

**Minutes of the Board of Trustees Meeting  
North Dakota Section of AWWA  
Zoom Online Meeting  
June 20, 2023**

The spring meeting of the North Dakota Section of the American Water Works Association was held on June 20, 2023 at 2:30 pm. Present at the meeting were Chair, Troy Hall; Director, David Bruschwein; Chair-Elect, Jim Kershaw; Trustees, Alan Kemmet and Mark Paddock (joined at 3:15); Assistant Treasurers, Greg Wavra and Shawn Heinle; Secretary-Treasurer, Maggie Sahr; Section Staff, Linda Fisher; Section Services, Maggie Vaulman. Others in attendance were Marisha Lunde, Dean Sletten, Heather Schumacher, and Zac Ranisate (joined at 3:03).

Chair Hall called for introductions.

The meeting was called to order by Chair Hall at 2:32 pm.

Secretary's Report: Mr. Kershaw moved to approve the minutes from January 19, 2023, seconded by Mr. Wavra. Carried.

Treasurer's Report: Mr. Wavra reported the total income is \$51,214.94, total expenses \$30,896.44, and net operating revenue (profit) of \$20,318.50. He clarified \$1,740 of the revenue is from the fall conference in 2022, but the check came in 2023. Of the \$33,815.27 from the Surface Water Treatment Workshop, each section in attendance will receive a little over \$3000 of that. Typically, we budget for \$2000 to be disbursed to each section. Total assets are \$188,120.52. No one attended ACE, RMSO has been reimbursed, and Strategic Plan has been reimbursed. Ms. Lunde and Mr. Wavra will discuss SWTW distributions offline. Mr. Kershaw moved to approve the Treasurer's report, seconded by Mr. Kemmet. Carried.

#### Committee Reports

##### Public Relations Committee

Mr. Kemmet reported the Social Media policy is planned to be completed in the next few weeks. At RMSO, he made social media savvy contacts from other sections so we will have someone to reach out to in the future for developing a social media presence.

##### Education & Research

Ms. Lunde reported regional and state science fairs took place this spring. \$25 gift cards were presented to 8 winners in the regional fair, and two \$75 prizes were given to the state winners. Attendance for the SWTW was approximately 150.

##### Membership Committee

Mr. Kershaw reported there has not been a committee meeting yet this year. Mr. Hall stated the Section has a 90% retention rates. He has made an engineering contact at NDSU, and hopes to revive student membership. Mr. Kershaw also has a possible UND contact. Mr. Bruschwein said membership is at 203. There was discussion regarding BSC and NDSU students.

### Policies and Procedures Committee

Mr. Hall reported three policies are almost ready for presentation to the Board. The committee has been meeting almost monthly, with meetings being productive.

### Director's Report

The NE AWWA Section and NEWWA entities will now have two separate boards, but will still be working closely together.

Mr. Bruschwein reported ACE just took place. Pat Kerr is the new President. Joe Jacangelo is now the Past-President.

AWWA is considering to provide input on lawsuits regarding cybersecurity being integrated in sanitary surveys.

### Staff

Ms. Fisher congratulated Mr. Bruschwein for winning the "No water, no lutefisk" slogan. A copy of the design will be sent to the Section by Ms. Vaulman.

### Business

#### Third-Party Audit

Mr. Hall reported Kinner offered the lowest quote. They are booked through July, but will honor the quote from last year for \$1750-2000 plus travel. Other auditors approached were in the ballpark of 10K, required annual audits for organizations with a larger budget, or did not respond.

Mr. Bruschwein moved to go with Kinner Accounting for the audit, Mr. Kemmet seconded. Carried.

#### Accounting Services

Mr. Hall reported six accounting services were contacted, with CB being most reasonably priced and personable. CB Accounting is recommended for assistance with payroll including IRS and state quarterly filings and bookkeeping services. The Section was quoted about \$240/month + one time set-up fees (\$200) and data entry fees back to the first of the year (\$125/mo). Mr. Bruschwein motioned to go with CB Accounting, Mr. Kemmet seconded. Discussion was held regarding budget planning, payroll, and separation of duties between the accounting service and treasurer/Board.

Motion carried.

