

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

**Attendees**

Members Present: Doug Anderson, Matt Beard, Kent Bickler, Ellis Haake, Robert Harms, Ward Koeser, Larry Novak, Gary Rust, and Chris Brostuen

Members Present via Video: 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), Tom Klabunde (Moore Engineering), Grant Dockter (Moore Engineering), Jeff Shaffer (MCWRD), Ben Clarys (NWRWD), Brett Williams (City of Williston), Tyson Schatz (Brady Martz) via video.

**Meeting Called to Order**

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

**Approval of Agenda**

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

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

**Presentation of the 2021 WAWSA Financial Audit**

Tyson Schatz with Brady Martz presented the 2021 WAWSA financial audit. He reported that we had another clean opinion on the audit for 2021. **Haake moved to accept the 2021 audit, Koeser seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Harms, Koeser, Novak, Rust, and Brostuen

Nay: 0

Carried: 10-0

**Approval of the Minutes**

Minutes of the September 15, 2022 board meeting were presented for approval. **Anderson moved to approve the minutes as presented, Haake seconded.**

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

Nay: 0

Abstain: Harms

Carried: 9-0

**Financial Reports**

The September Domestic and Industrial financial reports were presented to the board for their consideration and discussion. **Haake moved to accept and file the financial reports as presented, Rust seconded.**

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

Madsen asked the board to consider a single 6% COLA payment to all WAWSA employees to adjust for the high inflation rates. The payment would be a one-time payment made in the 2022 fiscal year based on the employee's 2022 salary. **Koeser moved to approve the one-time 6% total payment to all WAWSA employees in the 2022 fiscal year, Rust seconded.**

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

Madsen presented the board with the September capital accounting report.

#### **American State Bank Account**

Madsen reported that she would like to establish a banking relationship with American State Bank, which would include checking account(s), certificate of deposit products, credit card accounts and other business banking solutions as needed. She reported that Tami Madsen and Chris Brostuen would be authorized as signers on all accounts and Charnelle Imsland and Cheryl McNeil are authorized to view all accounts and are authorized agents for all credit card accounts. **Koeser moved to authorize Tami Madsen to establish a banking relationship with American State Bank to include checking account(s), certificate of deposit products, credit card accounts and other business banking solutions as needed. Tami Madsen and Chris Brostuen are authorized as signers on all accounts and Charnelle Imsland and Cheryl McNeil are authorized to view all accounts and are authorized agents for all credit card accounts, Anderson seconded.**

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

#### **Executive Director Report**

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

#### **SWC/NDIC Updates**

Madsen reported that the second transmission to McKenzie County under the river and the Battleview/McGregor rural distribution projects were approved by the SWC.

She also reported that the reimbursements for trailer improvements were approved by the NDIC.

#### **Moore Engineering Report**

Tom Klabunde with Moore Engineering presented a 29-Mile project update.

Klabunde presented Carstensen Contracting increase change order #2 for \$29,000.65 for the NWRWD 29-Mile project – MTO 1. **Rust moved to approve Carstensen Contracting increase change order #2 for \$29,000.65 for NWRWD 29-Mile – MTO 1, Haake seconded.**

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

### **AE2S Reports**

McGruder presented the board with project updates.

### **MCWRD System I North Expansion – TO 76**

McGruder presented the certificate of substantial completion for the MCWRD System I North Expansion – TO 76 project. **Beard moved to approve the certificate of substantial completion for MCWRD System I North Expansion – TO 76, Haake seconded.**

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

### **MCWRD Invoices for Payment**

The MCWRD System I Expansion Part II – TO 68, the MCWRD System I North Expansion – TO 76, and the MCWRD System IV Part IV – TO 77 invoices for engineering and construction for the month have a combined total of \$418,591.15. These amounts have been approved by the MCWRD board and County Commission. **Novak moved to approve the invoices for payment, Anderson seconded.**

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

### **SWC Grant Payment Request**

SWC \$30M grant monthly request 36-102022 and SWC \$9.6M grant monthly request 1-102022 was presented to the board for their approval. **Haake moved to approve the SWC grant requests, Anderson seconded.**

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

Madsen reported that WAWSA's board members will need to switch to W2's as of January 1, 2023, because the IRS's position is that the funds that pay a governmental board member comes from the public. The board member is working for the public, and not working for him/herself like an independent contractor who receives a 1099.

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

  
Chris Brostuen, Chairman

  
Char Imsland, Secretary