

**Western Area Water Supply Authority
Board of Directors Meeting
Williston Community Library
Wednesday November 20, 2013**

Attendees

Members Present: Monte Meiers (For Ward Koeser), Ben Clarys, Mark Owan, Kent Bickler, Bert Anderson and Denton Zubke (also holding voting rights from Gene Veeder).

Members Absent: Richard Liesener, Gary Rust, Chris Brostuen, Ward Koeser and Gene Veeder

Others Present: Jaret Wirtz (WAWSA), Tina Oberzan (WAWSA), Kim Schilke (WAWSA), Tami Norgard (Vogel Law Firm), Cory Chorne (AE2S), Dustin Schultz (AE2S), Steve Burian (AE2S), Rob Gravatt (EAI), Troy Bloss (Armstrong) and Eric Hager (Armstrong).

At the request of Gene Veeder, due to his absence Chairman Denton Zubke is appointed to represent Veeder's voting rights at the November 20, 2013 WAWSA Board Meeting.

At the request of Ward Koeser, due to his absence Monte Meiers is appointed to represent Koeser's voting rights at the November 20, 2013 WAWSA Board Meeting.

Meeting Called to Order

Chairman Denton Zubke called the meeting to order at 1:15 p.m.

Engineering America Reservoir Update

Rob Gravatt with Engineering America updated the board on the progress of the repairs at the reservoirs in the last month. He reported that 13 Mile tank is almost complete and ready for testing. Arnegard tank is empty and out of service for grinding and filling hairline cracks in the tanks floor slab.

Approval of Agenda

There were no changes to the agenda. **Anderson moved to approve the agenda, Bickler seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Approval of the Minutes

Minutes of the October 16, 2013 board meeting were presented for approval. **Owan moved to approve the minutes, Clarys seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Financial Report

The financial reports were presented for consideration and discussion. **Owan moved to approve the financial reports, Anderson seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Payment Voucher

The Bank of North Dakota Payment Voucher 02-112013 for \$2,648,545.61 was presented for approval. **Anderson moved to approve the BND Pay Voucher Request in the amount of \$2,536,578.61, Clarys seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Executive Director's Report

Water Topics Overview Committee Meeting Report

Jaret Wirtz gave an update on the recent meeting in Dickinson where he presented on the WAWS Project.

NDIC Report

Jaret Wirtz reported that he attended the North Dakota Industrial Commission board meeting, where he presented the current Industrial account financials and reported on the monthly industrial sales.

Industrial Sales Report

Jaret Wirtz reported on the Industrial Sales. Wirtz noted that the Watford City's ground water permit has been used up and will be renewed as of January 1, 2014.

Fill Station Signage

Jaret Wirtz requested approval for signage at Alexander, Watford City, Indian Hill and 13 Mile fill stations. The cost is estimated at approximately \$50,000.00 per sign. **Owan made a motion to approve installation of signs on condition that NDIC approves deducting as a capital cost, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Staffing

Jaret Wirtz reported that the Water Treatment Plant's has hired Jeff Bryson as the Water Treatment Plant Superintendent. He also reported that WAWS has hired Lindsey Cameron as an Administrative Assistant.

Credit Card Limit Increase

Jaret Wirtz requested approval from the board to increase on the credit card limit from \$10,000.00 to \$20,000.00. **Anderson made a motion to approve the credit card limit to \$20,000.00, Owan seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Office Building

Jaret Wirtz reported WAWSA has leased a new office space in lower floor of the KLJ building for \$10,000.00 a month and will be moving in January 15, 2014.

Policy

Tami Norgard and Jaret Wirtz presented the 3.12 Meter Reading and Billing Policy. **Meiers made a motion to approve the 3.12 Meter Reading and Billing Policy, Clarys seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Tami Norgard and Jaret Wirtz presented the 3.6 Investment Policy. **Owan made a motion to approve the 3.6 Investment Policy, Anderson seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder)..

NAY: 0

CARRIED: 7-0

Investment Committee was established by Chairman Zubke. The committee will consist of Denton Zubke, Bert Anderson and Mark Owan.

