

**Minutes of the Board of Trustees Meeting
North Dakota Section of AWWA
Alerus Center, Grand Forks, ND
October 17, 2023 7:30 am**

The fall meeting of the North Dakota Section of the American Water Works Association was held on October 17 2023 at 7:30 am. Present at the meeting were Chair, Troy Hall; Director, David Bruschwein; Chair-Elect, Jim Kershaw; Trustees, Alan Kemmet Dan Overmoe, and Mark Paddock; Assistant Secretary-Treasurer Greg Wavra; Past Chair, Jim Lennington; Secretary-Treasurer, Maggie Sahr. Others in attendance were AWWA WUC Chair, Ken Lykens Marisha Lunde, Zac Ranisate, Mike Berg, Miranda Kleven, Meredith Quinn, and Section Staff, Linda Fisher.

The meeting was called to order by Chair Hall at 7:31 am with introductions.

Secretary's Report: Mr. Kemmet moved to approve the minutes from June 20, 2023, seconded by Mr. Kershaw. Carried. Mr. Overmoe moved to approve the minutes from August 17, 2023 seconded by Mr. Kershaw. Carried.

Treasurer's Report: Mr. Wavra presented the Treasurer's Report. As of October 12, 2023, the section had income of \$51,520.92 and expenses of \$46,393.46. This leaves a net income for the year-to-date of \$5,127.46. A large portion of the income is from Surface Water Workshop registrations. There is an outstanding bill for \$2,000 from Kinner for the independent audit. The section has \$85,406.77 in the checking and money market accounts. The section also has \$87,522.71 in student support endowments and reserve accounts. Net assets to date are \$172,929.48. There are no other liabilities. Mr. Overmoe moved to approve the Treasurer's report, seconded by Mr. Paddock. Carried.

Committee Reports

Public Relations

Mr. Kemmet reported there is a proposed Social Media policy to be brought before the board.

Education & Research

Ms. Lunde reported the regional and state science fairs are coming up in the spring. In 2023, four \$25 gift cards were given as prizes to regional winners, and two \$75 gift cards were given to state winners. Planning for the 2025 Surface Water Workshop will begin in February 2024.

Water for People

Ms. Kleven reported in 2022 \$10000 was donated by the section through funds raised by general donations, growler sales, and mulligan sales at the WPCC. About a dozen growlers remain – to be sold for \$40 each this year. There will be a 50/50 raffle. There are 2000 tickets, with a goal of selling at least \$1000 at the conference.

Young Professionals

Mr. Ranisate has attended some national YP online events since taking office. He requested the board help recruit members for the committee.

Membership Committee

Mr. Kershaw reported membership is up by about 2 people. He is hopeful the YP committee revival will help increase numbers. There was some discussion with Mr. Lykens regarding taking advantage of multi-association members.

Investment Committee

Mr. Wavra reported status quo as there is no safeguard for accounts when only one person is controlling it.

Policies and Procedures Committee

Mr. Kershaw reported the committee meets close to monthly. Policies discussed were Dispute Resolution, Social Media, and revision of the Standing Committees policy.

YP Committee Chair ad hoc Nominating Committee

Motion to dissolve was made by Mr. Bruschwein, Mr. Kemmet seconded. Carried.

Chair Hall called for a motion to approve the committee reports. Mr. Overmoe so moved, Mr. Bruschwein seconded. Carried.

Director's Report

Mr. Bruschwein reported, as a result of an AWWA lawsuit against EPA in conjunction with a few states, the cybersecurity requirement is being rescinded from the sanitary surveys.

Chair Hall called for a motion was made to approve the director's report. Mr. Lennington so moved, Mr. Wavra seconded. Carried.

Section Staff's Report

Ms. Fisher offered her assistance to the YP and E&R committees with the Surface Water Workshop. She also offered to help with membership recruitment.

Chair Hall called for a motion was made to approve the staff's report. Mr. Lennington so moved, Mr. Kemmet seconded. Carried.

Audit Report

Mr. Wavra reported the independent audit is complete and no discrepancies were found.

Business

Policies & Procedures Vote

Chair Hall called for a motion to approve the Board Dispute Resolution procedure as drafted.

Mr. Kemmet so moved, Mr. Wavra seconded. Carried.

Chair Hall called for a motion to approve the Social Media procedure as drafted. Mr. Kershaw so moved, Mr. Paddock seconded. Carried.

Chair Hall called for a motion to approve the Standing Committees procedure as drafted. Mr. Kemmet so moved, Mr. Overmoe seconded. After discussion, the motion was made to approve the Standing Committees procedure with edits. Edits included adding the Operator's Meritorious Service Nominating Committee as point #9 under the "Purpose" heading, deleting "and run concurrently with the term of the Section Chair" from point #5 under the "Procedure" heading, and clarifying point #12 such that ad hoc committees may be dissolved without deliberation once their objective has been presented to the Board and approval thereof has been recorded in the minutes. Mr. Kershaw so moved, Mr. Paddock seconded. Carried.

Other Business/Announcements

Mr. Kemmet moved for Board approval to allow Section Staff to create Facebook, Instagram, and X (Twitter) accounts. Mr. Kershaw seconded. Carried. Ms. Lunde offered assistance to Staff, if needed.

Mr. Overmoe reported a DSG representative approached him regarding a new AWWA PE pipe standard update. He asked what, specifically, is being disallowed. Mr. Lykens offered to ask the Standards Council chair.

Mr. Lykens updated the Board of current Water Utility Council business including PFAS and Cybersecurity updates, affordability, permanent revenue and assistance programs, lead service line inventory due date of 10-16-24, and Consumer Confidence Report revisions requiring two annual reports which cannot use the word "safe" to describe tap water meeting Safe Drinking Water Act requirements.

Adjournment

Mr. Kemmet moved to adjourn. Chair Hall adjourned the meeting at 9:00 am.

Chair Hall convened the meeting with all prior members still present at 9:02 am.

Mr. Lennington requested the Board determine assignments of first-year and second-year trustees, with the consideration that both work for consulting firms, and therefore do not follow the pattern of altering consultants and utility representatives on the Board. A coin-flip was used to make the determination. Mr. Tuck was assigned first-year trustee and Mr. Huibregtse was assigned second-year trustee.

Adjournment

Mr. Kemmet moved to adjourn. Chair Hall adjourned the meeting at 9:07 am.

Maggie Sahr
Secretary/Treasurer