

**Minutes of the Board of Trustees Meeting  
North Dakota Section of AWWA  
Bismarck Hotel and Conference Center  
October 11, 2022**

The fall meeting of the North Dakota Section of the American Water Works Association was held on October 11, 2022. Present at the meeting were Chair, Jim Lennington; Director, David Bruschwein; Chair-Elect, Troy Hall; Trustees, Dan Overmoe, Tyrel Clark, and Alan Kemmet, Jim Kershaw; Assistant Treasurer Greg Wavra; Secretary, Maggie Sahr; Section Staff, Linda Fisher. Others in attendance were Standards Council Chair, Sally Wright; Membership Chair, Susan Franceschi; Marisha Lunde, Mark Paddock, Tyler Fode, Zac Ranisate, Savana Schauer, Mike Berg, Dean Sletten, and Miranda Kleven.

Chair Lennington called for introductions.

The meeting was called to order by Chair Lennington at 07:37 AM.

Secretary's Report: Mr. Brushwein made a motion to approve the minutes from May 17, 2022, seconded by Mr. Kemmet. Carried.

Treasurer's Report: Mr. Wavra reported that Mr. Kemmet and Mr. Overmoe performed an audit of the books with no findings. Total income is \$16,503.11, and expenditures \$13,993.90, for a net revenue of \$2,509.21. Total assets as of 10/10/21 were \$161,478.26. In comparison, total assets as of 10/10/22 are \$163,278.44. Mr. Wavra indicated there are other checks yet to be cashed, including RCAP funding, which he suspects will put the section at a surplus by year end. Mr. Clark motioned to approve the Treasurer's Report, Mr. Hall seconded. Carried.

#### Committee Reports

##### Water Utility Council

Mr. Berg reported there will be modifications to the committee in the future. He noted the WUC will be in the Policies and Procedures manual, as opposed to the Bylaws.

##### Public Relations Committee

Mr. Kemmet reported that once the Policies and Procedures Manual is adopted, the social media policy will allow the Section to decide which sites we will post on, and what materials will be posted. A decision will need to be made regarding who will maintain those sites.

##### Education & Research

Ms. Lunde announced a need for AWWA booth and Taste Test volunteers, and poster judges for the conference. This year, operators who achieved higher certification will be acknowledged at the luncheon, and certificates will be mailed at a later date. The E&R will be re-opening abstracts for the Surface Water Workshop, with the date TBD.

##### Water for People

Ms. Kleven reported donations of \$7,100 as of October, 10. Growler sales have the potential to generate an additional \$1,300. Mulligans will be sold at the golf event, as well. There will be a

QR code on the table tents at the banquet. Donations made using the QR code go directly to WFP, and not through the Section. Mr. Bruschwein moved “the Section covers credit card transaction fees on an ongoing basis, and the Section will budget for that.” Mr. Wavra seconded. Carried.

#### Young Professional and Student Committee

Ms. Lunde was called upon to discuss the poster competition. Both UND and NDSU are represented at this year’s conference. School engagement is lower than in previous years, and it is suspected this is due to the retirement of the program champions at the universities.

#### Membership Committee

Mr. Kershaw reported membership is approximately 225. YP and Student membership is considerably lower than in the past. Membership renewal will now be easier with the implementation of the electronic check/ACH/credit card platform. There was discussion of both reducing rates and covering membership rates for students to encourage engagement. Ms. Franceschi stated there are several options for the Association to help with membership, including a free 90 day membership trial or other special section promotions. She encouraged contacting Mary Svoboda for swag promotions, and Maggie Vulman for reduced rate promotions.

#### Investment Committee

Mr. Sletten reported that the Investment Committee shall present an investment strategy once the Wells Fargo account is established. Mr. Wavra stated institution does not require 2 signatures for checks to be written. He felt a policy out to be in place to have checks and balances oversight by the Board, prior to opening the account. Ms. Franceschi stated there is limited criminal coverage for officers, however we should discuss with Ms. Vulman for further details for the Section.

#### Policies and Procedures Committee

Chair Lennington deferred to discuss under Old Business.

