

**Western Area Water Supply Authority
Board of Directors Meeting
WAWSA Office January 21, 2021**

Attendees

Members Present: Doug Anderson, Chris Brostuen, Ellis Haake, Ward Koeser, Larry Novak, Gary Rust, and Mark Owan

Members Present via Phone or Video: Raoul Brandt, and Richard Liesener

Members Absent: Vawnitia Best

Others Present: Tami Madsen (WAWSA), Kim Schilke (WAWSA), Colleen Cannon (WAWSA), Charnelle Imsland (WAWSA), Chris Barke (WAWSA), Weston McGruder (AE2S), Corey Chorne (AE2S), Grace Demars (City of Watford City), Kent Ritterman (Moore Engineering), Craig Haskins (R&T), Steve Burian (Burian & Associates), Shawn Gaddie (AE2S), Jacob Monson (WAWSA) via video, Miranda Kleven (AE2S) via video, Jeff Schaffer (MCWRD) via video, Dave Tuan (City of Williston) via video, Kenny Bergstrom (City of Williston) via video, and Dusty Schultz (AE2S) via video

Meeting Called to Order

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

Election of Officers

Vice-Chairman Brostuen called for nominations for the position of Board Chairman. **Koeser moved and Haake seconded to nominate Mark Owan for chairman. Novak made a motion that nominations cease and suspend the rules and cast a unanimous ballot for Mark Owan, Rust seconded.**

AYE: Anderson, Brandt, Brostuen, Haake, Koeser, Liesener, Novak, Novak voting for Best, and Rust
NAY: 0
CARRIED: 9-0
ABSTAINED: Owan

Owan announced this will be his last year on the board and as Chairman.

Owan called for nominations for the position of Vice-Chairman. **Haake moved and Rust seconded to nominate Chris Brostuen for Vice-Chairman. Haake made a motion that nominations cease and suspend the rules and cast a unanimous ballot for Chris Brostuen, Koeser seconded.**

AYE: Anderson, Brandt, Haake, Koeser, Liesener, Novak, Novak voting for Best, Rust, and Owan
NAY: 0
CARRIED: 9-0
ABSTAINED: Brostuen

Owan called for nominations for the position of Secretary-Treasurer. **Rust moved and Koeser seconded to nominate Colleen Cannon for Secretary-Treasurer. Novak made a motion that nominations cease and suspend the rules and cast a unanimous ballot for Colleen Cannon, Koeser seconded.**

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

Approval of Agenda

Owan presented the agenda for approval. Madsen asked to remove item #5 White Earth Bay Road Improvements from the Executive Directors report. **Koeser moved to approve the agenda as amended, Haake seconded.**

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

Approval of Minutes

Minutes of the December 17, 2020 board meeting were presented for approval. **Rust moved to approve the minutes as presented, Haake seconded.**

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

Watford City Rate Study

Steve Burian with Burian and Associates presented the board with the Watford City Rate Study.

10:00 am Brandt left the meeting.

Financial Reports

The December Domestic financial reports and the December 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: Anderson, Brostuen, Haake, Koeser, Liesener, Liesener voting for Brandt, Novak, Novak voting for Best, Rust, and Owan
NAY: 0
CARRIED: 10-0

Executive Director Report

Madsen gave a monthly update on the WAWSA system operations. She reported that WAWSA's 10th anniversary is in May. She also reported that as of February 1, Kim Schilke will be moving into the position of consulting CFO and Colleen Cannon will fill the position of CFO. She also reported WAWSA was looking to hire 1 or 2 operators.

Madsen reported that she will be asking the SWC for funds for the 29 Mile project at the February meeting. She also reported that she will be going to the NDIC meeting on January 27, 2021.

The City of Williston has requested that a City of Williston logo be placed on the east water tower. Madsen presented a copy of the proposed logo. The City of Williston would be responsible for the upkeep and maintenance. This would not take place until 2022-2023.

Madsen reported that R&T is looking to replace their automatic readers and will cost-share 50/50 with WAWSA on accounts that were installed before 2014. The estimated total cost would be about \$30,000.00 **Rust moved to cost-share 50/50 for replacing the readers on accounts before 2014, seconded by Brostuen.**

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

2021 Industrial Water Rate Reimbursement

Madsen reported that the 2021 Industrial Rate reimbursement will be taken to the NDIC for approval. **Anderson moved to approve the rates as presented, seconded by Haake.**

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

2021 Industrial Water Rates

Madsen recommended no change in the industrial rates for 2021. **Koeser moved to adopt the rates as stated, seconded by Haake.**

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

29 Mile Project Update

Kent Ritterman with Moore Engineering presented the board with the 29 Mile project update. Ritterman reported that the bid opening is scheduled for February 16 dependent upon the results from the SWC meeting and awarding of the bid will be presented at the March meeting. He also reported that the project has 160 miles of pipe to be completed in two construction seasons beginning in May 2021.

AE2S Reports

McGruder presented the board with the December water usage report, the December capital accounting, and project updates.

Williston Regional WTP Pretreatment - Part III - TO 55

McGruder presented an American General Contractors deduction change order #7 for \$9,368.92. **Koeser moved to authorize the change order for the Williston Regional WTP Pretreatment - Part III project, seconded by Brostuen.**

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

McGruder also presented a Muth Electric deduction change order #5 for \$809.00. **Anderson moved to authorize the change order for the Williston Regional WTP Pretreatment - Part III project, seconded by Haake.**

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

Engineering Amendment WTP Intake - TO 70

McGruder presented an Engineering Amendment to the WTP Intake to upgrade the SCADA system and an upstream monitoring study in the amount of \$90,000.00. **Novak moved to approve the Engineering Amendment to the WTP Intake, seconded by Koeser.**

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

MCWRD Spring Creek Expansion Invoices for Payment

McGruder reported that the MCWRD Spring Creek Expansion invoices for engineering and construction for this month are \$175,295.24 along with a change order #2 for \$13,200.00 for easement remobilization. The amount has been approved by the MCWRD board and county commission board. **Koeser moved to approve the invoices for payment and the change order, seconded by Haake.**

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

SWC Grant Payment Request

SWC \$14.5M grant monthly request 15-012121 was presented to the board for their approval. **Haake moved to approve the SWC grant request, seconded by Anderson.**

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

Rust moved to adjourn; Anderson seconded.

Chairman Owan adjourned the meeting.



Mark Owan, Chairman



Kim Schilke, Secretary