

**Western Area Water Supply Authority  
Board of Directors Meeting  
WAWSA Office November 21, 2024**

**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: Chris Barke (WAWSA), Char Imsland (WAWSA), Cheryl McNeil (WAWSA), Dave Bell (WAWSA), Weston McGruder (AE2S), Graydon Olson (AE2S), Miranda Kleven (AE2S), Jeremy Olson (AE2S), Josh Feil (Moore Engineering), Craig Haskins (R&T), Curt Clarys (City of Williston), Kenny Bergstrom (City of Williston), Justin Smith (City of Watford City), Jacob Monson (WAWSA) via video, Cory Chorne (AE2S) via video, and Dustin Schultz (AE2S) via video.

**Meeting Called to Order**

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

**Approval of the Agenda**

Brostuen added an item to the agenda before adjournment for Christmas bonuses to the WAWSA staff. **Rust moved to approve the agenda as amended, Koeser seconded.**

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

**Approval of the Minutes**

Minutes of the October 17, 2024, board meeting were presented for approval. **Haake moved to approve the minutes as presented, Harms seconded.**

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

Minutes of the November 14, 2024, special board meeting were presented for approval. **Anderson moved to approve the minutes as presented, Bickler seconded.**

Aye: Anderson, Beard, Bickler, Brandt, Haake, Koeser, and Brostuen  
Nay: 0  
Abstain: Harms, Novak, and Rust  
Carried: 7-0

Brostuen announced that Chris Barke has been named the Interim Executive Director of Western Area Water Supply Authority.

**Financial Reports**

The Domestic and Industrial financial reports were presented to the board for their consideration and discussion.

The October capital accounting report was presented to the board for their consideration and discussion.

### 2025 Proposed Domestic and Industrial Budgets

McNeil presented the 2025 Domestic and Industrial budgets to the board for their approval. **Harms moved to approve the 2025 Domestic and Industrial budgets as presented, Beard seconded.**

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

Nay: 0

Carried: 10-0

### 2025 Water Rate Recommendation

Miranda Kleven with AE2S presented the 2025 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 2025 rate increase recommendations. The 2025 recommended rate increases are:

	2025 Rate (\$/KGal)	% Change from 2024	\$ Change from 2024
MCWRD	\$4.18	0%	\$0.00
NWRWD/BDW	\$4.12	+3.5%	+\$0.14
R&T	\$4.12	+3.5%	+\$0.14
Williston	\$2.36	+3.5%	+\$0.08

**Koeser moved to approve the 2025 water rate increases as presented, Anderson seconded.**

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

Nay: Bickler and Rust

Carried: 8-2

### Executive Director's Report

Barke provided the board with an update on WAWSA's water usage and system updates.

### Moore Engineering Reports

Feil provided the board with an update on the 29-Mile project.

Feil also provide the board with a Carstensen Contracting decrease balancing change order #9 for -\$8,342.00 for the 29-Mile project. **Haake moved to approve the Carstensen Contracting decrease balancing change order #9 for -\$8,342 for the 29-Mile project, Koeser seconded.**

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

Nay: 0

Carried: 10-0

Feil also presented the board with the certificate of substantial completion for the 29-Mile project. He announced that the one-year warranty period began on November 15, 2024. **Koeser moved to approve the certificate of substantial completion for the 29-Mile project, Rust seconded.**

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

#### **AE2S Reports**

McGruder provided the board with the project updates.

McGruder also presented the board with a J.F. Brennan decrease change order #2 for -\$383,250 for balancing the quantities of Phase I Assessment Services to reflect the revised total of \$772,750 for the Williston WTP Intake Assessment – TO 70 project. **Anderson moved to approve the decrease change order #2 for - \$383,250 for the Williston WTP Intake Assessment – TO 70 project, Haake seconded.**

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

Schultz provided the board with an update on the Williston WTP Intake Assessment – TO 70 project.

#### **MCWRD Invoices for Payment**

The MCWRD System IV Part IV – TO 77, System I South – TO 80, and the Phase II Transmission Line for engineering and construction for the month have a combined total of \$686,833.82.

#### **SWC Grant Payment Request**

SWC \$24M grant request 61-112124, SWC \$7M grant request 23-112124, SWC \$9.6M grant request 26-112124, SWC \$8M grant request 11-112124, and SWC \$4M grant request 19-112124 were presented to the board for their approval. **Rust moved to approve the SWC monthly grant request, Novak seconded.**

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

#### **Christmas Gift**

Brostuen recommended the board approve a Christmas bonus to the WAWSA staff with a base rate of \$400 plus \$100 for every year of service. **Haake moved to approve the recommended Christmas bonus to the WAWSA staff, Harms seconded.**

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

Chairman Brostuen adjourned the meeting at 11:13 am.



Chris Brostuen, Chairman



Char Imsland, Secretary