

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  
SEPTEMBER 11, 2024  
1:00 P.M.

A virtual / conference call special meeting of the Cass County Joint Water Resource District Human Resources Committee was held on September 11, 2024, at 1:00 p.m.

Present were Keith Weston, and Rick Steen, Southeast Cass Water Resource District; William A. Hejl, Rush River Water Resource District, Melissa Hinkemeyer, Director, Secretary; and Leilei Bao, Treasurer.

**Office staffing – Administrative Assistant position**

Director Hinkemeyer reported on interviews conducted for the Administrative Assistant position and discussed the recommended candidate for the position, Elizabeth Smith. The Committee discussed the candidate's qualifications and background as well as a recommended salary to offer the candidate.

A motion was made by Manager Steen and seconded by Manager Hejl to recommend the Cass County Joint Water Resource District authorize the Director to offer the Administrative Assistant position to Elizabeth Smith with an annual salary of \$45,000, plus benefits. Upon roll call vote, the motion carried unanimously.

A motion was made by Manager Steen and seconded by Manager Hejl to authorize the Director to negotiate salary with Ms. Smith regarding the Administrative Assistant position, not to exceed 10% of the annual salary of \$45,000, if necessary. Upon roll call vote, the motion carried unanimously.

**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:

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Keith Weston  
Chairman

ATTEST:

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Melissa Hinkemeyer  
Secretary