

**Western Area Water Supply Authority  
Board of Directors Meeting  
WAWSA Office  
Monday November 17, 2014**

**Attendees**

Members Present: Bert Anderson, Ellis Haake, Ward Koeser, Richard Liesener, Mark Owan, Gary Rust and Denton Zubke

Members Absent: Raoul Brandt, Chris Brostuen, 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), Steve Burian (AE2S), Shawn Gaddie (AE2S), Gary Black (AWS), Jeff Shaffer (MCWRD), Suhail Kanwar (McKenzie County), Pat Wheeler (IWP), David Tuan (City of Williston) and Megan Awalt (Brady, Martz & Associates).

**Meeting Called to Order**

Chairman Mark Owan called the meeting to order at 1:15 p.m.

**Approval of Agenda**

The Agenda was presented for approval. **Zubke moved to approve the agenda, Koeser seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

**Approval of the Minutes**

Minutes of the October 15, 2014 board meeting and the October 24, 2014 special board meeting were presented for approval. **Liesener moved to approve the minutes, Haake seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, 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, Koeser seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan

NAY: 0

CARRIED: 7-0

**BND Loan/SWC Grant Payment Requests**

The Bank of North Dakota Payment Voucher 04-111714 in the amount of \$4,347,954.24 and SWC Grant request 04-111714 in the amount of \$4,080,909.08 for a total request \$8,428,863.32 were presented to the board for their approval. **Zubke moved to approve the pay requests in the amount of \$8,428,863.32, Liesener seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan

NAY: 0

CARRIED: 7-0

**Executive Director's Report**

## System Updates & Industrial Sales Report

Wirtz gave a system update. Wirtz reported on the industrial sales. October industrial sales were \$3,081,233.00.

## NDIC Meeting Update

Wirtz presented the board with capital improvements that WAWSA has paid in the amount of \$224,270.15. The ND Industrial Commission will be asked to reimburse WAWSA the \$224,270.15. **Zubke moved to approve the reimbursement request to NDIC, Liesener seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan

NAY: 0

CARRIED: 7-0

## Indian Hill Reservoir #2

Wirtz recommended rejecting all bids received on the Indian Hill Reservoir #2 and asked for approval to rebid the project. **Zubke moved to reject all bids received on the Indian Hill Reservoir #2 and to advertise for bids allowing for a bolted steel tank to be included as an option, Haake seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan

NAY: 0

CARRIED: 7-0

## Presentation of Audit

Megan Awalt with Brady, Martz & Associates presented the 2013 Audit to the Board. **Zubke moved to accept the 2013 Audit, Koeser seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan

NAY: 0

CARRIED: 7-0

## Potential Policy for Late Additions to Rural Projects

Wirtz presented the board with a Policy for Late Additions to Rural Projects for rural water user requests after the project is bid out. The board asked to add a clause that the cost is to be paid up front by the rural water user. **Liesener moved to approve the Policy for Late Additions to Rural Projects with the added language, Haake seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan

NAY: 0

CARRIED: 7-0

## Results Unlimited Media & Advertisement Proposal

Wirtz presented a Marketing and Advertising proposal from Results Unlimited.

## Armstrong Water Solutions

Wirtz proposed changing the way in which Armstrong Water Solutions is billed for water at the WAWSA depots. One option would be to bill them for the water that is taken through a pin number and Armstrong would pay for the water taken. The other option would be that WAWSA bill Armstrong customers for the water taken and the customer pay WAWSA for the water and Armstrong for the heating. **Zubke moved to give the Executive Committee the authority to renegotiate the billing procedure in the contract with Armstrong, Koeser seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

Owan asked for the board to approve the Consent of Assignment with Armstrong. **Haake moved to sign the assignment, Rust seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

### **WAWSA Rate Schedule**

Wirtz presented the Board with the proposed rate schedule for 2015 effective January 1, 2015. **Rust moved to approve the rate schedule, Koeser seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

### **WAWSA Member Entity Water Rate**

Shawn Gaddie with AE2S presented the 2015 Domestic Rate Study. The recommended rate increase to the City of Williston would be a \$.04 increase from the current \$1.83 per 1000 gallons to \$1.87 per 1000; North System increase would be \$.15 per 1000 gallons from the current \$3.16 per 1000 gallons to \$3.31 per 1000 and the South System would remain the same at \$3.87 per 1000 gallons. **Koeser moved to approve the domestic as noted for the City of Williston, North System and South System. Anderson seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

### **WAWSA 2015 Budget**

The proposed 2015 Budget was given to the board to review. **Rust moved to approve the 2015 WAWSA budget with changes reflecting the increase in WAWSA Rate Schedule and Domestic Rate approved by board, Anderson seconded.**

AYES: Liesener, Rust, Anderson, Zubke, Haake, Koeser, Owan  
NAY: 0  
CARRIED: 7-0

Zubke left the meeting at 4:00pm

## **Project Updates**

### **Capital Accounting**

Schultz presented the Capital Accounting Report.

### **Williston By-Pass Transmission Main**

Merryman Change Order #1 for an air discharge piping in the amount of \$28,353.00 was presented for approval. **Koeser moved to approve Change Order #1 in the amount of \$28,353.00, Anderson seconded.**

AYES: Liesener, Rust, Anderson, Haake, Koeser, Owan  
NAY: 0

CARRIED: 6-0

### Engineering Task Orders

Schultz presented Engineering Task Order #26C in the amount of \$85,000.00, Task Order #29b in the amount of \$564,100.00, Task Order #29c in the amount of \$130,000.00, Task Order #32b in the amount of \$145,000.00 and Task Order #35 in the amount of \$235,300.00. **Liesener moved to approve all the changes orders presented, Haake seconded.**

AYES: Liesener, Rust, Anderson, Haake, Koeser, Owan

NAY: 0

CARRIED: 6-0

Chairman Owan adjourned the meeting.

  
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Mark Owan, Chairman

  
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Kim Schilke, Secretary