

**Minutes of the Board of Trustees Meeting
North Dakota Section of AWWA
Zoom Online Meeting
January 19, 2023**

The winter meeting of the North Dakota Section of the American Water Works Association was held on January 19, 2023. Present at the meeting were Chair, Troy Hall; Director, David Bruschwein; Past-Chair, Jim Lennington; Chair-Elect, Jim Kershaw; Trustees, Mark Paddock and Alan Kemmet; Assistant Treasurer, Shawn Heinle; Secretary, Maggie Sahr; Section Staff, Linda Fisher. Others in attendance were Michelle Klose, Mike Berg, Marisha Lunde, Dean Sletten, Zac Ranisate, and Miranda Kleven.

Chair Hall called for introductions.

The meeting was called to order by Chair Hall at 10:06 AM.

Secretary's Report: Mr. Lennington made a motion to approve the minutes from October 11, 2022, seconded by Mr. Bruschwein. Carried.

Committee Reports

Water Utility Council

Mr. Berg reported the Fly-in is in late March. He nominated Troy and Michelle to attend. Mr. Bruschwein moved to send Michelle and Troy to the Fly-in. Mr. Kershaw seconded. Carried.

Public Relations Committee

Mr. Kemmet reported that we need to determine who controls social media posts. Discussion was tabled until a policy is established.

Education & Research

Ms. Lunde announced upcoming regional and state science fairs. The state fair is at the end of March. Cash prizes and certificates will be sponsored by NDAWWA. SWTW presentation program is in progress. Approved abstract writers have been notified. Web registration will be live soon.

Water for People

Ms. Kleven reported NDAWWA contributed \$10,000 to WFP, which is the most generated in recent history. Letter writing campaign resulted in \$8,000 from local businesses. There are a few growlers remaining to sell next year. Mulligans obtained about \$380. She requests feedback for any new ways to get the logo visible to potential donors.

Young Professional and Student Committee

Ms. Lunde reported she and Mr. Bruschwein engaged vendors at the WPCC. She is also attempting to engage with NDSU. Mr. Sletten reported an EIT from Apex volunteered to participate, and possibly chair, the YP committee. He suggested each organization try recruit at

least one YP to revive the committee. Ms. Sahr will post the YP Chair vacancy to the membership.

Membership Committee

Mr. Kershaw reported we have at least two new members. The Board previously gave approval to pay ½ of student memberships. A student expressed interest, and Mr. Kershaw stated if the student would be an ambassador to the UND community, he would sponsor his membership fee. He reported he currently has two students job shadowing at his organization. Mr. Bruschein reported the current membership is 222. Mr. Paddock inquired on the membership fees for each level.

Investment Committee

Mr. Sletten reported the Investment Committee will convene in the upcoming months to develop a policy or procedure.

Policies and Procedures Committee

Chair Hall reported the committee will convene in the upcoming weeks.

Director's Report

Mr. Bruschein reported the new President-Elect is Cheryl Porter. The Association met its 50,000 membership goal for 2022 at 50,195 members. One-third of the Association's revenue is from membership dues. The Association turned a profit by cutting expenses and having more income than expected post-COVID.

The Executive Board discussed the New England Section of the AWWA is in dispute protocols and negotiations regarding the AWWA benefits received by the Section, despite having lower membership dues resulting from the past combination of two water organizations.

Mr. Bruschein will be providing upcoming diversity training for the Board.

He also reported on the Association requesting input from the Board on the Water 2050 initiative. He will be meeting with the Chair to discuss how to respond to the survey.

Mr. Sletten reported from his past experiences as Director, and concerns that the Affiliation Agreement may be invoked by the Executive Board in the future regarding the WPCC, and the Section should keep that on its radar.

Chair Hall mentioned he would like to have Board and committee training in the next few months.

Business

Third-Party Audit

Ms. Sahr reported the use of Kinner (Brookings, SD) is available, quoted at \$1750-2000 for the independent audit. Mr. Bruschein noted that the quote does not include travel, and that Mr. Wavra may prefer the use of a local auditor. Ms. Fisher recollected the SD firm had been approached simply due to their familiarity with the SD Section. Chair Hall requested Ms. Sahr and Ms. Fisher solicit proposals from accounting firms in the Bismarck area. Mr. Lennington proposed a deadline to have a firm proposal to vote on at the next meeting of the Board. Mr. Kershaw moved to have quotes prepared by the next Board meeting. Mr. Bruschein seconded. Carried.

