

**Western Area Water Supply Authority
Board of Directors Meeting
WAWSA Office April 18, 2018**

Attendees

Members Present: Ellis Haake, Ward Koeser, Richard Liesener, Larry Novak (MCWRD Alternate), Mark Owan and Gary Rust.

Members Absent: Bert Anderson, Raoul Brandt, Chris Brostuen, Gene Veeder and Denton Zubke.

Others Present: Jaret Wirtz (WAWSA), Kim Schilke (WAWSA), Dustin Schultz (AE2S), Cory Chorne (AE2S), Jason Slater (WAWSA), Jacob Monson (WAWSA), Chris Barke (WAWSA), Ben Clarys (NWRWD), Kenny Bergstrom (City of Williston), Jeff Shaffer (MCWRD), Maria Effertz Hanson (AE2S), Tami Norgard (Vogel Law Firm) via conference call, Steve Burian (AE2S) via conference call, Andy Burnham (Stantec) and Kevin Martin (HEI).

Meeting Called to Order

Chairman Owan called the meeting to order at 9:00am.

Approval of Agenda

The agenda was presented for approval. Owan added item #8 "Executive Director Moving Forward" and item #9 "City of Williston 2017 Sludge Removal Invoice" under the Executive Director's report to the agenda. **Rust moved to approve the agenda, Haake seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Approval of the Minutes

Minutes of the March 15, 2018 board minutes were presented for approval. **Haake moved to approve the minutes as presented, Rust seconded.**

AYE: Haake, Koeser (also voting for Brostuen), Rust (also voting for Anderson), Liesener (also voting for Brandt), Novak (also voting for Zubke) and Owan

NAY: 0

CARRIED: 10-0

Financial Report

The March General financial reports and the March Industrial financial reports were presented for consideration and discussion. **Koeser moved to accept the financial reports as presented, Haake seconded.**

AYE: Haake, Koeser (also voting for Brostuen), Rust (also voting for Anderson), Liesener (also voting for Brandt), Novak (also voting for Zubke) and Owan

NAY: 0

CARRIED: 10-0

Wirtz presented an invoice from the City of Williston for additional 2017 sludge removal in the amount of \$132,000.00. **Koeser made a motion to approve the invoice, Rust seconded.**

AYE: Haake, Koeser (also voting for Brostuen), Rust (also voting for Anderson), Liesener (also voting for Brandt), Novak (also voting for Zubke) and Owan

NAY: 0

CARRIED: 10-0

Executive Director's Report

System Updates

Wirtz gave a system update. The Williston regional water treatment plant is running smoothly. New pumps will be ordered for the Indian Hill and Alexander depots to increase water flow to McKenzie County for industrial use. The pumps will be paid with industrial sales.

Industrial Sales

The industrial sales for March were \$1,746,752.00.

Wirtz informed the board about the industrial water demands and current industrial contracts. WAWSA will be contacting oil companies about permanent maintenance water connections.

NDIC

The next NDIC meeting is April 17th. WAWSA will be applying for interim financing from the BND until the MCWRD SRF loan is approved. Once the MCWRD SRF loan is approved the line of credit will be paid off.

SWC

Owan reported on the SWC meeting. He reported there have been changes to the cost share policy. Wirtz reported that for the next biennium WAWSA will request \$50M; \$37.5M in grant and \$12.5M in loan dollars.

Employee Compensation

First quarter employee bonus evaluations have taken place. Chairman Owan recommended a 10% 1st quarter bonus for Executive Director Jaret Wirtz. **Rust moved to give Wirtz a 10% 1st quarter bonus based on Chairman Owan's recommendation, Koeser seconded.**

AYE: Haake, Koeser (also voting for Brostuen), Rust (also voting for Anderson), Liesener (also voting for Brandt), Novak (also voting for Zubke) and Owan

NAY: 0

CARRIED: 10-0

Easement Acquisition

Wirtz reported on the offer that was made and accepted by Sheldon Smith for easement acquisition. WAWSA and Smith settled outside of court. WAWSA paid \$1,400 for easement and \$38,000 in legal fees.

Wirtz reported that an amendment to the easement acquisition policy will be presented at next month's board meeting. The amendment will turn over to the member entities easements that WAWSA staff and lawyers are unable to get signed; the member entities will decide how to proceed.

Interim Executive Director

Owan recommended Todd Pokrzywinski, Operations Manager, as the Interim Executive Director while the position is opened for applicants. Owan gave a heartfelt thank you to Wirtz for his contribution to WAWSA.

Project Updates

Dustin Schultz presented a current water demand report and the capital accounting for March.

Consent Agenda

All items under the Consent Agenda will be enacted on by one motion and a roll call vote. There was no separate discussion on these items.

- MCWRD System 4 Part 1 & 2 - Merryman Excavation CO #11 TO #7
- MCWRD System 4 Part 1 & 2 - Certificate of Substantial Completion TO #7
- MCWRD System 4 Part 1 & 2 - Final Inspection and Acceptance TO #7
- MCWRD East Transmission Expansion - Final Inspection and Acceptance TO # 19
- MCWRD System 4 Part 3 - Merryman Excavation CO #4 TO #28
- MCWRD System 4 Part 3 - Certificate of Substantial Completion TO #28
- MCWRD System 4 Part 3 - Final Inspection and Acceptance TO #28

It was moved by Rust and seconded by Haake that the items contained in the Consent Agenda be approved

AYE: Haake, Koeser (also voting for Brostuen), Rust (also voting for Anderson), Liesener (also voting for Brandt), Novak (also voting for Zubke) and Owan

NAY: 0

CARRIED: 10-0

SWC Grant Requests

The SWC \$60M Grant request #29-041818 and the SWC \$20M Grant request #6-041818 were presented to the board for their approval. **Koeser moved to approve the SWC grant requests, Liesener seconded.**

Stantec Presentation

Andy Burnham and Kevin Martin presented the draft report of the feasibility study "*Industrial Water Supply Infrastructure Financial Analysis*" that was required by ND House Bill 1020. WAWSA board made comments and corrections to the report.

Chairman Owan adjourned the meeting.



Mark Owan, Chairman



Kim Schilke, Secretary