

**Western Area Water Supply Authority
Board of Directors Meeting
WAWSA Office January 20, 2022**

Attendees

Members Present: Doug Anderson, Matt Beard, Kent Bickler, Raoul Brandt, Ellis Haake, Jay Larsen, Larry Novak, and Chris Brostuen

Members Present via Video: Gary Rust

Members Absent: Ward Koeser

Others Present: Char Imsland (WAWSA), Cheryl McNeil (WAWSA), Dave Bell (WAWSA), Tami Madsen (WAWSA) via video, Jacob Monson (WAWSA) via video, Cory Chorne (AE2S) via video, Weston McGruder (AE2S) via video, Dustin Schultz (AE2S) via video, Bennett Johnson (Vogel Law Firm), Jeff Schaffer (MCWRD), Grace Demars (City of Watford City), Liz Suhr (R&T), and Ben Clarys (NWRWD).

Meeting Called to order

Vice-Chairman Brostuen called the meeting to order at 9:00 am.

Election of Officers

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

Aye: Anderson, Beard, Bickler, Brandt, Haake, Larsen, Novak, and Rust

Nay: 0

Carried: 8-0

Abstained: Brostuen

Chairman Brostuen called for nominations for the position of Vice-Chairman. **Brandt moved and Beard seconded to nominate Ellis Haake for Vice-Chairman. Novak made a motion that nominations cease and suspend the rules and cast a unanimous ballot for Ellis Haake, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen

Nay: 0

Carried: 9-0

Abstained: Haake

Brostuen called for nominations for the position of Secretary-Treasurer. **Brandt moved and Rust seconded to nominate Char Imsland for Secretary-Treasurer. Bickler made a motion that nominations cease and suspend the rules and cast a unanimous ballot for Char Imsland, Haake seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen

Nay: 0

Carried: 10-0

Approval of Agenda

Brostuen presented the agenda for approval. **Anderson moved to approve the agenda as presented, Beard seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE

Establishment of Committees

Madsen reported that Executive, Grievance, Investment, and Rate committees need to be appointed according to the WAWSA by-laws. Brostuen recommended holding off on appointing committees until the February meeting.

Approval of the Minutes

Minutes of the December 16, 2021, board meeting were presented for approval. **Haake moved to approve the minutes as presented, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen
Nay: 0
Carried: 10-0

Financial Reports

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

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen
Nay: 0
Carried: 10-0

Madsen presented the board with the December capital accounting report.

Authorized Signers – Bank Accounts, WAWSA Credit Cards, Safe Deposit Box

Madsen requested a motion to remove Mark Owan as an authorized signer from the BND Reserve Checking Account # xxx2918, BND Industrial Checking # xxx2993, BND Renewal and Replacement # xxx2161, First State Bank & Trust Checking # xxx18111, and adding Chris Brostuen and Tami Madsen as authorized signers on the BND Reserve Checking account, the BND Renewal and Replacement account, the BND Industrial account, and the First State Bank & Trust Checking account, keeping Charnelle Imsland and Cheryl McNeil as authorized agents for the First State Bank credit cards and adding Cheryl McNeil and Tami Madsen as authorized signers on the Safe Deposit Box. **Haake moved to remove Mark Owan as an authorized signer on all bank accounts, adding Chris Brostuen and Tami Madsen as authorized signers to the BND accounts and the First State Bank account, keeping Charnelle Imsland and Cheryl McNeil as authorized agents for the company credit cards, and adding Cheryl McNeil and Tami Madsen as authorized signers on the Safe Deposit Box, Beard seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen
Nay: 0
Carried: 10-0

Executive Director Report

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

SWC/NDIC Updates

Madsen presented the board with the SWC/NDIC updates.

AE2S Engineering Fee Adjustment Request

Cory Chorne with AE2S presented the board with the 2022 AE2S Engineering Fee Adjustment request. He reported that the requested adjustment for 2022 would be to increase their rates by 4.55% over the current rate schedule for WAWSA. **Novak moved to approve the AE2S Engineering Fee Adjustment request, seconded by Haake.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen
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 change order #7 for \$326,866.00 to add users and related appurtenances per CO 007-1, and an engineering task order amendment #2 for \$48,000.00 for the East White Earth Rural Distribution – TO 63 project.

West White Earth Rural Distribution – TO 64

McGruder presented a Carstensen Contracting, Inc change order #7 for -\$6,724.37 to add users and related appurtenances per CO 007-1, and an engineering task order amendment #2 for \$34,000.00 for the West White Earth Rural Distribution – TO 64 project.

Brandt moved to approve the Carstensen Contracting, Inc change order #7 for \$326,866.00 and the engineering amendment #2 for \$48,000.00 for East White Earth Rural Distribution – TO 63, and the Carstensen Contracting, Inc change order #7 for -\$6724.37 and the engineering task order amendment #2 for \$34,000.00 for West White Earth Rural Distribution – TO 64, seconded by Bickler.

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen
Nay: 0
Carried: 10-0

SWC Grant Payment Request

SWC \$30M grant monthly request 27-012022 was presented to the board for their approval. **Haake moved to approve the SWC grant request, Anderson seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Brostuen voting for Koeser, Larsen, Novak, Rust, and Brostuen
Nay: 0
Carried: 10-0

Rust moved to adjourn, Anderson seconded.

Chairman Brostuen adjourned the meeting.


Chris Brostuen, Chairman


Char Imsland, Secretary