

**Western Area Water Supply Authority
Board of Directors Meeting
WAWSA Office November 17, 2022**

Attendees

Members Present: Matt Beard, Kent Bickler, Ellis Haake, Ward Koeser, Larry Novak, and Chris Brostuen.

Members Present via Video: Doug Anderson, Raoul Brandt, Robert Harms, and Gary Rust.

Others Present: Tami Madsen (WAWSA), Char Imsland (WAWSA), Cheryl McNeil (WAWSA), Dave Bell (WAWSA), Jacob Monson (WAWSA), Cory Chorne (AE2S), Weston McGruder (AE2S), Brent Bogar (AE2S), Miranda Kleven (AE2S), Dustin Schultz (AE2S), Kenny Bergstrom (City of Williston), Craig Haskins (R&T), Justin Smith (City of Watford City), Steve Kemp (Williams County), Lindsey Harriman (Williams County), Mark Owan, Jeff Shaffer (MCWRD) via video, Liz Suhr (R&T) via video, and Tom Klabunde (Moore Engineering) via video.

Meeting Called to Order

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

Approval of the Agenda

Brostuen presented the agenda for approval. **Haake moved to approve the agenda as presented, Novak seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Approval of the Minutes

Minutes of the October 20, 2022 board meeting were presented for approval. **Koeser moved to approve the minutes as presented, Ward seconded.**

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

Nay: 0

Carried: 10-0

Financial Reports

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

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

Nay: 0

Carried: 10-0

Madsen presented the board with the October capital accounting report.

2023 WAWSA Rate Analysis Presentation

Miranda Kleven with AE2S presented the 2023 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 2023 rate increase recommendations. The 2023 recommended rate increases are:

	2023 Rate (\$/KGal)	% Change from 2022	\$ Change from 2022
MCWRD	\$4.12	1.2%	\$0.05
NWRWD/BDW	\$3.90	2.6%	\$0.10
R&T	\$3.90	2.6%	\$0.10
Williston	\$2.26	9.2%	\$0.19

Novak moved to approve the 2023 water rate increases as presented, Haake seconded.

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

Nay: Harms

Carried: 9-1

2023 Proposed Industrial and Domestic Budgets

Madsen presented the 2023 Industrial budget to the board for their approval. **Beard moved to approve the 2023 Industrial budget, Novak seconded.**

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

Nay: 0

Carried: 10-0

Madsen presented the 2023 Domestic budget to the board for their approval. **Beard moved to approve the 2023 Domestic budget, Koeser 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 the WAWSA water usage.

Madsen reported that Shae Johnson passed his level 3 operator exam and is the first in WAWSA history to achieve this certification.

SWC/NDIC Updates

Madsen reported that the County Road 9 project was added to the SWC consent agenda.

Madsen also reported that WAWSA will not be attending the NDIC meeting until January 2023.

Marley Crossing Presentation

Commissioner Steve Kemp and Lindsey Harriman presented the plans for future projects at the Marley Crossing.

Executive Director Review

Madsen reported to the board that she is currently capped out and losing vacation time, and instead of receiving a salary adjustment she would like to have her vacation cap removed. Brostuen recommended a one-time 3% cost of living adjustment payment and to increase Madsen's vacation cap from 240 hours to 480 hours effective as of November 1, 2022. **Koeser moved to approve a one-time 3% cost of living adjustment payment and to increase Madsen's vacation cap from 240 hours to 480 hours effective as of November 1, 2022, Haake seconded.**

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

Nay: 0

Carried: 10-0

29-Mile Project Update

Tom Klabunde with Moore Engineering presented the board with an update on the 29-Mile Project.

AE2S Reports

R&T Battleview/McGregor – TO 74

McGruder presented task order 74 R&T Battleview/McGregor phase I design for \$425,000.00 for the board's approval. This project was awarded to grant funding at the SWC October meeting. **Koeser moved to approve task order 74 R&T Battleview/McGregor phase I design for \$425,000.00, Bickler seconded.**

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

Absent: Brandt

Nay: 0

Carried: 9-0

MCWRD System I North Expansion – TO 76

McGruder presented the final inspection and acceptance for the MCWRD System I North – TO 76 project for the board's approval. He reported that the 1-year warranty period for the project began on October 31, 2022. **Haake moved to approve the final inspection and acceptance for MCWRD System I North Expansion – TO 76, Beard seconded.**

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

Absent: Brandt

Nay: 0

Carried: 9-0

MCWRD Invoices for Payment

The MCWRD System I North Expansion – TO 76 invoice for engineering and construction for the month are \$5,077.26 and the MCWRD System IV Part IV – TO 77 invoice for engineering and construction for the month are \$3,547.17. These amounts have both been approved by the MCWRD board and County Commission. **Beard moved to approve the invoices for payment, Haake 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 36-112022 and SWC \$9.6M grant monthly request 2-111722 was presented to the board for their approval. **Novak moved to approve the SWC grant requests, Bickler seconded.**

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

Haake moved to adjourn, Beard seconded.


Chris Brostuen, Chairman


Char Imsland, Secretary