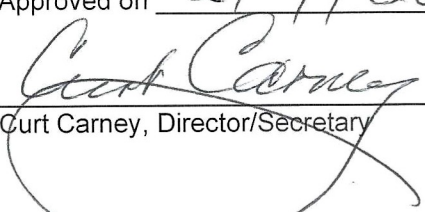
A motion was brought forward to appoint Scott Shellman and Thomas Gwin as members of the Financial Committee.

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

**I. Adjournment**

There being no further business, the motion was made to adjourn at 2:00 p.m.

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

Approved on 6/4/26  
  
Curt Carney, Director/Secretary