

**Western Area Water Supply Authority
Board of Directors Meeting Minutes
WAWSA Office February 18, 2021**

Attendees

Members Present: Doug Anderson, Ellis Haake, Ward Koeser, Larry Novak, and Mark Owan

Members Present via Phone or Video: Raoul Brandt, Chris Brostuen, Richard Liesener, and Gary Rust

Members Absent: Vawnita Best

Others Present: Tami Madsen (WAWSA), Colleen Cannon (WAWSA), Kim Schilke (WAWSA), Charnelle Imsland (WAWSA), Jacob Monson (WAWSA), Kent Ritterman (Moore Engineering), Cory Chorne (AE2S), Dustin Schultz (AE2S), Weston McGruder (AE2S), Julius Wakan (MCWRD), Jeff Schaffer (MCWRD), Craig Haskins (R&T), Kenny Bergstrom (City of Williston), Liz Suhr (R&T) via video, and Tami Norgard (Vogel) via video

Meeting Called to Order

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

Approval of Agenda

Owan presented the agenda for approval. Madsen asked to remove Steve Mortenson, add item #6 Task Order 70, item #7 Purchasing Vehicles under the Executive Director's report to the agenda, and move item #3 Board of Director Responsibility under the Executive Director's report to the end of the meeting. **Novak moved to approve the agenda with the changes, Koeser seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Approval of the Minutes

Minutes of the January 21, 2021 board meeting were presented for approval. **Haake moved to approve the minutes as presented, Anderson seconded.**

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

NAY: 0

CARRIED: 10-0

Financial Reports

The January Domestic financial reports and the January Industrial financial reports were presented to the board for their consideration and discussion. **Anderson moved to approve the financial reports as presented, Haake seconded.**

AYE: Anderson, Brandt, Brostuen, Haake, Koeser, Liesener, 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. Madsen updated the board on current and upcoming sales. The Ray WTP has been shut down for about a month due to a decrease in demand on the domestic side and the Williston WTP has been able to handle the flows that the system needs.

WAWSA has hired a new operator, Luke Jarland, he will be starting Monday, February 22.

SWC/NDIC Updates

Madsen reported that the 29 Mile project was approved at the SWC meeting. Madsen has been tracking Bill 1431 in the Legislative session for bonding for big water projects and House Bill 1020 for the SWC budget. She reported that Senate Bills 2285 (Abstractor Fees) and 2306 (Adding language to add tribes to the list of entities WAWSA can contract with) were defeated in the senate.

Pledge of Security Update

Madsen requested a motion to reduce the Pledge of Security at First State Bank and Trust from \$4.5M to \$2.5M since WAWSA no longer needs \$4.5M in pledged securities. **Koeser moved to approve the reduction of the First State Bank Pledged Security from \$4.5M to \$2.5M with the understanding that the balance in the account would stay below \$2.5M, seconded by Anderson.**

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

CARRIED: 10-0

Bank Authorized Signers Update

Madsen requested a motion to remove Kim Schilke from the BND Reserve Checking Account # xxx2918, BND Industrial Checking # xxx2993, BND Renewal and Replacement # xxx2161, First State Bank & Trust checking # xxxx18111, and authorized agent for the First State Bank and Trust credit cards. Add Colleen Cannon and Tami Madsen as authorized signers on the BND Reserve Checking account, the BND Renewal and Replacement account, and the BND Industrial account. Add Colleen Cannon, Charnelle Imsland, and Tami Madsen to the First State Bank Checking account and Colleen Cannon and Charnelle Imsland as authorized agents for the First State Bank credit cards. **Haake moved to remove Kim Schilke as an authorized signer on all bank accounts and credit cards, adding Tami Madsen and Colleen Cannon as authorized signers to the BND accounts, adding Tami Madsen, Colleen Cannon, and Charnelle Imsland as authorized signers to the First State Bank account, and adding Colleen Cannon and Charnelle Imsland as authorized agents for the company credit cards, seconded by Anderson.**

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

CARRIED: 10-0

Williston Regional WTP Intake and Raw Water Pump Station

Madsen reported that she would like to close out TO #70 for the preconstruction of the WTP Intake and Raw Water Pump Station once AE2S has completed 70% of their work. She reported that WAWSA would pay AE2S for the work they've already done on the SCADA server upgrades and the upstream monitoring study, and the remaining funds will be returned to the SWC. **Koeser moved to approve the closure of TO #70 for the**

preconstruction of the WTP Intake and Raw Water Pump Station and return the funds remaining to the SWC, seconded by Haake.

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

Disposal/Purchase of Vehicles

Madsen reported that she'd like to sell 5 of the ½ ton trucks that are no longer needed to Williston Auto for \$92,000 and replace them with 2 new ½ Ton trucks for \$70,000. **Haake moved to approve the selling of the 5 ½ Ton trucks and the purchase of the 2 new ½ Ton trucks to replace them, seconded by Anderson.**

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

29 Mile Project Update

Kent Ritterman with Moore Engineering presented the 29 Mile project update. Ritterman reported that the project was approved for funding through the SWC and had gone to bid. Ritterman reported that a letter of recommendation and bid award will be presented to the board at the March meeting.

AE2S Reports

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

Williston Regional WTP Pretreatment – Part III – TO 55

McGruder presented an American General Contractors increase change order # 8 for \$19,220.70. **Novak moved to authorize change order #8 for the Williston Regional WTP Pretreatment – Part III project, seconded by Anderson.**

AYE: Anderson, Brandt, Brostuen, Haake, Koeser, Liesener, 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 \$36,096.42. The amount has been approved by the MCWRD board and county commission board. **Novak moved to approve the invoices for payment, seconded by Haake.**

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

SWC Grant Payment Request

SWC \$14.5M grant monthly request 16-021821 was presented to the board for their approval. **Koeser moved to approve the SWC grant request, seconded by Haake.**

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

Condemnations

Madsen announced that a decision needs to be made on the condemnations discussed at the previous board meeting. The list of individuals asked to move to condemnation is Dustin Mortenson, Barb Skor Life Estate, Levin Bean, Triton Real Estate, and Richard and Dwayne Johnson. **Haake moved to proceed with condemnation on the list of individuals presented, seconded by Novak.**

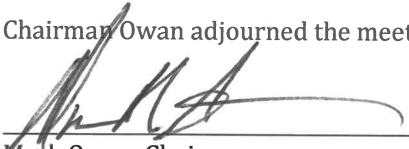
AYE: Anderson, Brandt, Brostuen, Haake, Koeser, Liesener, Novak, Novak voting for Best, Rust, and Owan
NAY: 0
CARRIED: 10-0

Board of Director Responsibility

Tami Norgard with Vogel Law presented the Board of Director's Responsibilities, Duties, and Avoiding Conflict of Interest training.

Anderson moved to adjourn; Rust seconded.

Chairman Owan adjourned the meeting.



Mark Owan, Chairman



Colleen Cannon, Secretary