

**Minutes of the Board of Trustees
Special Meeting
North Dakota Section of AWWA
Zoom
February 28, 2024 10:30 AM**

The special winter meeting of the North Dakota Section of the American Water Works Association was held on February 28, 2024 10:30 AM. Present at the meeting were Chair, Jim Kershaw; Director, David Bruschwein; Chair-Elect, Alan Kemmet; Trustees, Dan Overmoe, Mark Paddock, Jared Huibregtse, and AJ Tuck; Assistant Secretary-Treasurers Shawn Heinle and Greg Wavra; Secretary-Treasurer, Maggie Sahr; Section Staff, Linda Fisher; Marisha Lunde, Education & Research Committee Chair.

I. Call to Order The meeting was called to order by Chair Kershaw at 10:31 AM.

II. Business

a. Committee Appointments: A motion was made to accept committee appointments as presented. (Mr. Bruschwein/Mr. Kemmet, Carried)

- i. Public Relations: Alan (Chair), Zac, Marisha
- ii. WFP: Miranda (Chair), Greg, David, Alan, Jim L.
- iii. Trustee Nominating: Jim L (Chair), Dan, Dean
- iv. Audit: Mark P. (Chair), Jared, Greg, Shawn
- v. YP: Zac (Chair), Heather, Savana, Lauren, Joseph, Jack
- vi. Membership: Jim K. (Chair), Board
- vii. WUC: Mike B. (Chair),
- viii. E&R: Marisha (Chair), Zac, Alan, Tami, Maggie
- ix. Operator's Meritorious Service: Greg (Chair), Dean, Shawn
- x. Investments: Dean (Chair), Greg, Mike B.
- xi. Section Donation Adjustment: Dean (Chair), Jim K.
- xii. P&P: Jim K. (Chair), Alan, Troy, Maggie

b. CB Accounting Discussion

Mr. Wavra reported he, Ms. Fisher and Mr. Bruschwein met with CB Accounting to review their services. There was discussion of the division of duties and responsibilities between the accountants and the Section. It was suggested that Ms. Fisher will write checks for the Section's expenses, record transactions in QuickBooks, and upload receipts to a shared Google Docs file. CB Accounting will continue payroll duties regarding section staff. Currently, Mr. Bruschwein, Ms. Fisher, and Ms. Sahr have access to write checks on the Gate City Bank accounts. Ms. Sahr will need a Gate City Bank username and password to reconcile accounts. Mr. Heinle will train Ms. Sahr to take over QuickBooks account reconciliation. Thus reducing services needed from CB Accounting. This decreases the monthly CB Accounting bill from \$289/month (\$64 payroll, \$45 QuickBooks Essentials, \$180 bookkeeping) to \$64/month. There was a remark of potentially training in a new assistant secretary-treasurer representing DEQ to ensure continuity.

Mr. Kemmet moved to remove CB Accounting from QuickBooks and our subscription of QuickBooks through them or having them do bookkeeping. Mr. Overmoe seconded. Carried.

Mr. Huibregtse moved that Linda will write checks and share records via a shared document, the finances and debit card will be handled, according to the aforementioned agreement, between Linda and Maggie; Maggie as the second set of eyes on the QuickBooks, and CB Accounting will remain retained to do payroll for the time being. Mr. Kemmet seconded. Carried.

c. Section Address on Checks

The Section is running low on bank checks and will need to place an order this year for more. There was discussion of the address to be listed on the check blanks. The bylaws designate the Section headquarters as the office of the Section's Secretary-Treasurer, unless otherwise specified by the Board. Mr. Kemmet moved to designate the Section's address as the Division of Municipal Facilities within the North Dakota Department of Environmental Quality. Mr. Paddock seconded. Carried.

d. Budget

Mr. Wavra indicated that with the updates to CB Accounting services and discontinuing use of the credit card reader intended for WFP donations, an updated budget proposal will be presented to the Board. Mr. Bruschwein commented the Section's expenses will be outstripping its income this year due to the Association withdrawing from the RCAP program. Four Section members will be attending ACE, and 2 will attend the DC Fly-In (Association reimburses one member). The budget for RMSO is typically \$3,000. Ms. Sahr will inquire if the new trustees are able to attend. Mr. Kemmet volunteered to attend the Summer Workshop. The workshop has a separate program specific to Section Staff. Ms. Fisher offered to attend. Mr. Wavra stated there is about \$15,000 typically budgeted for total travel each year. A meeting pertaining to budget discussion will be scheduled in the next couple weeks.

e. Section Logo

Ms. Fisher discussed the AWWA's plans to unveil a new Association logo at the Summer Workshop. As a Section, we can provide ideas for a graphic to be incorporated into the ND Section logo. She plans to distribute this information to the Committee Chairs. If anyone has input for a new logo, contact Ms. Fisher.

f. Monthly meeting

Pertinent to Chair, Chair-Elect, Past Chair, Director, Incoming Director, Secretary-Treasurer, and Staff: The day/time of the regularly scheduled monthly check-in held with Maggie Vulman on the first Thursday of each month will be changing due to a recurring schedule conflict. Ms. Sahr will contact Ms. Vulman for availability and update attendees.

III. Adjournment

Chair Kershaw adjourned the meeting at 11:47 AM.

Maggie Sahr
Secretary/Treasurer