

**Minutes of the Board of Trustees Meeting**  
**North Dakota Section of AWWA**  
**January 20, 2022**  
**Corrected May 17, 2022**

The winter meeting of the North Dakota Section of the American Water Works Association was held on January 20, 2022. Present at the meeting were Chair, Jim Lennington; Chair-Elect, Troy Hall; Past-Chair, Adam Zach; Director, David Bruschwein; Trustees, Jim Kershaw, Dan Overmoe, Tyrel Clark, and Alan Kemmet; Secretary/Treasurer, Mitchell Murray; Assistant Treasurers, Greg Wavra and Shawn Heinle. Others in attendance were Tami Madsen, Maggie Vaulman, Tyler Fode, Miranda Kleven, Maggie Sahr, Marisha Lunde and Dean Sletten.

The meeting was called to order by Mr. Lennington at 12:00 P.M.

The Secretary's Report was presented by Mr. Murray. Mr. Bruschwein moved to approve the minutes of the October 12, 2021, Fall Board Meeting, October 14, 2021, Fall Business Meeting, and October 22 and 29, 2021, Special Bylaws Board Meeting. Mr. Kemmet seconded, and the motion carried.

Mr. Wavra presented the Treasurer's Report. As of December 31, 2021, the Section had income of \$27,646.54 and expenses of \$10,287.27. This leaves a net income for the year-to-date of \$17,359.27. The Section has \$74,322.75 in the checking and money market accounts. The Section also has \$86,446.48 in student support endowments and reserve accounts. The 2022 budget is still being finalized as we are waiting to receive the final bank statement for December of 2021. NDAWWA received \$1,700 per USDA training held as opposed to the projected \$1,500 for the USDA trainings that were held in 2021. A vote was held to approve \$6,000 into the budget for the contract employee that will be working with NDAWWA. Mr. Hall moved to approve \$6,000 into the 2022 NDAWWA budget for the contract employee. Mr. Zach seconded, and the motion passed. Mr. Wavra noted that web fee increases will be incorporated into the budget. The NDAWWA Section uses QuickBooks to keep track of finances and the desktop version is no longer available, so the online version is the only available option and comes with increase costs.

#### Committee Reports

##### Education & Research

Ms. Lunde reported that they are working on planning the 2023 Surface Water Treatment Workshop, getting operator scholarships, reaching out to representatives for the regional and state fairs, and providing prizes and potentially judges for those fairs as well. Ms. Lunde volunteered to be a judge at the state fair this year.

##### Membership

Mr. Kershaw recommended that another round of cybersecurity training should be scheduled, and he has been in contact with Bismarck cyber security looking into this. Mr. Kershaw stated that he has been in contact with BSC on scholarship availability and there have been no applicants up to this point. There are 3 weeks of operator training in March and the trainings dealing with water and wastewater will be combined this year. There will be a new version of the

Membership Newsletter coming soon. Some articles included in the newsletter include Dr. Lin's retirement, upcoming trainings, updates on the Lead Service Line Replacement Rule, etc.

#### Water for People

Charlie Vein retired so we are looking for someone to chair the Water for People Committee. Ms. Klevens volunteered to chair the Water for People Committee. No solicitations for donations were held in 2021. The Board recognized the 2020 donations. Mr. Kemmet volunteered to help out on the Water for People Committee.

#### Water Utility Council

Mr. Bruschwein reported that the D.C. fly-in is planned to return to normal this year.

#### Young Professional and Student

Discussion was held about combining the Young Professional and Student Committee with the Education and Research Committee.

#### Investment Committee

Mr. Sletten reported that the Investment Committee met with a representative from Wells Fargo about investments and noted that we do not currently have any investment policies. There was discussion held on opening an account with Wells Fargo and what kind of flexibility would be included with that account. Multiple emails can be added to a Wells Fargo account that will send out notifications of any activity occurring with that account. Mr. Sletten mentioned that the Investment Committee is looking into investing a portion of the NDAWWA Section's funds. The Committee would like to get permission from the Board to move \$20,000 from the Section's Money Market account into a Wells Fargo account and invest it. Mr. Sletten also recommended that the Board forms a team to manage this account. Ms. Vulman mentioned that the Section's insurance does have crime coverage for directors and officers. Mr. Clark motioned to open a Wells Fargo account as recommended by the Investment Committee. Mr. Hall seconded, and the motion carried.

#### By-Laws Committee

Mr. Bruschwein reported that the Bylaws have been sent to the Executive Committee for review and comments. Ms. Vulman reported that the Executive Committee approved the Bylaws with 2 minor changes. The Bylaws, including the 2 minor changes, will be sent to Mr. Lennington, Mr. Bruschwein and Mr. Murray for further review.

