

**Minutes of the Board of Trustees Meeting
North Dakota Section of AWWA
October 12, 2021**

The fall meeting of the North Dakota Section of the American Water Works Association was held on October 12, 2021. Present at the meeting were Chair, Adam Zach; Director, David Bruschwein; Trustees, Jim Kershaw, Troy Hall, and Alan Kemmet; Secretary/Treasurer, Mitchell Murray; Assistant Treasurer, Greg Wavra. Absent: Jim Lennington. Others in attendance were Mike Berg, Marisha Lunde, Tyrel Clark, Zac Ranisate and Dean Sletten.

The meeting was called to order by Mr. Zach at 7:37 A.M. with introductions.

The Secretary's Report was presented by Mr. Murray. Mr. Kemmet moved to approve the minutes of the May 18, 2021, Board Meeting. Mr. Wavra seconded, and the motion passed.

Mr. Wavra presented the Treasurer's Report. As of October 1, 2021, the Section had income of \$22,084.03 and expenses of \$3,106.25. This leaves a net income for the year-to-date of \$18,977.78. The Section has \$75,936.10 in the checking and money market accounts. The Section also has \$86,446.48 in student support endowments and reserve accounts. Nobody was sent to ACE conference or fly-in to Washington D.C. this year which is why expenses for the year are so low. Mr. Kershaw moved to accept the treasurer's report. Mr. Hall seconded, and the motion passed.

Committee Reports

Education & Research

Mr. Zach reported that discussion was held on certificates of recognition for operators who increased their level of treatment or distribution certification. Mr. Zach asked for volunteers to help with the drinking water taste test booth and to judge the young professional poster competition. Ms. Lunde sent out a survey to figure out details for the surface water workshop. It was discussed that it will be very unlikely that this workshop will occur in April of 2022. Mr. Wavra discussed the idea of a backflow memorandum that should be sent out to the cities. Inspectors will be looking taking a closer look in 2022 to see if cities have a backflow plan in place. A training on the backflow requirements was held on Monday, October 11, 2021. There are a couple more trainings that are planned for this year for backflow requirements. Mr. Wavra suggested that the Public Relations Committee and Education and Research Committee work with NDDEQ on developing this memorandum. Mr. Hall offered to look for someone within Fargo to help out with this as they have some experience with this.

Membership

Mr. Kershaw recommended that another round of cybersecurity training should be scheduled. Mr. Kershaw stated that he has been in contact with BSC on scholarship availability. Discussion was held on who these scholarships should be provided to and new operators, as well as previous operators attending utility management schools could be considered. Scholarship amounts and North Dakota residents attending school out of state was also discussed. Mr. Kershaw and Mr. Ranisate volunteered to work together to figure out the details of the scholarships. Mr. Clark volunteered to look into AWWA website to see if there is a flyer to use to advertise scholarships

within schools. Mr. Kershaw reported that the Section membership is down significantly from last year. Mr. Sletten reported that he heard that Bob Zimmerman from Moorehead is working to keep the NDSU student chapter going.

Water for People

Mr. Bruschwein reported that the Section will not be doing a golf sponsorship this year at the NDWPCC due to COVID. Discussion was held on selling mulligans at the golf event. Center pieces will be present on banquet tables to ask for donations for Water for People. Mr. Bruschwein moved to donate \$3,000 to Water for People this year, Mr. Kershaw seconded, and the motion passed. Mr. Wavra and Mr. Ranisate volunteered to look into ways to get more donations. Discussion was held on adding a donation option to the conference registration next year. Mr. Murray volunteered to send out a post-board meeting email to members to ask for volunteers for committees to get more involvement from NDAWWA members.

Water Utility Council

No Report.

Young Professional and Student

No Report.

Investment Committee

Mr. Sletten reported that the Investment Committee met a week before the NDWPCC conference. A decision was made to go with a Wells Fargo online account for the Section's investments. A virtual meeting was held with Wells Fargo to discuss details. Mr. Sletten reported that the investment committee is looking into mutual funds with Vanguard, shooting for 4-6% growth per year. Once more information is received, the committee will be looking for approval from the Board to proceed with this route. It was discussed that the Section may have to transfer the Section checking account from Gate City Bank to Wells Fargo Bank to make this possible. Mr. Sletten recommended forming a permanent committee to help manage this account.

By-Laws Committee

Mr. Berg described the process with Maggie Vaulman on getting a draft version of the updated bylaws for the Section. Mr. Sletten pointed out some issues in the draft bylaws that were voted on by the NDAWWA Board, and then sent out to all NDAWWA members. Mr. Kemmet moved to table the bylaw updates vote until these issues are resolved and a version of the bylaws that shows all changes to the bylaws can be provided. Mr. Hall seconded, and the motion passed.

Public Relations Committee

Discussion was held for the need for a social media policy and outreach to operators to improve member involvement.