#### Strategic Planning

Mr. Hall reported the Strategic Planning committee met in Fargo in January. A suggested format for Strategic board meetings, endorsed by Ms. Vaulman, was circulated with meeting materials. This will be discussed at a later time. Mr. Kemmet motioned to approve the Strategic Plan, Mr. Bruschwein seconded. Carried.

#### Young Professional Committee Chair Appointment

Mr. Hall announced there are two candidates for YP Chair: Heather Schumacher from SEH, and Zac Ranisate from Advanced Engineering. He appropriated an ad hoc committee of Mr. Kemmet, Mr. Kershaw, and Ms. Sahr to interview the candidates, and submit its

recommendation to the Chair in the next couple weeks. The Board would then vote electronically.

Mr. Ranisate introduced himself. He is with AE2S-Bismarck. He has been with AWWA about 5 years and during college. He has UND connections in the engineering department, and would like to revive the YP committee with other colleges as well.

Ms. Schumacher introduced herself. She is with Short, Elliott, Hendrickson out of Fargo working remotely. She has prior experience serving with the MN Section YP committee, having formerly worked out of St. Cloud.

Mr. Bruschwein motioned to approve the ad hoc committee. Mr. Kemmet seconded. Mr. Heinle recommended possible chair/vice-chair positions, or possibly co-chairs to share workload and serve as back-ups. Mr. Kemmet pointed out there is a pending policy banning co-chairs. However the Policies and Procedures committee will be discussing vice-chairs in the future. After discussion, the motion carried.

#### Summer Workshop

Ms. Fisher will be enrolling in the Summer Workshop for July. Mr. Kershaw may be attending. Mr. Kemmet motioned to send two members to Summer Workshop. Mr. Bruschwein seconded. Carried.

#### Joint Board Presentation Committee Volunteers

Mr. Heinle needs one volunteer from NDAWWA to be on the presentation committee for selection of abstracts for NDWPCC. Ms. Schumacher agreed to help.

#### Open Trustee Position

Mr. Hall reported Tyrel Clark has moved to Idaho and effectively resigned from the Board as second year Trustee. After discussion, the Board decided to advance Mark Paddock to fill the second-year Trustee position. Mr. Kershaw moved to move Mark Paddock up, do a consultant and then a municipality to get it back on track. Mr. Bruschwein seconded. Carried. The Trustee Nomination Committee was directed to choose two candidates. In October, Mr. Paddock will advance to third-year trustee, a consultant will fill the second-year trustee, and a municipality representative will be first-year trustee.

#### Other Business/Announcements

##### Cybersecurity Training through AWWA

Mr. Bruschwein reported there is a lack of a lead in the cybersecurity training arena. Mr. Wavra said the EPA is tagging cybersecurity to inspections starting this year. ND needs cyber expertise within the state. This is something to have on our radar for spring training, considering RCAP training will be discontinued by AWWA for now. NDIT has some training available, Region 8 EPA is doing some outreach at conferences to raise awareness to operators.

Ms. Sahr reported the Indiana section held a webinar on using AWWA's cybersecurity guidance tool for managing cyber risk. It helps fulfill the requirement water/WW utilities need to complete risk and resilience assessments for their sanitary surveys. She will send the link for AWWA's training materials to the Board.

Mr. Sletten said the NDIT has free software available to local governments. He proposed this as a topic at the fall conference. Mr. Wavra similarly suggested to hold training to raise awareness in the future.

#### Diversity Training

Mr. Bruschwein led a DEI discussion about Diversity and Member Inclusion. Questions were posed to about what gaps the Board could fill to represent diverse perspectives, do our normal practices promote DEI, and suggestions to eliminate barriers to diversity as an individual or with assistance from the Association.

#### NDWPCC call for abstracts

Ms. Sahr inquired about adding a link for the NDWPCC call for abstracts to the NDAWWA website, or sending an email blast to NDAWWA membership. Ms. Fisher suggested sending emails with a reminder.

#### Newsletter

Mr. Sletten reported a need to receive newsletter stories from committee chairs in a timely manner. After discussion, Ms. Fisher agreed to assist with soliciting for articles.

#### Adjournment

Mr. Bruschwein moved to adjourn. Mr. Kershaw seconded. The motion carried. Chair Hall adjourned the meeting at 4:38 pm.

Maggie Sahr  
Secretary/Treasurer