#### Public Relations Committee

Mr. Kemmet requested a mailing list for the NDAWWA membership to have all the contact information to send things out. The Social Media Policy is included with the Policies and Procedures manual.

#### Policy and Procedures Committee

Mr. Lennington mentioned that the Policy and Procedures Committee used examples of Policies and Procedures sent by Ms. Vulman from the Arizona Section as the template for NDAWWA's Policies and Procedures manual.

## Section Staff

Mr. Sletten reported that we do have an interested applicant. An example contract for this position was sent to Mr. Sletten and he forwarded it on to a couple Board members and Ms. Vaulman for review. Ms. Vaulman gave a couple recommendations on how to improve the contract including changing the notice period to state the specific person who receives the notice of termination, adding the hours that the contractor will work, include a data acceptable use policy, add a place for the contractor to electronically store NDAWWA records, state if this contractor can sign other contracts on behalf of the Section or approval processes, add spending limits that the contractor has using NDAWWA funds and include a portion on taxes and insurance for the contractor. The contractor should get their own insurance and file taxes using a 1099 form. Discussion was held on how the contractor will be managed and who they should report to. The contract price would be estimated to cost \$4,800 to \$6,000 a year. Mr. Murray reported that he will be resigning from the NDAWWA Secretary Treasurer position on February 10, 2022.

## Director's Report

Mr. Bruschwein reported that the next president-elect for the AWWA Board is Mr. Pat Kurr. In 2021, AWWA operated at a loss. The loss was projected to be around 4 million dollars but ended up only being a 1-million-dollar loss. AWWA received less income as membership was down and everything was being held virtually as opposed to in-person. AWWA is projecting to operate at a loss of 2 million dollars in 2022, and then be back in the positive in 2023. AWWA will be providing input into cybersecurity and training for people in the water sector. EPA will continue to put cyber security information into sanitary surveys.

## Old Business

Mr. Bruschwein reported that we may look into doing Conflict of Interest forms in January of every year due to the new trustees that come to the Section.

Discussion was held on moving the Strategic Planning session to a 5-year rotation. The Board recommended having a meeting on this 1 year from now.

## New Business

Mr. Zach, Mr. Kershaw, and Mr. Sletten volunteered to be on the Trustee Committee. The Fuller Award Committee is comprised of the previous 5 winners of the Fuller Award. Of the previous 5 Fuller Award Winners, 2 have retired. Mr. Sletten and Ms. Klevens will reach out to Mr. Brett Jochim to ask if he would be interested in volunteering on the Fuller Award Committee. Mr. Sletten, Mr. Wavra and Mr. Heinle volunteered to be on the Operator Meritorious Committee. Ms. Lunde and Ms. Madsen volunteered to be on the Education and Research Committee, with Ms. Lunde as Chair. Ms. Klevens volunteered to be Chair of the Water for People Committee. Mr. Wavra, Mr. Lennington, and Mr. Kemmet volunteered to be on the Water for People Committee. Mr. Kemmet moved to accept the nominations for the Chairs on the aforementioned committees. Auditing Committee Chair is Mr. Kemmet, with Mr. Wavra and Mr. Heinle as volunteers on this committee. Mr. Kemmet amended his motion to include the statutory positions on the committees. Mr. Wavra seconded, and the motion carried.

Mr. Kershaw, Mr. Talley and Mr. Sletten were on the Donations Committee last year. Mr. Sletten recommended that the Section stays with the current donations. Mr. Sletten also recommended that the Section makes a \$1,000 donation to the River Keepers Association in Fargo. Since the UND Section is not currently active, and extra \$1,500 will be available to the NDSU Section. It was recommended that the Section increases their donation amount by \$250 for the Grand Forks Science Center and keep all other donation amounts the same as they were last year. Mr. Hall motioned to make the aforementioned donation adjustments. Mr. Kemmet seconded, and the motion carried.

Ms. Lunde reported the committee roles for the Education and Research Committee, and they include running the meeting ahead of the NDWPCC, gather volunteers for NDAWWA events, help with the drinking water taste test booth, assist with the YP poster competition, and present winners at the banquet during the NDWPCC. Other Education and Research Committee roles include awarding the operator scholarship, helping with State and Regional Science Fairs, and planning the Surface Water Treatment Workshop. Mr. Kershaw reported the committee roles for the Membership Committee, and they include retaining existing members, gaining new members, engaging members to be active within the Section, and providing webinar topics of interest.

Discussion was held on the Section's Zoom account and how limited the use has been so far. It was decided to continue with the Zoom subscription for 2022 and table the discussion on if the Section should continue with this subscription for a future meeting.

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

Mr. Zach moved, and Mr. Clark seconded to adjourn the meeting. The motion carried and the meeting adjourned at 2:05 p.m.

Respectfully Submitted

Mitchell Murray  
Secretary/Treasurer