

MINUTES OF VIRTUAL / CONFERENCE CALL MEETING  
NORTH CASS WATER RESOURCE DISTRICT  
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT  
WEST FARGO, NORTH DAKOTA  
AUGUST 22, 2023

A virtual / conference call meeting of the North Cass Water Resource District was held on August 22, 2023, at 8:00 a.m.

Present were Wes Ecker, Chairman; Robert Thompson, Manager; Ken Lougheed, Manager; Carol Harbeke Lewis, Secretary-Treasurer; Nina Stone, Accountant; Melissa Hinkemeyer, Administrative Assistant; Sean M. Fredricks, Ohnstad Twichell, P.C.; Kurt Lysne, Alexa Ducioame and Brady Woodard, Moore Engineering, Inc.; Duane Breitling, Cass County Commissioner; Tom Soucy, Cass County Highway Department; and Myron Hoag, Gunkel Township Chairman.

**Agenda and Minutes**

It was moved by Manager Thompson, seconded by Manager Lougheed and unanimously carried to approve the order of the agenda and the minutes of the July 25, 2023, meeting, as presented.

**Drain #18 – channel cleanout in Sections 16, 17 and 18 of Noble Township**

Brady Woodard reported he is working on obtaining quotes from contractors for the Drain #18 channel cleanout in Sections 16, 17 and 18 of Noble Township. It is anticipated the project will be completed this fall.

**Drain #23 – slide on the road side of the channel in Section 12 of Gardner Township and in Sections 10 and 11 of Wiser Township**

Brady Woodard discussed the inspection of slides on Drain #23 on the road side of the channel in Section 12 of Gardner Township, in the northwest corner of Section 10 in Wiser Township, and three slides in Section 11 of Wiser Township. Mr. Woodard said the slide in Section 12 of Gardner Township should be repaired first as it is the deepest slide and is impacting the road. The estimated cost to repair the slide is \$25,000 - \$30,000. The Board will continue discussing the matter at a future meeting.

**Drain #23 – culverts failing between Sections 1 and 12 in Gunkel Township and between Sections 6 and 7 in Gardner Township**

Myron Hoag discussed failing culverts on Drain #23 between Sections 1 and 12 in Gunkel Township and between Sections 6 and 7 in Gardner Township. Mr. Hoag inquired if the

culverts could be replaced and lengthened to improve the safety of the intersection. Mr. Woodard noted the culverts were identified in the 2022 inspection report of Water Resource District facilities; however, they have not been repaired yet. The estimated cost to replace two culverts and lengthen them is \$22,000. The Board discussed culvert replacement options including replacing the culverts with a single arch culvert or lengthening the culverts, but there are utilities and intercept culverts in the area to consider. Kurt Lysne recommended conducting a survey of the area to ensure the Drain #23 side slope off of the adjacent roadway is correct following any repairs and to locate utilities in the area.

A motion was made by Manager Lougheed and seconded by Manager Thompson to authorize Moore Engineering, Inc. to survey the Drain #23 culverts between Sections 1 and 12 in Gunkel Township and between Sections 6 and 7 in Gardner Township and bring a recommended repair and cost estimate to the Board for consideration at a future meeting. Upon roll call vote, the motion carried unanimously.

**Drain #41 – slide in Section 3 of Gunkel Township**

Mr. Hoag reported a slide on Drain #41 in Section 3 Gunkel Township. The Board directed Moore Engineering, Inc. to inspect the site and prepare a cost estimate to repair the slide for consideration at a future meeting.

**Drain #32 – berm washout in Section 32 of Noble Township**

Mr. Woodard noted the Drain #32 berm washout in Section 32 of Noble Township will be inspected this fall once the adjacent crops have been harvested. Moore Engineering, Inc. will prepare a cost estimate to repair the berm for consideration at a future meeting.

**Bills**

It was moved by Manager Thompson and seconded by Manager Lougheed to approve payment of the wire transfers and the electronic funds transfers, as presented. Upon roll call vote, the following Managers voted in favor: Ecker, Thompson and Lougheed. The motion carried unanimously.

**Secretary-Treasurer position / office staffing**

Brief discussion was held on the Secretary and Treasurer positions and future office staffing needs upon retirement of the current Secretary-Treasurer towards the end of the year. A motion was made by Manager Lougheed and seconded by Manager Thompson to name Melissa Hinkemeyer as Secretary and Nina Stone as Treasurer of the North Cass Water Resource District upon retirement of the current Secretary-Treasurer and to begin the process of advertising for two support staff positions. Upon roll call vote, the motion carried unanimously.

**Adjournment**

There being no further business to be considered by the Board, the meeting adjourned without objection.

APPROVED:

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Wes Ecker  
Chairman

ATTEST:

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Carol Harbeke Lewis  
Secretary-Treasurer