

CASS COUNTY JOINT WATER RESOURCE DISTRICT
HUMAN RESOURCES COMMITTEE
VIRTUAL / CONFERENCE CALL SPECIAL MEETING
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
TUNDRA CONFERENCE ROOM
WEST FARGO, NORTH DAKOTA
APRIL 22, 2024
9:00 A.M.

A virtual / conference call meeting of the Cass County Joint Water Resource District was held on April 22, 2024, at 9:00 a.m.

Present were Keith Weston and Rick Steen, Southeast Cass Water Resource District; William A. Hejl, Rush River Water Resource District, Melissa Hinkemeyer, Secretary-Treasurer; Leilei Bao, Accountant, Carolyn Fiechtner, Administrative Assistant; and Sean M. Fredricks, Ohnstad Twichell, P.C.

Personnel manual updates

The Secretary suggested the Committee conduct a thorough evaluation of the existing policies outlined in the personnel policy manual. The current policies in the manual can be compared to policy recommendations provided by the North Dakota Insurance Reserve Fund. Some of the items being reviewed include:

- Licensing policy
- Continuing education policy
- Volunteering policy
- An annual review of the personnel manual
- Guiding principles for the Cass County Water Resource Districts

Office staffing – additional staffing needs

The Committee discussed various staffing options to assist the Accountant.

The Committee directed the Secretary to hire a temporary staff individual, not to exceed 20 hours per week and \$25 per hour compensation to assist the Accountant.

Further discussion included researching auto-bank statement reconciliation software. The Secretary and Accountant will research and bring bank information regarding the matter.

The Committee instructed the Secretary to develop a job description for a part-time temporary staff position, not to exceed 20 hours per week, with assistance from the Water Resource District Attorney.

Office staffing – Treasurer position

The Secretary requested the Committee consider transferring the title of Treasurer to Leilei Bao as she has completed training.

Manager Steen moved to recommend the Cass County Water Resource Districts transfer the title of Treasurer to Leilei Bao, with the contingency that the Office of the State Auditor is in support of the transfer due to separation of duties. Manager Hejl seconded the motion. Upon roll call vote, the motion carried unanimously.

Office remodel update

Brief discussion was held on items related to the recently-completed remodel of the Cass County Highway Department, which includes the Water Resource District offices.

Emergency preparedness

The Committee discussed updating emergency preparedness policies with coordination from the Cass County Highway Department, as the Cass County Highway Department remodel is now complete. Emergency preparedness training is essential for all staff. The Committee directed the Secretary to arrange training and discuss potential updates needed to the emergency preparedness policies with the Cass County Highway Department and Cass County Sheriff's Office.

Adjournment

There being no further business to be considered by the Board, it was moved by Manager Hejl, seconded by Manager Steen, and unanimously carried to adjourn the meeting.

APPROVED:

Keith Weston
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary-Treasurer