Policy and Procedures Committee

Mr. Lennington is looking for ideas from the Board on how to move forward with the policy and procedures manual. Discussion was held on whether it would be better to have this be a final version type document or have it be a living document that changes as the Board decides. Mr.

Hall volunteered to work with David Bruschwein on providing an outline for the policy and procedures document for the Winter Board meeting.

Section Staff

Mr. Sletten reported that an individual from Bismarck has been found who is interested in the job of Section staff. This individual has done a lot of work with non-profit organizations and has a lot of valuable experience. Discussion was held on whether this individual should be staff or a contracted individual. More discussion was held on who this individual should report to. Mr. Sletten volunteered to reach out to Section Services for help on developing and providing a scope of the paid position to this individual. The general consensus was that it would work better for the Section to pay a little more and have the individual work as a contract employee.

Donation Adjustment

Mr. Sletten and Mr. Kershaw had a meeting to discuss where to allocate the Sections donations. Some ideas discussed were scholarships, or donations to small utilities who need help with smaller projects such as replacing meters or pumps.

Operator Meritorious

Keith Olson and Alan Beyreis are the 2020 and 2021 Operator Meritorious winners and will be announced at the NDWPCC banquet.

Trustee

Tyrel Clark and Daniel Overmoe are the two trustee nominees that will be voted on for the two open trustee positions at the business meeting on October 14, 2021.

Fuller

Mr. Bruschwein reported that there was not a Fuller Award winner this year.

Director's Report

Mr. Bruschwein reported that the 2021 AWWA conferences did not happen due to COVID. Chi Ho Sham assumed the position as president of the AWWA in June 2021. Income is down due to not having in-person conferences, but there are reserves and a plan in place to handle this issue.

Old Business

USDA trainings will not happen in 2022. Round 6 of RCAP training has been completed for 2021. The AWWA Association is looking at doing another round of RCAP training in 2022.

Discussion was held on when to hold the next strategic planning session and where we are currently at with the current strategic plan. The plan is to bring the current strategic plan to the Winter Board meeting and include it on the Board meeting agenda for discussion. Planning for the next strategic planning session was put on hold.

Mr. Zach questioned where the committee chairs are at with providing bullet points stating what their respective committee's duties are. It was discussed that these bullet points should be worked into the future policy and procedures manual. Discussion was held on what the appropriate way to define committee responsibilities are and what committees should be

included in the policy and procedures manual. It was decided that only annual reoccurring committees should be included. Ms. Lunde, Mr. Kershaw and Mr. Kemmet volunteered to prepare bullets of the responsibilities of the Education and Research committee, Membership committee and the Public Relations committee, respectively.

Mr. Zach read an email response from AWWA on the resolution to the April 2021 AWWA/NDAWWA discussion. Mr. Zach provided the following statement: "The Association has completed its investigation that was the subject of our Section meeting on April 30, 2021. I am pleased to report that concerns giving rise to the investigation have been addressed through an apology in written form between the affected Section members. To avoid similar confusion or miscommunications and to improve the processes of our Section and Committee meetings, I am accepting a recommendation of the Association to conduct governance training to avoid situations like this in the future". Mr. Sletten reminded Board members that a member can be held legally responsible for issues that surface and are not addressed.

A reminder was discussed to take care when posting things that represent the NDAWWA Section on social media. It was recommended that a social media policy be created before a NDAWWA Section social media account is created. Mr. Kemmet volunteered to provide a draft social media policy for the next Board meeting. Ms. Lunde volunteered to assist Mr. Kemmet with the policy.

New Business

Mr. Bruschwein discussed scheduling another Association/Section refresher training. This could be a policy to have this training annually in January. It was stated that this would be a good time to have the training due to the new incoming trustees to the Section. Mr. Bruschwein moved to have an Association/Section refresher training in January, before the next Board meeting. Mr. Kershaw second, the motion passed. Mr. Bruschwein and Mr. Murray volunteered to propose a time and date to the group in advance for the training.

A Conflict-of-Interest policy was sent to the NDAWWA Section by the association for review. All Board members are required to review and sign this policy and have it ready for the next Board meeting in January 2022. All other NDAWWA members involved in the Section, including committee volunteers, are recommended by Maggie Vaulman to review and sign this policy.

Mr. Bruschwein stated that the Association wanted to remind the NDAWWA Section about the Regional Meeting of Sectional Officers (RMSO) training just in case people want to attend. RMSO will be held in Minnesota in 2022. Discussion was held to talk to the association and recommend having the RMSO training in more convenient locations for better attendance. It was pointed out that this would be a good training for new trustees.

Mr. Bruschwein moved to add Mr. Murray onto the NDAWWA checking account and be a registered agent. Mr. Kemmet seconded; the motion passed.

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

Mr. Kershaw moved, and Mr. Wavra seconded to adjourn the meeting. The motion carried and the meeting adjourned at 10:30 a.m.

Respectfully Submitted

Mitchell Murray
Secretary/Treasurer