

MINUTES OF VIRTUAL / CONFERENCE CALL SPECIAL MEETING
CASS COUNTY JOINT WATER RESOURCE DISTRICT
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
WEST FARGO, NORTH DAKOTA
DECEMBER 20, 2023

A virtual / conference call special meeting of the Cass County Joint Water Resource District was held on December 20, 2023, at 9:00 a.m.

Present were Keith Weston and Rick Steen, Southeast Cass Water Resource District; Rodger Olson, Maple River Water Resource District; Ken Lougheed, North Cass Water Resource District; William A. Hejl and Jacob Gust, Rush River Water Resource District; Carol Harbeke Lewis, Secretary-Treasurer; Nina Stone, Accountant; Melissa Hinkemeyer, Administrative Assistant; Sean M. Fredricks, Ohnstad Twichell, P.C.; and Katrina Olson, Jacobs.

Office staffing

Discussion was held on the candidates interviewed for the Accountant and Administrative Assistant positions.

A motion was made by Manager Steen and seconded by Manager Weston to offer Donna Kristianson the Accountant position with an annual salary of \$70,000, plus benefits. Upon roll call vote, the motion carried unanimously.

A motion was made by Manager Weston and seconded by Manager Lougheed to offer Carolyn Fiechtner the Administrative Assistant position with an annual salary of \$52,000, plus benefits. Upon roll call vote, the motion carried unanimously.

It was moved by Manager Steen and seconded by Manager Gust to approve and authorize the Chairman to sign the *Independent Contractor Agreement* with Nina Stone at a rate of \$50 per hour. Upon roll call vote, the motion carried unanimously.

It was moved by Manager Hejl, seconded by Manager Steen and unanimously carried to thank Ms. Stone for her offer and assistance in training a new Accountant for the Water Resource Districts.

Brief discussion was held on staff salaries and salary negotiations. The Board directed the Cass County Joint Water Resource District Human Resources Committee to negotiate Water Resource District staff salaries and bring a recommendation to a future Cass County Joint Water Resource District meeting for consideration.

Discussion was next held on adding the title of Director to the Secretary position for the Cass County Water Resource Districts.

Manager Hejl thanked the Water Resource District staff for their efforts to develop descriptions for the Water Resource District positions.

It was moved by Manager Steen and seconded by Manager Weston to change the Secretary job title to Director and Secretary of the Cass County Water Resource Districts. Upon roll call vote, the motion carried unanimously.

Adjournment

There being no further business for the Board to consider, it was moved by Manager Steen, seconded by Manager Weston and unanimously carried to adjourn the meeting.

APPROVED:

Rodger Olson
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary