

**Minutes of the Board of Trustees Meeting  
North Dakota Section of AWWA  
4201 Normandy Street – Bismarck, ND  
June 19, 2025**

This meeting of the North Dakota Section of the American Water Works Association was held on June 19, 2025.

**OFFICERS PRESENT**

Chair, Alan Kemmet  
Chair-Elect, Dan Overmoe  
Trustee, Mark Paddock  
Trustee, Jared Huibregtse  
Trustee, AJ Tuck  
Acting Sec/Treas, Linda Fisher (Staff)

**OTHERS PRESENT**

David Brushwein  
Stacy Herreid  
Dean Sletten  
Nym Veach

The meeting was called to order by Chair Kemmet at 1:07 PM followed by introductions.

**APPROVAL OF CONSENT AGENDA**

- June 19<sup>th</sup>, 2025 Agenda
- 2024 Spring Amended Minutes
- 2024 Fall Amended Minutes
- 2025 Winter Meeting Minutes
- 2025 Special Meeting Minutes
- Profit and Loss Statement
- Statement of Financial Position
- Committee Reports
  1. Membership- Attached
  2. Public Relations - Attached
  3. Education and Research - Attached
  4. Water For People - Attached
  5. Young Professionals – No Report
  6. Student Chapters – No Report
  7. Policies and Procedures – No Report
  8. Investments - Attached
  9. Water Utility Council – Verbal report by Alan Kemmet relating to Washington D.C. fly-in attended by Mr. Kemmet and Maggie Sahr.

**A motion to approve the consent agenda was made by Dan Overmoe and seconded by Jared Huibregtse. Motion carried.**

**DIRECTOR'S REPORT**

Director Berg was unable to attend and submitted a written report (Attached). Further explanation of legislation referenced in the report was provided by Chair Kemmet. **A motion to accept the Director's report was made by AJ Tuck and seconded by Mark Paddock. Motion carried.**

## **SECTION STAFF'S REPORT**

Linda Fisher reported continued work on familiarizing herself with duties previously completed by Maggie Sahr. Efforts are being made to improve communication with and within committees. Being involved in organizing the 2025 Surface Water Treatment Workshop was a helpful experience. Dean Sletten suggested creating committee "job descriptions" and reinstating orientation for new Trustees and committee members. In addition, Jared Huibregtse requested a calendar of annual events to include timeline and responsibility guidelines for completing tasks associated with those events.

No approval of the report was required.

## **BUSINESS**

### **Secretary/Treasurer Search**

The opportunity for a volunteer to assume Secretary/Treasurer duties for the section remains available. Linda Fisher, a new AWWA member, will continue to fill the role in the interim.

### **2025 Upcoming Events**

- Summer Workshop, July 2025, Denver, CO – The summer workshop will be attended by Dan Overmoe. With Linda Fisher unable to attend, Mark Paddock expressed interest in attending. **A motion to approval Mr. Paddock's request to attend summer workshop was made by Jared Huibregtse and seconded by AJ Tuck. Motion carried.**
- ND State Fair, Water Day Festival O' Fun, July 24, Minot, ND – Alan Kemmet will join Adam Thomas in representing NDAWWA at the 2025 Water Day event. Arrangements are being made to transfer demonstration materials from Maggie Sahr to Adam Thomas. Approval was given for Linda Fisher to order additional give-away items for the event from the Education and Outreach Committee budget.
- ND Water and Pollution Control Conference – October 14-16, Fargo, ND – Dave Bruschwein reminded attendees of the call for abstracts. Linda Fisher will forward the call to current ND AWWA members. Cheryl Porter is the AWWA visiting dignitary assigned to our event. Her conference registration fee and hotel accommodation will be paid by NDAWWA. Further discussion related to reminding various committees that need to start planning for award nominations for Operator Meritorious, Fuller, etc.

### **Formalize Public Relations Appointment**

Betsy Seaver offered to volunteer as the Public Relations Chair in April. Chair Kemmet made the informal appointment in April. **A motion to formalize the appointment was made by Jared Huibregtse and seconded by AJ Tuck. Motion carried.**

### **Conflict of Interest Policy Review**

The Board was provided with the current Conflict of Interest policy for review pursuant to Section Policy & Procedures requirements. **A motion to continue with the current policy was made by AJ Tuck and seconded by Dan Overmoe. Motion carried.** This action will be followed up with officer and director contact with a request to return the signed policy for 2025.

### **EXECUTIVE SESSION**

A motion to enter executive session at 2:29 PM in accordance with NDCC Chapter 44-04 for the purpose of discussing trustee succession and membership issues was made by Jared Huibregtse and seconded by AJ Tuck. Motion carried.

### **OFFICERS PRESENT IN EXECUTIVE SESSION**

Chair, Alan Kemmet  
Chair-Elect, Dan Overmoe  
Trustee, Mark Paddock  
Trustee, Jared Huibregtse  
Trustee, AJ Tuck  
Sec/Treas, Linda Fisher

The executive session adjourned at 3:09 PM and the Board returned to the open session. During executive session the Board discussed trustee succession and membership issues. No formal action was taken when the open meeting reconvened.

### **ADJOURNMENT**

**A motion to adjourn was made by AJ Tuck and seconded by Jared Huibregtse.** Chair Kemmet adjourned the meeting at 3:10 PM.

Linda Fisher  
Acting Secretary/Treasurer



## ***Committee Report***

**Committee Name: Membership**

**Report Contact Info: Heather Schumacher (hschumacher@sehinc.com)**

**Report Date: 06/09/2025**

**Current Committee Members:** Heather Schumacher (Chair), Dan Overmoe, Alan Kemmet, Jim Kershaw, Mark Paddock, Jared Huibregtse, AJ Tuck, Adam Thomas, Mike Berg

**Date of Last Meeting:**

**Date of Next Meeting:**

### **Action Items in Progress/Pending**

- Membership Bonus Challenge – Quarter 2 – Submit by July 30.

### **Action Items Completed**

- Submitted Membership Bonus Challenge – Quarter 1.
- Submitted 2025 Action Plan.

### **Other**



## ***Committee Report***

**Committee Name:** Public Relations

**Report Contact Info:** Betsy Seaver, Phone: (701) 741-3325,  
Email: [betsy.seaver@burianassociates.com](mailto:betsy.seaver@burianassociates.com)

**Report Date:** June 7, 2025

**Current Committee Members:** Betsy Seaver (Chair), Alan Kemmet, Dan Overmoe, Zac Ranisate, Marisha Lunde

**Date of Last Meeting:** I was appointed Chair in April 2025. No committee meetings have been held. Up to this point, I've been working solely with Linda Fisher, section staff, to advance the section's social media objectives.

**Date of Next Meeting:** Currently the PR Committee has no scheduled meetings

### **Action Items in Progress/Pending**

- We've encountered some challenges related to Instagram's guidelines. We're actively working through these issues and plan to launch a fully operational Instagram page in the near future.
- We've developed a library of posts for future use. Planned content includes, but is not limited to:
  - o Official first day of summer
  - o Hydration reminder
  - o Water Day at the State Fair
  - o World Ocean Day
  - o World River Day

### **Action Items Completed**

- Updated ND section leadership pictures and websites
- Created & Formatted ND Section Facebook page
  - o Posted a reminder to register for the Surface Water Treatment Plant Workshop in West Fargo (April)
  - o Shared daily updates during the workshop, along with thank-you posts for presenters and attendees
  - o Posted daily Drinking Water Week facts about water
  - o Shared a reminder to register for the ACE25 event in June
- Created and Formatted ND Section LinkedIn page
  - o Posted daily Drinking Water Week facts about water
  - o Shared a reminder to register for the ACE25 event in June

### **Other**



## ***Committee Report***

**Committee Name:** Education & Research

**Report Contact Info:** Marisha Lunde (marisha.lunde@ae2s.com)

**Report Date:** 6/6/2025

**Current Committee Members:** Marisha Lunde, Alan Kemmet, Mark Paddock, Zac Ranisate

**Date of Last Meeting:** 10/14/2024

**Date of Next Meeting:** 10/13/2025

### **Action Items in Progress/Pending**

None Noted

### **Action Items Completed**

Provided prize money, gift cards, and certificates to regional and state science fairs.

The 2025 Surface Water Treatment Workshop, co-hosted by the North Dakota, South Dakota and North Dakota sections, was held at the Doubletree Hilton in West Fargo, ND, April 22-24. There were 127 registered attendees and speakers. Net revenue for the event resulted in just over \$2,200/Section.

### **Other**



## ***Committee Report***

**Committee Name:** NDAWWA Water for People

**Report Contact Info:** Miranda Kleven, [Miranda.Kleven@ae2s.com](mailto:Miranda.Kleven@ae2s.com)

**Report Date:** June 5, 2025

### **Current Committee Members:**

- Miranda Kleven, Chair
- Alan Kemmet
- Jared Huibregtse
- Jim Lennington
- David Bruschwein
- Greg Wavra

**Date of Last Meeting:** NA

**Date of Next Meeting:** I will set up a meeting for later this month to plan for the fall fundraising effort.

**Action Items in Progress/Pending:** Letter campaign to solicit donations will initiate in July.

**Action Items Completed:** Nothing since the last meeting.

**Other**



## ***Committee Report***

**Committee Name: Ad Hoc Investment Committee**

**Report Contact Info:**

**Report Date: 6-9-25**

**Current Committee Members: Greg Wavra, Mike Berg, Dean Sletten**

**Date of Last Meeting:**

**Date of Next Meeting:**

### **Action Items in Progress/Pending**

Pick an investment advisor/company. Current CD investment interest rates acceptable.

### **Action Items Completed**

### **Other**