Authority to purchase

Jaret Wirtz requested approval of the board to purchase a trailer in the amount of \$5,100.00 and to raise the rental rate from \$100.00 a day to \$150.00 a day in 2014.

Wirtz requested approval of the board to purchase an ATV in the amount of \$7,299.00.

Wirtz requested approval of the board to purchase a pickup in the amount of \$47,000.00. **Clarys made a motion to approve the purchase of the trailer for \$5,100.00, the ATV for \$7,299.00 and the most reasonable bid for the pickup, and in addition raise the rental rate to \$150.00 a day for the frac-meter trailers, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Cost Share Agreement

Denton Zubke requested approval from the board for him to sign a cost share agreement with Watford City 100 LLC. This is in conjunction with the MCWRD System I Expansion Project **Anderson made a motion to approve Zubke to sign the Cost Share Agreement, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Whiting Oil and Gas Line

Jaret Wirtz requested approval for a turnout for Whiting Oil and Gas on the 20" transmission line north of Alexander with all construction and material costs to be paid by Whiting. **Clarys made a motion to approve the turnout for Whiting Oil and Gas north of Alexander, Owan seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Project Updates

Capital Accounting

Cory Chorne presented the Capital Accounting Report.

McKenzie County System IV

Cory Chorne presented Change Order #8 for Merryman Excavation in the amount of \$57,981.50 for McKenzie County System IV for extra time and NDDOT Highway 85 relocates. The cost will be passed on to the DOT. **Anderson made motion to approve Change Order #8 in the amount of \$57,981.50, Meiers seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Williston Regional WTP

Cory Chorne presented Change Order #8 for Colstrip Electric, Inc. in the amount of \$3,100.00 for labor and materials to relocate the supply fan control panel in order to accommodate a relocation of the new raw water control panel, and also disconnect the electrical wiring associated with the broken heater at the intake building. **Owan moved to approve Change Order #7 for the amount of \$3,100.00, Clarys seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

NDDOT Hwy. 85 Expansion

Cory Chorne presented Amendment 1 to Task Order #23 in the amount of \$50,000.00 for additional construction and Resident Project Representative Services. **Meiers moved to approve Amendment 1 to Task Order #23 in the amount of \$50,000.00, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

MCWRD System I

Cory Chorne presented Change Order #7 for Wagner in the amount of \$1,110,000.00 for service to Starlight Acres on the McKenzie County System I Expansion Improvement. **Anderson made the motion to approve Change Order #7 in the amount of \$1,110,000.00, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

R & T Water Supply Well Expansion Project

Cory Chorne presented Change Order #2 for John's Refrigeration for a time extension and changing the final completion date from November 15, 2013 to November 30, 2013. **Zubke made the motion to approve Change Order #2 for time extension and for final completion date to be November 30, 2013, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

Cory Chorne presented Change Order #1 for PKG Contracting, Inc. in the amount of \$26,418.00 for unforeseen labor on removal of previous roofing layers. **A motion was made by Anderson to approve Change Order #1 in the amount of \$26,418.00, Bickler seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

NAY: 0

CARRIED: 7-0

New Task Orders

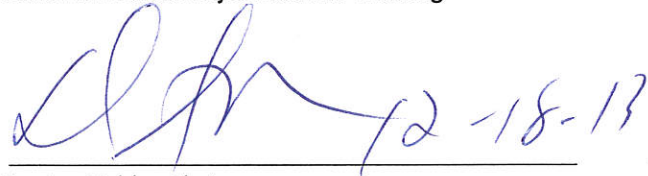
Cory Chorne presented new Task Orders 24-31 for approval. **Anderson made the motion to approve Task Orders 24-31, Owan seconded.**

AYES: Meiers, Clarys, Owan, Bickler, Anderson and Zubke (also voting for Veeder).

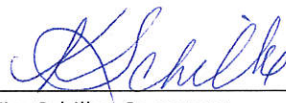
NAY: 0

CARRIED: 7-0

Chairman Zubke adjourned the meeting

Handwritten signature of Denton Zubke in blue ink, followed by the date 12-18-13.

Denton Zubke, Chairman

Handwritten signature of Kim Schilke in blue ink.

Kim Schilke, Secretary