

**Minutes of the Board of Trustees Meeting  
North Dakota Section of AWWA  
Zoom  
January 25, 2024 1pm**

The winter meeting of the North Dakota Section of the American Water Works Association was held on January 25, 2024 at 1:00 pm. Present at the meeting were Chair, Jim Kershaw; Director, David Bruschwein; Director-Elect, Mike Berg; Chair-Elect, Alan Kemmet; Trustees, Mark Paddock, Jared Huibregtse, and AJ Tuck (1:15); Assistant Secretary-Treasurers Shawn Heinle and Greg Wavra (1:29); Past Chair, Troy Hall; Secretary-Treasurer, Maggie Sahr; Section Staff, Linda Fisher. Others in attendance were Dean Sletten, Jim Lennington, Adewale Ajao, and Zac Ranisate (1:18)

The meeting was called to order by Chair Kershaw at 1:05pm.

**Secretary's Report:** Draft minutes from the 2023 Fall Board Meeting were distributed with the meeting invitation. Mr. Kemmet moved to approve the minutes from October 17, 2023, seconded by Mr. Paddock. Carried.

**Treasurer's Report:** Mr. Heinle presented a partial Treasurer's Report. As of December 23, 2023, the section had income of \$66,314.97 and expenses of \$62,970.64. This leaves a net income for the year-to-date of \$3,344.33.

### **Committee Reports**

#### **Water Utility Council**

Mr. Berg asked anyone interested in WUC to meet with him informally after the meeting.

#### **Public Relations**

Mr. Kemmet requested Mr. Ranisate and Ms. Lunde be appointed to the committee. A social media meeting will be scheduled in the next month. Ms. Fisher reported the Association is developing a comprehensive social media guide planned for release in early 2024.

#### **Education & Research**

No report.

#### **Water for People**

Ms. Sahr summarized the WFP committee report circulated with the meeting invitation. Fundraising efforts totaled \$8,960: Growler sales (\$40), Mulligans (\$280) 50/50 raffle (net: \$940), Pledges/Donations (\$7,700). 50/50 raffle seemed preferable to raffle ticket sales. It was suggested to make a big push early in the conference and complete the drawing prior to the end of vendor show to get greater participation from vendors.

### **Membership Committee**

Chair Kershaw reported he would like to step down as Membership Chair. He would like to conduct interviews with two candidates who have expressed interest in the role. Appointments to the committee will be on hold until a new chair is in place. He reported membership has seen 3.5% growth, largely due to students joining. Mr. Bruschwein stated a possible UND Student Chapter is still looking hopeful. Mr. Kershaw mentioned that faculty advisors who get five students to sign up can get a free membership. Mr. Hall established an NDSU Environmental Engineering contact. Mr. Sletten reminded the Board that AWWA and WEF are joint student chapters, and that the groups should be working together. Mr. Huibregtse will be speaking to a professor and students via Zoom to promote AWWA membership to NDSU.

### **Investment Committee**

Mr. Sletten suggested hiring an investment firm due to the requirement of only a single user accessing online investing accounts. He requested permission from the Board to look for investment firm options and conduct interviews, then report back at the spring meeting. Mr. Paddock so moved, Mr. Kemmet seconded. Carried.

### **Young Professionals**

Mr. Ranisate previously sent a list of 6 members to join the YP committee, and 11 members pledging involvement. He also mentioned plans to visit UND and promote the student chapter.

### **Policies and Procedures Committee**

Ms. Sahr reported the committee has not met since October.

Mr. Bruschwein moved to accept all reports. Mr. Kemmet seconded. Carried.

### **Director's Report**

Mr. Bruschwein submitted the following report:

The AWWA Winter Board Meeting was held January 12 and 13, 2024.

At the meeting Heather Collins was elected as the next President Elect. She is from the California-Nevada Section and is employed by the Metropolitan Water District Southern California. Reid Campbell was also elected Treasurer. Reid is from the Atlantic Canada Section and is employed by the Halifax, Nova Scotia. Vice Presidents selected were Ken Kawahara of Hawaii, Rebecca Venot of Alaska, and Carol Walczyk of New Jersey, Andrea Odegard-Begay of Arizona was selected Director-at-Large. Other business conducted designated the 2025 Director-at-Large position be dedicated to a Young Professional.

Other Association updates include that the Association has bounced back very well from the financial downturn presented by COVID and was able to make a profit. Membership is back above 50,000 and seems to be staying there. The 2025 to 2030 Strategic Plan is being completed. There are no significant changes from the current strategic plan. 2024 is the 50th anniversary of the Safe Drinking Water Act, so the Association is looking at what can be done to commemorate the event. Water 2050 continues to move along. The question now is how we use these insights to start shaping the future.

Mr. Berg moved to approve the Director's Report Mr. Paddock seconded. Carried.

## **Section Staff's Report**

Ms. Fisher reported training on financial information with Mr. Wavra and Mr. Heinle.

## **Assistant Secretary-Treasurer Report**

Mr. Wavra reported there will be no RCAP funding for the Small System Workshop this year. He also reported his name is no longer on the checking account, and Mr. Heinle's will be removed February 1<sup>st</sup>. Mr. Wavra would like to revisit the section's current relationship with CB Accounting with the possible transition of some financial responsibilities to Ms. Fisher and Ms. Sahr, Secretary-Treasurer. Physical and digitized file storage will need to be considered during this transition. It was noted the address on the Section's checks needs to be updated, and determination of the address will be on the next meeting's agenda, along with Board approval of a budget for 2024.

## **Business**

### **Committee Appointments**

Current committee chair positions are proposed to carry over from last year. Chair Kershaw will remain Membership Chair until a new applicant accepts the position. The Chair proposed an ad hoc Membership Chair Nominating Committee consisting of himself, Mr. Kemmet, and Ms. Sahr to interview Mr. Ajao and Mr. Myhro as interested candidates before the next Board meeting.

### **Brainstorming**

Chair Kershaw reviewed 2023 successes.

Mr. Wavra suggested recognizing the 50<sup>th</sup> Anniversary of Safe Drinking Water Act as a focal point at the 2024 joint fall conference.

Chair Kershaw suggested creating "learn and earn" opportunities for high school students or college-age young people in utilities to start building a future workforce.

He also suggested that NDAWWA board representatives congratulate and recognize water taste test winners at the recipient's commission or board meetings.

### **Other Business**

Budget discussion reviewing 2023 and approval for 2024 will be at the next Board meeting.

It was noted that travel for two directors will be worked into the 2024 budget.

Discussion to determine DC Fly-in representatives will continue after adjournment.

Mr. Berg requested that anyone interested in attending the Fly-in contact Chair Kershaw, and that any members interested in learning more about Water Utility Council contact him for a future Teams meeting.

### **Adjournment**

Mr. Paddock moved to adjourn. Mr. Hall seconded. Chair Kershaw adjourned the meeting at 2:06pm.

Maggie Sahr  
Secretary/Treasurer