

**Western Area Water Supply Authority  
Board of Directors Meeting  
WAWSA Office  
Wednesday August 20, 2014**

**Attendees**

Members Present: Bert Anderson, Chris Brostuen, Ben Clarys, Ward Koeser, Mark Owan, Gary Rust, and Denton Zubke.

Members Absent: Raoul Brandt, Richard Liesener, Gene Veeder

Others Present: Jaret Wirtz (WAWSA), Kim Schilke (WAWSA), Todd Pokrzywinski (WAWSA), Jacob Monson (WAWSA), Tami Norgard (Vogel Law Firm), Cory Chorne (AE2S), Dustin Schultz (AE2S), Cal Thelen (AE2S), Jeff Romig (Armstrong), Ardean Skogen and Bret Noecker.

**Meeting Called to Order**

Chairman Mark Owan called the meeting to order at 1:00 p.m.

**Approval of Agenda**

Additions to the agenda include adding item #9 Crop Damage – Ardean Skogen and item #10 Water Treatment Plant Production Update under the Executive Director Report. **Rust moved to approve the agenda, Koser seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

**Approval of the Minutes**

Minutes of the July 23, 2014 board meeting was presented for approval. Wirtz mentioned that Norgard suggested that the language for the motion on the IDT Satellite Read Replacement be clarified. The motion would now read as *"Clarys made a motion for WAWSA to cost share 50% with the member entities for IDT Satellite Read Units on existing systems for users currently on those systems who have operating meters as of July 23, 2014, and reimburse MCWRD 50% of the cost of installing the IDT Satellite Read Units for current customers on their rural systems who have operating meters as of July 23, 2014. WRWD and MCWRD will provide a list of user names and address in connection with request for reimbursement or cost share. Bickler seconded."* **Brostuen moved to approve the minutes with the amendment as discussed, Koeser seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

Minutes of the August 1, 2014 special board meeting was presented for approval. **Rust moved to approve the minutes, Clarys seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

**Financial Report**

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

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

### Payment Voucher

The Bank of North Dakota Payment Voucher 11-082014 in the amount of \$1,943,880.94, Voucher 01-082014 in the amount of \$2,125,070.41 and SWC Grant request 01-082014 in the amount of \$2,125,070.41 were presented to the board for their approval. **Brostuen moved to approve the pay requests in the amount of \$6,194,021.75, Anderson seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

### Executive Director's Report

#### Industrial Sales Report

Wirtz reported on the industrial sales. July industrial sales were \$2,876,147.

#### State Water Commission

Wirtz reported that at the SWC September 15<sup>th</sup> meeting, WAWSA will be requesting approval to contract up to the \$229 million worth of projects and approval to relocate the Crosby Depot.

#### NDIC Meeting Update

Wirtz presented the board with capital improvements that WAWSA has paid that the ND Industrial Commission will be presented with to reimburse WAWSA. **Zubke moved to approve the reimbursement request to NDIC, Clarys seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

#### WAWSA By-Law Amendments

Proposed WAWSA By-Law amendments to the appointed director requirement and the re-allocation of voting rights were presented to the board for their review. The by-laws changes include clarifying that the Appointed Director must be a current or former board member or council person on a Member or Sub-member's board or council and each Alternate must be a current or former board member or council person on the Member or Sub-member's board or council. Technical staff of the Member or Sub-member can accompany the alternate to provide input. The Location of the Meeting will be changed from the Williston City Hall to the WAWSA Office.

Members Entities must approve the by-law changes. The changes will become effective when the members approve.

**Zubke moved to approve the By-Law changes, Rust seconded.**

AYES: Clary, Rust, Anderson, Brostuen, Koeser, Owan  
NAY: Zubke  
CARRIED: 6-1

### Bulk Fill Stations

Wirtz gave a report on the bulk fill stations.

### Williston By-Pass Transmission Line

Wirtz updated the board on the injunction from SJ Louis.

