

**Minutes of the Special Board of Trustees Meeting  
North Dakota Section of AWWA  
July 22, 2020**

The special summer meeting of the North Dakota Section of the American Water Works Association was held virtually through Teams on July 22, 2020. Present at the meeting were Chair Jeff Bryson Chair-elect, Adam Zach; Director, Dean Sletten; Past Chair, Fred Goetz; Trustees, Jim Lennington, Jim Kershaw, Troy Hall, and Alan Kemmet; Secretary/Treasurer Greg Wavra; and Co-Secretary, Meredith Quinn. Others attending the meeting were Mike Berg, Abby Ritz, and Joe Ferguson.

The meeting was called to order by Jeff at 8:03 a.m.

**Secretary's Report:** Motion to approve Winter and Spring minutes [Dean/Fred]. Motion Passed

**Treasurer's Report:** Motion to approve Treasurer's Report [Dean/Troy]. Motion Passed.

**NDWPCC Cancelled:**

Virtual Business Meeting

Dean reported the bylaws require a business meeting annually. AWWA will offer their webinar software to host the meeting virtually. The group expects that attendance will be low, but this is the best platform to host the meeting. Dean recommended both email and mailing to membership to spread the word about the business meeting. The Board agreed to hold the meeting on the same date as initially scheduled with the conference (Tuesday, October 13, 2020) with a Board meeting at 8:00am and the Business meeting at 11:00am. AWWA (Association) will provide a virtual speaker/visiting officer for the Business meeting. Meredith will confirm with Maggie if/how we have a moderator on the back end who will be our tech staff.

Items for Business Meeting

Jim Kershaw and Alan will meet with Greg to complete the audit prior to the Business meeting. The new trustee committee will have a nomination for the meeting. **New Trustee Committee** includes Jim Kershaw, Greg Wavra, Dean Sletten.

2020 Awards

Committee members include:

**Fuller Award:** Joe Ferguson Chair, Members are past 5 Fuller winners

**Operator Meritorious:** Greg Wavra, Dean Sletten, Shawn Heinle

Discussion was had about whether to have these awards without the conference. Dean recommended awarding all. Fred and Greg recommended holding off on the Fuller until next year since we cannot award in-person. Each committee will take these suggestions into consideration when making selections.

Water for People: The annual Water for People letter campaign associated with the golf scramble has raised \$7,100 in 2017, \$7,000 in 2018, and \$6,400 in 2019. Charlie Vein, committee chair, submitted his recommendations but could not attend: *We could host a virtual golf outing, asking*

*for sponsor donations like usual. Potentially could get access to short clips from a major professional outing intermixed with ads from individual company sponsors and have that in a half-hour time slot during the virtual conference. Or some kind of on-line golfing game where people could pay green fees and play as teams and compete with each other.* The Board expressed their support to the letter campaign and mentioned that donors could be listed in the OB.

Board input and discussion: Could NDAWWA offer a technical presentation and then a local social as a short virtual conference? Greg explained that the technical presentation timeframe would need to be at least 2 hours to get operator credit. Greg discussed how operators can get credits from virtual training and explained that an credit deadline extension has been given to operators of one-year due to COVID. NDDEQ is talking about spring training options and are planning spring training in March. Greg reported that the EPA small systems training will be held for 2-4 hours this October/November in the Northwest and Southeast parts of the state.

### **Committee Updates:**

By-Laws: No action since Board Meeting last month. Mike will get committee together in next 2-3 weeks. Committee includes Troy Hall, Mike Berg, David Brus Schwein, Meredith Quinn

Investment Committee: Mike reported the committee will get together in next 2-3 weeks and most decisions have been made and final decisions will be provided at Fall Board meeting. Committee members include Mike Berg, Dean Sletten, and Greg Wavra.

Education & Research: Adam reported the Surface Water Treatment Workshop 2021 Save-the-Date was sent out. The proposed dates are in May 2021. Adam confirmed everything for the spring operator Scholarship has been submitted to Greg. One of the scholarship winners cannot use the scholarship this fall so the only winner is Jace from Grand Forks Water Treatment Plant. He is aware we would like to put him in NDAWWA publications to promote the scholarship. Previous Minutes reported Board support for advertising this scholarship again in the fall.

### Membership:

- **Website:** Abby reported that she's been working with the web developer on NDAWWA website updates. Discussion included whether to update this website or wait until NDAWWA can become a part of the NDWPCC Website. Because the NDWPCC website committee was created in January and hasn't met yet, Abby will update the NDAWWA webpage and that page can be added to whichever final location NDWPCC selects. Abby shared the link to the draft website with Board. <https://www.awwand.org/> The Board agreed governing documents would be valuable to add to the website including: Annual financial statements, Treasurer and Secretary reports, bylaws and strategic plan.
- **Newsletter:** Abby presented a draft Quarterly Newsletter she'd like to see sent to membership to improve member engagement. Troy mentioned staff at the Fargo Water Treatment Plant would like to be involved in helping on the membership committee.
- **Engagement:** To stay in touch with members, especially during COVID, Abby asked for Board support in taking on social media. This is a role she had previously with a non-profit as a volunteer. She'd post on AWWA webinars, drinking water legislation,

conferences, training opportunities, and general posts on the importance of water like Minnesota and other Sections. Abby explained that events and meetings could be made available as Facebook live events. Abby would schedule posts on Facebook so they can go out throughout the month. Feedback from the Board was to concentrate on the website and newsletter before starting Facebook. Some Board members commented that they don't use Facebook often and we may not see the value in the effort.

- **Retention:** Abby reminded Board members to reach out to the late and dropped members she assigned them and let Abby know as they hear back from contacts. Abby asked the Board if they wanted to appropriate funds for welcome packets and AWWA gear to new members? The Board asked Abby to get a cost together on a welcome packet. Abby mentioned interest in a retention campaign. Abby also shared with the Board that she is creating an interest survey for members who want to volunteer.

### **AWWA/USDA Training:**

Dean reported that the first training was held in July

- 21 registered
- 11 participated on both days
- 5 were small systems
- 2 were consultants and
- 1 government.

Dean reported that next year there will be more virtual trainings. We as a Board need to decide how we're going to handle this. The Association has an agreement with USDA and we'll need to host/participate. Greg pointed out the repetitiveness in training in ND and wants training that isn't repetitive. For instance, USDA will present on Cybersecurity but there are five to six (5-6) organizations in the state already doing this. With the most recent training NDAWWA was given four (4) options and chose the easiest option. There will be a sub agreement for two (2) upcoming trainings that need Board signatures and approval. Greg reported that the AWWA small system workshop with MAP gives us the option to break it out regionally and tailor content to audience unlike the USDA trainings.

Other Business: Jim Lennington reported that with the cancellation of conferences, P.E.s are in need of credits by the end of the year and suggested advertising AWWA webinars as a continuing education option and a benefit to membership. Greg reported that NDDEQ is going to try doing in-person social distanced training starting with plumbing board in late October.

**Adjournment:** Meeting adjourned at 9:50. [Dean/Jim Lennington].

Respectfully submitted,

Meredith Quinn  
Assistant Secretary- Treasurer