RMSO

Ms. Sahr reported five volunteers were recommended to attend the 2023 RMSO (Kemmet, Overmoe, Clark, Paddock, and Bruschwein). It was recommended to secure lodging accommodations as soon as possible. Mr. Kemmet moved to send five members to RMSO. Mr. Bruschwein seconded. Carried.

Strategic Planning

Ms. Sahr reported Strategic Planning took place January 13th and 14th. A vision, mission statement, and goals were devised. The group will need to meet at least once more to round out the plan with one more externally facing goal. Ms. Vaulman will format the plan for presentation to the Board for approval.

Website Hosting Agreement

Ms. Sahr reported the Section does not currently have a contract with AE2S for hosting the website, which has been \$312 annually, with automatic renewal. This would be separate from the support contract we voted on in October, which covers substantial changes or training for staff. The agreement would formalize what we already have in place regarding hosting. Ms. Lunde was able to message with Mike Witt at AE2S, who indicated there will be no additional cost for storage upgrades over 500 MB, so long as they stay below 5 gigabytes. He has personally not seen any of his clients go above that storage amount. Ms. Lunde suggested amending the agreement to specify storage does not exceed 5 G. Mr. Lennington made a motion to authorize execution of the agreement with that modification made. Mr. Kershaw seconded. Carried.

Section Newsletter

Mr. Sletten stated that in order to produce a newsletter, stories, ideas, and articles need timely submission. Keep in mind photos cannot be copy written material, or need written permission for use. He put forth the option of submitting to Official Bulletin, in lieu of a newsletter. Mr. Bruschwein stated the Official Bulletin also needs content and is having similar struggles. Mr. Sletten suggested volunteers cover newsletter topics including Strategic Planning, Taste Test, and WFP Fundraising. Ms. Lunde volunteered to cover the Taste Test contest. Mr. Kershaw submitted a piece to the Fargo Commission that he will offer to the newsletter. Chair Hall agreed Mr. Kershaw's article would be a great PR piece for a Section newsletter.

Membership Summit

Ms. Sahr reported the Membership Summit has a hybrid component with free registration Feb. 2. The Summit encourages section leaders to motivate, train, inspire, network, and connect regarding membership. She will send a link for registration to the Board and Committee leaders.

Committee Appointments

Chair Hall suggested setting up appointments for the Fuller and Director Nominating committees as they have been structured in the past. Mr. Sletten clarified, traditionally, current director and the two previous directors were on the nominating committee, and previous 5 Fuller award winners were on the Fuller nominating committee. The most recent Fuller winner is, traditionally, the committee chair (would be Tim Paustian). Operator's Meritorious committee will include Mr. Sletten, Mr. Heinle, and Mr. Wavra. Trustee Nominating committee will include Mr. Sletten, Mr. Kemmet, and Mr. Lennington. Mr. Lennington moved to approve Troy's

appointments, and people on the current Fuller committee be on the committee for 2023, and also the director committee would be David Bruschwein, Dean Sletten, and Tim Paustian. Mr. Bruschwein seconded. Carried.

Spring Training 2023

Mr. Heinle reported he needs about five more presentations for training for water. The wastewater training has several openings. There will be four weeks of water training, and 2 weeks wastewater training.

Request to raise annual allotment

The Section's allotment has been \$15,000 annually for several years. Mr. Bruschwein reported that a portion of each Section's association dues goes back to the Section. An assessment could be established, which would bring up our Section's fees. Coming out of COVID, it may not be the best time to approach the Executive Committee about asking to raise the allotment. He suggested having an informal conversation before taking any action. Mr. Sletten noted that we do have reserve funds, which may weaken our argument. Mr. Lennington suggested discussing with Ms. Vaulman at next monthly meeting.

Section Staff withholding

Ms. Sahr stated Ms. Vaulman suggested we may need to consult a business lawyer regarding lack of withholding for Staff 2022 payments.

Treasurer's Report/Budget

Mr. Heinle reported we are waiting for the December bank statements to close out the year. Mr. Wavra added sections for staff and the independent audit into the budget. There are high reserves available. Mr. Bruschwein moved to approve the budget as Greg's spreadsheets presented it. Mr. Kemmet seconded. Carried.

Announcement

Mr. Bruschwein reported the Illinois plant which processes potassium permanganate had a fire. This is anticipated to cause interruptions in the supply chain of which we should let customers be aware.

Adjournment

Mr. Lennington moved to adjourn. Mr. Kershaw seconded. The motion carried Chair Hall adjourned the meeting at 11:57 AM.

Maggie Sahr
Secretary/Treasurer