

**Minutes of the Board of Trustees Meeting  
North Dakota Section of AWWA  
January 28, 2021**

The winter meeting of the North Dakota Section of the American Water Works Association was held virtually on January 28, 2021. Present at the meeting were Chair, Adam Zach; Director, Dean Sletten; Trustees, Jim Lennington, Jim Kershaw, Troy Hall, Alan Kemmet and Dustin Talley; Secretary/Treasurer, David Bruschwein; Assistant Treasurers, Greg Wavra and Shawn Heinle. Others in attendance were Mike Berg, Marisha Lunde, Mitch Murray, Stacey Herreid, Fred Goetz, Zac Ranisate and Abby Ritz.

The meeting was called to order by Mr. Zach at 1:35 p.m. with introductions.

The Secretary's Report was presented by Mr. Bruschwein. Corrections were noted for discussion on by-law updates. Mr. Sletten moved to approve the minutes with corrections of the October 13, 2020 Board Meeting. Mr. Lennington seconded, and the motion passed.

Mr. Wavra presented the Treasurer's Report. As of December 31, 2020, the section had income of \$33,874.77 and expenses of \$15,856.52. This leaves a net income for the year-to-date of \$18,018.25. The section has \$57,954.09 in the checking and money market accounts. The section also has \$85,450.71 in student support endowments and reserve accounts. Expenses are down significantly because of COVID. There are no liabilities. Mr. Sletten moved to accept the Treasurer's report. Mr. Kemmet seconded, and the motion carried.

#### Committee Reports

##### Education & Research

Mr. Zach reported that the committee is still soliciting for One AWWA Scholarships. There were no operator scholarship applications, but one scholarship was awarded for the spring. The Surface Water Workshop is moved to spring of 2022. They will start doing science fairs in the spring. There will be a AMTA conference in Fargo this year. As the Section Chair, Mr. Zach is stepping down as committee chair and is looking for interest in the committee. Mr. Ranisate, Ms. Lunde, Ms. Maggie Sahr, Mr. Kemmet and Mr. Lennington all volunteered to serve on the committee. Ms. Lunde was appointed as interim committee chair until the next Board Meeting.

##### Membership

Ms. Ritz reported that the first virtual Tabletop Discussion was held. It was very successful and had 30 attendees. Mr. Sletten is also working on the next quarterly newsletter. Membership is currently at 214.

Ms. Ritz recommended the Section setup a Zoom account for \$150 per year. The Board advised her to set up the account as there was funding for the committee in the budget.

##### Water for People

Mr. Wavra reported that through Mr. Charlie Veins work, \$7,400 in sponsorships was raised in 2020 even though there was not a golf tournament.

##### Water Utility Council

Mr. Berg reported that there will be a Council meeting soon.

Young Professional and Student  
No Report

Investment Committee

Mr. Berg and Mr. Sletten reported the committee is still developing a draft investment guideline and are currently looking at different types and methods for investing money.

By-Laws Committee

Mr. Berg covered that the Section sent the existing by-laws to the Association for review. The Association returned the by-laws with major, moderate and minor recommended changes. The committee will review the major change recommendations first and bring them to future Board Meetings. The goal is to keep this process moving forward.

Director's Report

Mr. Sletten reported that the Board elected Joe Jacangelo of the Virginia Section as President-Elect. ACE will be in San Diego this year although much of it will be available virtually. Expecting a final decision within the next couple months if this will be held or cancelled due to COVID. Conferences are slated to start being held in person this summer but COVID may determine if they will be held. The Association is cautious with the budget. Insurance helped cover losses from ACE last year. The Association has adequate reserves but is monitoring the situation very closely. The Association is also researching going to an enterprise model for utility memberships.

Old Business

AWWA/MAP Small Systems Training: Mr. Wavra reported that training took place virtually at the end of October with two 4-hour training sessions.

AWWA/USDA Small Systems Training: Mr. Sletten reported that the Section went with the virtual trainings option for the USDA grant. Three trainings must be completed by the end of August 2021. One training was in November and a second was in December. Each session had about 30 registrants and 20 actually attended. The third training is scheduled 23/24 February 2021.

The contract has been signed for the next round of trainings. EPA round 5 and 6 trainings need to be completed by March 2022.

The 2021 Budget was presented by Mr. Wavra. After some discussion, Mr. Sletten moved to approve the budget. The budget was seconded by Mr. Hall and the motion passed.

New Business

Mr. Bruschwein noted that he will need to step down from Secretary/Treasurer position when he becomes the Section Director. Mr. Sletten moved to appoint Mr. Mitch Murray as Assistant

Secretary/Treasurer until Mr. Bruschwein becomes Section Director, at which time Mr. Murray becomes the Secretary/Treasurer. The motion was seconded by Mr. Hall and the motion carried.

Mr. Sletten covered continuing to look at bringing on paid staff. Currently he is working on putting together a job description.

Chair Zach appointed the following committees with the Board's concurrence.

Trustee – Mr. Sletten, Mr. Kemmet, Mr. Lennington

Operator Meritorious – Mr. Wavra, Mr. Sletten, and Mr. Kershaw

Donation Adjustment – Mr. Sletten, Mr. Talley, and Mr. Kershaw

Chair Zach requested committee chairs put together a short description of what each of the committees do.

Strategic plan discussion was tabled for next meeting.

Ms. Stacey Herreid of the NDDEQ talked about and National Guard requirement for PFAS testing at all Guard facilities.

Chair Zach thanked all for the work they do to keep the Section moving forward.

Mr. Kershaw moved, and Mr. Sletten seconded to adjourn the meeting. The motion carried and the meeting adjourned at 3:30 p.m.

Respectfully Submitted

David Bruschwein  
Secretary/Treasurer