

**Western Area Water Supply Authority
Board of Directors Meeting Minutes
WAWSA Office February 20, 2020**

Attendees

Members Present: Doug Anderson, Vawnita Best, Raoul Brandt, Kent Bickler (Alternate), Chris Brostuen, Ellis Haake, Larry Novak, Mark Owan, Gary Rust

Members Absent: Ward Koeser, Richard Liesener

Others Present: Kim Schilke (WAWSA), Weston McGruder (AE2S), Cory Chorne (AE2S), Craig Haskins (R & T), Liz Shur (R & T), Ben Clarys (NWRWD), Tami Madsen (WAWSA), Jacob Monson (WAWSA), Jeff Shaffer (MCWRD), Julius Wakaw (MCWRD), Kent Ritterman (Moore Engineering), Kenny Bergstrom (City of Williston) and Dave Bell (City of Williston)

Meeting Called to Order

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

Approval of Agenda

Owan presented the agenda for approval. **Brostuen moved to approve the agenda, Rust seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Approval of the Minutes

Minutes of the January 16, 2020 board meeting were presented for approval. **Haake moved to approve the minutes, Novak seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan

NAY: 0

CARRIED: 10-0

Financial Report

The January General financial reports and the January Industrial financial reports were presented to the Board for their consideration and discussion. **Rust moved to approve the financial reports as presented, Haake seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan

NAY: 0

CARRIED: 10-0

System Updates

Madsen presented a report on the Ray High Point repairs. After excavating the area between the tank and pump station it was determined that the leak is not from under the tank. The leakage seems to be coming from the bolts in the side of the reservoir that will need to be tightened and the liner also needs to be repaired. A representative from the supplier of the tank will be training the WAWSA staff on how to repair leaks on the tank.

The State Water Commission approved the transfer of the balance of the Phase 4 grant to the Phase 5 projects. The February NDIC meeting was moved to March 9th at which time the Business Plan and Capital Improvements will be presented.

Industrial Capital Improvements Budget

Madsen presented the industrial capital improvement budget for 2020 which includes:

Cost share on connection in MCWRD to improve industrial flows	\$60,000.00
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Cost share on industrial vault- Maintenance water connection (1" meter vault)	\$20,000.00
Hydrant and gate valve to sell ground water from Watford City plant	\$10,000.00
Drainage system at depots (Keene/13 Mile) to reduce ice buildup, contain spills, and protect building foundations	\$200,000.00 * 2 depots

Any capital improvement expenditures would be dependent on if WAWSA has the sales to pay for the expenditures.

Industrial Reimbursement Rates for 2020

Schilke presented the 2020 Industrial Reimbursement Rates to the Board for their approval. The 2020 rates reflect the member entities' rate increases. The 2020 Industrial Reimbursement Rates will be presented to the NDIC for their approval at the March 9th NDIC meeting. **Novak made a motion to approve the 2020 Industrial Reimbursement Rates, Haake seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan

NAY: 0

CARRIED: 10-0

Operational Policy Update

Madsen presented Policy 6.9 *Task Order and Change Order Policy* for the Board's approval. The policy would allow the Executive Director to approve time-sensitive or critical change orders up to and including \$50,000.00 before obtaining Board approval. Any time-sensitive or critical change orders exceeding \$50,000.00 but less than \$250,000.00 must obtain prior approval from the Executive Committee of the Board. Any task order or change order \$250,000.00 and above must have the approval of the Board. **Haake made a motion to approve the Operational Policy 6.9 Task Order and Change Order, Rust seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan

NAY: 0

CARRIED: 10-0

2020 WAWSA Business Plan

Madsen presented the 2020 WAWSA Business Plan presentation that she presented to Karlene Fine (NDIC), Governor Burgum and Lt. Governor Sanford for their input before finalizing the plan. The plan presented to the Board will be presented to the NDIC at their March 9th meeting. **Rust made a motion to approve the 2020 WAWSA Business Plan, Haake seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan

NAY: 0

CARRIED: 10-0

1st State Bank Authorized Signor

Schilke asked for the Board to approve removing Tracey Gerhardt from the checking account at 1st State Bank and Trust and adding Charnelle Imsland to the checking account. **Anderson moved to approve removing Tracey Gerhardt and adding Charnelle Imsland to the 1st State Bank and Trust account, Rust seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan

NAY: 0

CARRIED: 10-0

Project Updates

McGruder presented a current water demand report and the January capital accounting.

McGruder gave the current project updates. East White Earth Alternate is ready to go to bid.

McGruder asked for direction on the Stanley Transmission routing due to concerns of staying out of the highway right-of-way. The northern route will follow the old US Highway 2 ROW (now owned by Mountrail County) to 94th Avenue, then turn south along 94th Avenue to the north side of the US Highway 2 ROW and a quarter mile east to the Stanley HP GSR. This route will also occupy portions of Mountrail County ROW. This alignment will require encroachment permits for approximately 2,860 feet of North Dakota Department of Transportation (DOT) ROW and 10,090 feet of Mountrail County ROW. The northern section of the alignment is approximately 8.7 miles and is approximately 1.2 miles longer than the southern alignment.

The southern route continues to follow US Highway 2 ROW east across the White Earth Valley for approximately 7.5 miles and to the Stanley HP GSR. This alignment will occupy sections of the US Highway 2 ROW. This route will require encroachment permits for approximately 6,280 feet of ROW from North Dakota DOT. For an additional \$500,000 the amount of pipe in right of way could be minimized to 1700 feet and for \$100,000.00 valving could be added to the Tioga High Point reservoir for a future pump station.

Haake made a motion to use the south route, pay the \$500,000.00 to pay out of the Hwy ROW and the \$100,000.00 for adding valving at the Tioga High Point reservoir for a future pump station, Anderson seconded.

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan
NAY: 0
CARRIED: 10-0

Williston Regional WTP

McGruder presented American General Contractors change order # 3 for ball valve replacement; patching and grout basin walls; remove and replace additional slab and curb and gutter; bucket elevator modifications; donner over bucket elevator; plug valve substitution and deduct; grating and support deduct; EIFS deduct from project scope in the amount of a decrease of (\$26,144.00). **Brostuen moved to approve change order #3, Novak seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan
NAY: 0
CARRIED: 10-0

NWRWD 29 Mile

Ritterman gave an update on the 29 Mile project and handed out a map of the proposed routing.

SWC Grant Requests

SWC \$20M Grant monthly request #29-2202020 and SWC \$5,476K monthly request #4-2202020 were presented to the Board for their approval. **Rust moved to approve the SWC grant requests, Haake seconded.**

AYE: Haake, Novak, Brandt, Bickler, Anderson, Rust, Brostuen, Brostuen voting for Koeser, Best, Owan
NAY: 0
CARRIED: 10-0

Rust moved to adjourn; Bickler seconded.

Chairman Owan adjourned the meeting.



Mark Owan, Chairman



Kim Schilke, Secretary