#### By-Laws Committee

Mr. Bruschwein reported Board will need to approve the changes from the Executive Board prior to the vote at the Business Meeting. Chair Lennington dissolved the Bylaws Committee.

#### Director’s Report

Mr. Bruschwein reported that due to in-person conferences, the Association’s membership is bouncing back a year earlier than planned. Ms. Franceschi stated the membership is currently 49,619.

Mr. Bruschwein described the Water 2050 program as a brainstorming initiative to think about what the industry’s goals will look like by the year 2050. He will be assigning diversity training for the Board prior to the Trustee Training in January.

The Transformative Water Leadership Academy was also described as a new AWWA program to develop foundations of leadership in the water utility community.

#### Old Business

#### Draft Policy and Procedures Manual

Mr. Kemmet moved to approve the Policies & Procedures Manual. Mr. Hall seconded. Mr. Hall proposed a committee of people work on the manual in the future, including himself, Mr. Kemmet, Mr. Kershaw, Mr. Clark, and Ms. Sahr. Mr. Clark moved to approve today as-is, and continue to work on it in the future. Approval carried.

#### Bylaws Vote

Mr. Bruschwein motioned to approve the bylaws as amended by the Executive Committee. Mr. Hall and Mr. Clark seconded. Carried.

#### RCAP Training Recap and Vote

Mr. Bruschwein reported RCAP training had approximately 40 attendees. He motioned the Section will participate in AWWA/RCAP small systems training in 2023. Mr. Overmoe seconded. Carried.

Mr. Bruschwein noted the Section will need to vote annually on this grant, as it is federally funded and not guaranteed. It is approximately \$3,000 in funding.

#### New Business

##### Strategic Planning

Mr. Bruschwein discussed the need to plan a Strategic Planning session for this winter. In the past, this took place on a Friday afternoon and full day Saturday.

An ad-hoc committee was nominated, and the planned location is the Fargo Water Treatment Plant. Volunteers include Mr. Hall, Ms. Lunde, Ms. Fisher, Ms. Sahr and Ms. Vaulman.

##### Third-Party Audit

Ms. Sahr reported a quote received by Ms. Vaulman for a third-party audit of section finances is \$1750-\$2000. The audit in South Dakota was roughly \$1500. Chair Lennington will check if the WPCC is audited, and if so, by whom. It was decided the Board will vote for a quoted auditor by email at a later date. Mr. Lennington posed the question if the audit is for three years of finances, or an audit of one year of finances performed every 3 years. Ms. Sahr will check with Ms. Vaulman.

##### Website Support Contract

AE2S proposed a website contract for any substantial training or changes made to the site. Mr. Kemmet moved to approve the contract. Mr. Hall seconded. Carried.

Ms. Fisher stated she will inquire if any proposed work needed is billable, and will receive a quote prior to substantive work being done.

##### ACH Transfers

Ms. Franceschi reported that we can now use ACH transfers, instead of checks for transferring funds between the Section and the Association. This will also make membership renewal easier.

##### RMSO Training

Ms. Wright reported the value of RMSO training as an opportunity for sections to come together with similar challenges and share ideas. It was proposed to send five people to the training in SD, as attendees will likely be driving there, which cuts down on travel costs. Volunteers include Mr. Kemmet, Mr. Overmoe, Mr. Clark, Mr. Paddock, and Mr. Bruschwein. Ms. Sahr will check with

Mr. Wavra offline to ensure the Section's budget can afford all five volunteers. A vote will occur via email prior to the deadline for registry.

Ms. Wright and Ms. Franceschi offered their thanks to the Section, in closing.

Ms. Fisher asked if Section Staff should utilize personal email or if a business address assigned by the Section would be appropriate for receiving correspondence. Ms. Franceschi noted each position determines the distribution of administrative emails. Ms. Sahr will confer with Ms. Vaulman and Ms. Fisher offline.

Mr. Bruschwein moved to adjourn. Mr. Kemmet seconded. The motion carried and the meeting adjourned at 10:24 AM.

Maggie Sahr  
Secretary/Treasurer