

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

**Attendees**

Members Present: Doug Anderson, Matt Beard, Kent Bickler, Ellis Haake, Ward Koeser, Larry Novak, Gary Rust, Dean Rustad (R&T Alternate), and Mark Owan

Members Present via Video: Chris Brostuen

Members Absent: Raoul Brandt

Others Present: Tami Madsen (WAWSA), Char Imsland (WAWSA), Cheryl McNeil (WAWSA), Dave Bell (WAWSA), Jacob Monson (WAWSA), Cory Chorne (AE2S), Weston McGruder (AE2S), Dustin Schultz (AE2S), Miranda Kleven (AE2S), Kent Ritterman (Moore Engineering), Jeff Schaffer (MCWRD), Grace Demars (City of Watford City), Liz Suhr (R&T), Craig Haskins (R&T), Kenny Bergstrom (City of Williston), Jay Larson (NWRWD)

**Meeting Called to Order**

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

**Approval of Agenda**

Owan presented the agenda for approval. Owan requested to add item #2a WTP Construction Phase and #7 Christmas Gifts under Executive Director's reports. **Rust moved to approve the revised agenda, Haake seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

**Approval of the Minutes**

Minutes of the October 21, 2021, board meeting was presented for approval. **Koeser moved to approve the minutes as presented, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

Richard Liesener's resignation letter was presented to the board.

**Financial Reports**

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

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

Madsen presented the board with the October capital accounting report.

### **2022 WAWSA Rate Analysis Presentation**

Mirand Kleven with AE2S presented the 2022 WAWSA O&M Rate Analysis. The analysis covered the rate-setting philosophy, domestic rate revenue requirements, cost of service-based O&M rates and the 2022 rate increase recommendations. The 2022 recommended rate increases are:

	2022 Rate (\$/KGal)	% Change from 2021	\$ Change from 2021
MCWRD	\$4.07	0%	\$0.00
NWRWD/BDW	\$3.80	0.3%	\$0.01
R&T WD	\$3.80	0.3%	\$0.01
Williston	\$2.07	1.8%	\$0.04

**Rust moved to approve the 2022 water rate increases as presented, Haake seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

### **2022 Proposed Domestic and Industrial Budgets**

Madsen presented the 2022 Domestic budget to the board for their approval. **Koeser moved to approve the 2022 Domestic budget, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

Madsen presented the 2022 Industrial budget to the board for their approval. **Novak moved to approve the 2022 Industrial budget, Bickler seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

### **Executive Director Report**

Madsen gave a monthly update on the water usage and WAWSA system operations.

Madsen requested to move to the construction phase of TO 70 - Williston WTP Expansion. **Koeser moved to move to the construction phase of TO 70 - Williston WTP Expansion, Haake seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

### **SWC/NDIC Updates**

Madsen presented the board with the SWC/NDIC updates.

### **Employee Handbook Review**

The board was presented with recommended updates to the Employee Handbook for their approval. Haake suggested looking into adding a new policy to the Employee Handbook allowing employees to trade in unused sick time for additional days of vacation time. **Haake moved to approve the recommended updated Employee Handbook policies, Rust seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan  
Nay: 0  
Carried: 10-0

### **Operational Policies Review**

The board was presented with recommended updates to the Operational Policies for their approval. **Haake moved to approve the recommended updated Operational Policies excluding the Pipeline Crossing Policy 5.30, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan  
Nay: 0  
Carried: 10-0

### **Pipeline Crossing Policy 5.30 Amendment**

Madsen requested to remove \$1,500 deposit for witnessing costs from the Pipeline Crossing Policy 5.30 and update the policy to read "line crossing witnessing fee of \$1,000 plus any additional costs incurred by WAWSA." **Rust moved to approve the amended Pipeline Crossing Policy 5.30, Haake seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, and Owan  
Nay: 0  
Abstain: Rustad  
Carried: 9-0

### **Executive Director Review**

Owan recommended a 5% salary increase for Tami Madsen effective January 1, 2022. **Haake moved to approve the 5% salary increase for Tami Madsen effective January 1, 2022, Koeser seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan  
Nay: 0  
Carried: 10-0

### **Christmas Gifts**

Owan recommended giving each of the WAWSA employees a \$500.00 Christmas Gift. **Haake moved to approve giving each of the WAWSA employees a \$500.00 Christmas Gift, Rust seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan  
Nay: 0  
Carried: 10-0

## **29 Mile Project Update**

Kent Ritterman with Moore Engineering presented the board with an update on the 29 Mile Project.

## **AE2S Reports**

McGruder presented the board with the project updates.

### **East White Earth Rural Distribution – TO 63**

McGruder presented a Carstensen Contracting, Inc increase change order #6 for Mell-Pappa Service routing upsize from 2.0" and 3.0" for \$26,005.00. **Koeser moved to approve East White Earth Rural Distribution TO 63 change order #6 for \$26,005.00, Bickler seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

### **North 200K Rural Distribution – TO 69**

McGruder presented a Carstensen Contracting, Inc decrease balancing change order #5 for -\$54,083.36, a final inspection and acceptance, and a SRF final document checklist and certifications. **Rust moved to approve the North 200K Rural Distribution TO 69 balancing change order #5 for -\$54,083.36, the final inspection and acceptance, and the SRF final document checklist and certification, Haake seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

### **MCWRD System I Expansion Part II – TO 68**

McGruder reported that MCWRD Spring Creek Expansion invoices for engineering and construction for the month are \$5,693.61. This amount has been approved by the MCWRD board and County Commission. **Koeser moved to approve the MCWRD Spring Creek Expansion invoices for payment, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

### **SWC Grant Payment Request**

SWC \$30M grant monthly request 20-111821 was presented to the board for their approval. **Haake moved to approve the SWC grant request, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brostuen, Haake, Koeser, Novak, Rust, Rustad, and Owan

Nay: 0

Carried: 10-0

**Haake moved to adjourn, Rust seconded.**

Chairman Owan adjourned the meeting.



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Mark Owan, Chairman



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Char Imsland, Secretary