

**Minutes of the Board of Trustees Meeting
North Dakota Section of AWWA
May 17, 2022**

The spring meeting of the North Dakota Section of the American Water Works Association was held on May 17, 2022. Present at the meeting were Chair, Jim Lennington; Director, David Bruschwein; Chair-Elect, Troy Hall; Trustees, Dan Overmoe, Tyrel Clark, and Alan Kemmet; Assistant Treasurer Shawn Heinle. Others in attendance were Mike Berg, Zac Ranisate, Dean Sletten, Marisha Lunde, Mike Quamme, and Maggie Sahr.

The meeting was called to order by Mr. Lennington at 8:04 AM.

Mr. Bruschwein called for a vote to add Maggie Sahr as new Secretary-Treasurer. Mr. Hall seconded. Carried.

The Secretary's Report was presented by Mr. Bruschwein. Mr. Sletten provided the membership of the Donations Committee is Mr. Sletten, Mr. Jim Kershaw, and Dustin Talley. Mr. Hall moved to approve the corrected minutes of the January 20, 2022, Winter Board Meeting. Mr. Overmoe seconded, and the motion carried.

Mr. Bruschwein presented the Treasurer's Report for Mr. Greg Wavra. As of May 16, 2022, the Section had income of \$16,417.29 and expenses of \$2,269.82. This leaves a net income for the year-to-date of \$14,147.47. The Section has \$88,470.22 in the checking and money market accounts. The Section also has \$86,446.48 in student support endowments and reserve accounts.

Committee Reports

Education & Research

Ms. Lunde reported the Surface Water Workshop is scheduled 4/17/23 – 4/19/23 at the Hilton Garden Inn in Fargo. The call for papers will go out in the next few weeks.

Membership

Mr. Bruschwein reported there are currently approximately 215 members.

Mr. Sletten reported the newsletter will be forthcoming, pending a couple articles.

Public Relations Committee

Mr. Kemmet reported the need to adopt a social media policy.

Water for People

Mr. Bruschwein reported that committee is looking at doing the golf sponsorship again. Mr. Kemmet is interested in participating on the committee.

Water Utility Council

Mr. Berg and Michelle Klose attended the Fly-In in Washington D.C. 4/27/22. Topics discussed included PFAS and cybersecurity, with AWWA encouraging third party audits. Ms. Klose and Mr. Hall volunteer to attend in 2023.

Young Professional and Student

Discussion continued regarding revitalizing the committee or combining the Young Professional and Student Committee with the Education and Research Committee.

Investment Committee

Mr. Sletten reported that the Investment Committee shall present an investment strategy for \$20,000 once the Wells Fargo account is established.

By-Laws Committee

Mr. Bruschwein reported they are awaiting response from the Executive Committee regarding the two minor changes for further review. They hope to present these changes at the annual meeting.

Director's Report

Mr. Bruschwein reported that ACE is in San Antonio this year.

Old Business

Mr. Bruschwein presented the 2022 budget on behalf of Mr. Wavra. The Section has income of \$29,425 budgeted and expenses of \$28,000 budgeted. This leaves a net income for the budget of \$1,425.00. However, \$6,000 that was approved at the last meeting for staff is not shown. Mr. Ranisate suggested granting scholarships for more than \$500. Mr. Sletten commented that in the event there is only one applicant and more than \$500 available, the board may decide to grant all available scholarship funding. Mr. Sletten brought up operator utility management training as an option for using the scholarship funds.

Mr. Kemmet moved to approve the budget, Mr. Clark seconded. Motion carried.

Policy and Procedures

Mr. Lennington discussed adopting the Policy and Procedures Manual as special rules of order. He requested adding it to the agenda as a standing item for each meeting. Mr. Lennington and Mr. Hall volunteered to sit on the Policy and Procedures Committee.

Section Staff

Mr. Sletten indicated he is writing a job description for the paid section staff position. It was discussed that section insurance will cover an employee, and the section will also need to cover WSI and FICA. Mr. Lennington was advised by an attorney, Mike Garmin, to consult a CPA. Mr. Sletten has been in contact with Jim Jones of the SD section, who has offered to give advice with the hiring of section staff. He will ask Mr. Jones who the staff shall report to, and how meetings are conducted in SD. Mr. Lennington and Mr. Hall would like to be included on a call with Mr. Jones. They will call a special meeting before October.

Fall Training

Ms. Lunde will confer with Mr. Zach regarding fall drinking water training. Mr. Kemmet will put out the call for topics.

Other

Mr. Hall attended the RMSO in Bloomington in April. He reported the meeting as beneficial, as he met representatives of other sections. Mr. Hall indicated the meeting affirmed the ND section is running similarly to other sections. RMSO will be held in SD next year. Mr. Kemmet, Mr. Overmoe, and Mr. Clark were recommended to attend.

New Business

Mr. Sletten suggested the summer board development training workshop for Ms. Sahr in Denver July 28-29. Mr. Kemmet also volunteered to attend as a recently new trustee.

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

Mr. Kemmet moved to adjourn the meeting. The motion carried and the meeting adjourned at 9:45 AM.

Maggie Sahr
Secretary/Treasurer