### Purchasing Policy Amendment

The board was presented with a purchasing policy amendment changing the prior approval amount needed from management from \$500.00 to \$100.00. **Koeser made a motion to amend the amount of purchase needing management approval to \$250.00, Rust seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

### Pipeline Policy Amendment

Wirtz requested a change to the pipeline policy that anything buried less than 42 inches not be charged a line crossing fee, however the company would still need to complete the Line Crossing Application. **Zubke made a motion that upon application for any pipeline crossing that is 42 inches or less that WAWSA waive the fee and process, Brostuen seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

### Property Damage

Wirtz presented a claim for property damage to a landowner for damage to a dike and the loss of water from the dike. The dike has been repaired and we will pay for crop loss. **Zubke made a motion that the landowner presents his crop damage claim to Wirtz, who is authorized to approve the crop damage claim, Brostuen seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

### Water Treatment Plant Update

Wirtz gave an update on the WTP production with the recent turbidity.

### Project Updates

#### Capital Accounting

Chorne presented the Capital Accounting Report.

### Williston Regional WTP

PKG Change Order #5 for the cost to removing unsuitable soils underneath the sludge basin in the amount of \$33,426.00 was presented for approval. **Zubke moved to approve Change Order #5 in the amount of \$33,426.00, Koeser seconded.**



AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

PKG Change Order #6 for the cost of grit chamber removal in the amount of \$12,355.00 was presented for approval. **Koeser moved to approve Change Order #5 in the amount of \$12,355.00, Zubke seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

#### **Williams Rural Water West Expansion**

American General Contractors, Inc. Change Order #2 for a hydrant extension in the amount of \$1,808.58 and a 45 day time extension was presented for approval. **Brostuen moved to approve Change Order #2 in the amount of \$1,808.58 and the 45 day time extension, Rust seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

#### **Williams Rural Water Wheelock/Epping Transmission**

Northern Improvements Co Change Order #2 for the cost of a turnout for Crestwood Properties in the amount of \$10,800.00 as well as a 30 day time extension was presented for approval. **Rust moved to approve Change Order #2 in the amount of \$10,800.00 and the 30 day time extension, Clarys seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

#### **McKenzie County RWD System II**

Merryman Change Order #2 for the cost of a change in pipe location due to a scoria mine in the amount of \$23,300.00 was presented for approval. **Koeser moved to approve Change Order #2 in the amount of \$23,300.00, Brostuen seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

Merryman Change Order #3 for the cost the Highway 85 WTP Relocation in the amount of \$538,267.60 was presented for approval. **Clarys moved to approve Change Order #3 in the amount of \$538,267.60, Brostuen seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

John's Refrigeration & Electric Change Order #2 for the cost to furnish and install 500 MCM copper wire from the utility transformer to the CT cabinet in the amount of \$4,431.00 was presented for approval. **Rust moved to approve Change Order #2 in the amount of \$4,431.00, Zubke seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

Wagner Change Order #11 for the cost of hours worked on the 20" pipe removal on Alexander by-pass in the amount of \$20,040.00 and a 31 day time extension was presented for approval. **Koeser moved to approve Change Order #11 in the amount of \$20,040.00 and the 31 day time extension, Anderson seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

#### **Engineering Task Orders**

Chorne presented Engineering Task Order Amendments 24a, 25a, 26a, 26b, 27a, 28a, 29a, 30a, 31b, and 32a for the board to approve. The work that had previously been billed through Task Order #16 are now be allocated to each project. **Zubke moved to approve Task Order Amendments to Task Orders 24a, 25a, 26a, 26b, 27a, 28a, 29a, 30a, 31b, and 32a, Koeser seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

Chorne presented an emergency change order for Merryman Excavation for relocating the WTP force main and decant line relocation improvement on Hwy 85 in the amount of \$115,024.00. **Brostuen moved to approve the emergency change order in the amount of \$115,024.00, Clarys seconded.**

AYES: Clary, Rust, Anderson, Zubke, Brostuen, Koeser, Owan

NAY: 0

CARRIED: 7-0

Chairman Owan adjourned the meeting.



Mark Owan, Chairman



Kim Schilke, Secretary