

MINUTES OF VIRTUAL / CONFERENCE CALL MEETING
NORTH CASS WATER RESOURCE DISTRICT
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
WEST FARGO, NORTH DAKOTA
JANUARY 23, 2024
8:00 A.M.

A virtual / conference call meeting of the North Cass Water Resource District was held on January 23, 2024, at 8:00 a.m.

Present were Ken Lougheed, Chairman; Robert Thompson, Manager; Melissa Hinkemeyer, Secretary-Treasurer; Leilei Bao, Accountant; Carolyn Fiechtner, Administrative Assistant; Sean M. Fredricks, Ohnstad Twichell, P.C.; Duane Breitling, Cass County Commissioner; Kurt Lysne, Alexa Ducioame and Brady Woodard, Moore Engineering, Inc.

Reorganization of the Board for 2024

It was moved by Manager Thompson to nominate Ken Lougheed as Chairman of the North Cass Water Resource District for calendar year 2024. Hearing no other nominations, nominations ceased. Upon roll call vote, the motion carried unanimously.

It was moved by Manager Thompson, seconded by Chairman Lougheed, and unanimously carried to appoint the following individuals to serve in the designated capacities for calendar year 2024:

Robert Thompson	Vice Chairman
Melissa Hinkemeyer	Secretary/Treasurer
Ken Lougheed	Cass County Joint Water Resource District Representative
Robert Thompson	Cass County Joint Water Resource District Alternate Representative
Robert Thompson	Red River Joint Water Resource District Representative
Ken Lougheed	Red River Joint Water Resource District Alternate Representative

Approval of Agenda and Minutes

It was moved by Manager Thompson, seconded by Chairman Lougheed and unanimously carried to approve the order of the agenda and the minutes of December 26, 2023, meeting as presented.

Designate depositories of North Cass Water Resource District public funds

A motion was made by Manager Thompson and seconded by Chairman Lougheed to designate the following as depositories of North Cass Water Resource District public funds:

- Alerus Financial
- Bell Bank
- BankNorth (Casselton)
- Hometown Community Bank (Page)
- Security State Bank (Hunter)

Upon roll call vote, the motion carried unanimously.

Approve the Pledge of Assets

A motion was made by Manager Thompson and seconded by Chairman Lougheed to approve the following Pledge of Assets:

- Alerus Financial (per agreement of March 7, 1996)

Upon roll call vote, the motion carried unanimously.

Review of contract for legal services

It was moved by Manager Thompson and seconded by Chairman Lougheed to reaffirm the agreement with Ohnstad Twichell, P.C. for legal services and approve the 2024 billing rates, as presented. Upon roll call vote, the motion carried unanimously.

Review of contracts for engineering services

It was moved by Manager Thompson and seconded by Chairman Lougheed to reaffirm the agreement with Moore Engineering, Inc. for engineering services and approve the 2024 billing rates, as presented. Upon roll call vote, the motion carried unanimously.

Animal damage control contractor 2024 rates

It was moved by Manager Thompson and seconded by Chairman Lougheed to approve and authorize the Chairman to sign the *Agreement* with JAC Predator & Large Pest Control, Inc. for animal damage control services and approve the 2024 billing rates presented for North Cass Water Resource District. Upon roll call vote, the motion carried unanimously.

Drain #23 – right of way

Brady Woodard reported that he continues reaching out to property owners regarding right of way along Drain #23. Mr. Woodard indicated the property owners in the NE 1/4 of Section 12 in Gunkel Township are amenable to donating right of way along the property regarding Drain #23. Mr. Woodard inquired how the Board would like to proceed. Sean Fredricks suggested recording an Easement or Quit Claim Deed regarding the donated right of way.

After further discussion, Manager Thompson moved and Chairman Lougheed seconded to direct Moore Engineering and Ohnstad Twichell, P.C. to proceed with right of way acquisition from the owners of the NE 1/4 of Section 12 in Gunkel Township, including surveying, legal descriptions, and document preparation, either by easement or deed. Upon roll call vote, the motion carried unanimously.

Drain No. 26 Improvements 2023

Alexa Ducioame discussed the preliminary plans for the Drain No. 26 Improvements 2023 project. The project will establish an improved channel grade and lay back the side slopes for increased slope stability. Moore Engineering, Inc. also recommends constructing a rock chute at the outlet to help reduce erosion. Discussion was held on the estimated cost of the project, including potentially phasing out the project. After discussion, the Board directed Moore Engineering, Inc. to refine the cost estimate and bring back the estimate with a recommendation on how to proceed with the project.

Discussion was held on potentially combining the Drain #26 maintenance assessment district with the Drain #13 maintenance assessment district as Drain #26 and Drain #13 share the same outlet.

A motion was made by Chairman Lougheed and seconded by Manager Thompson to authorize Moore Engineering, Inc. to prepare a map regarding the possible combination of the Drain #26 and Drain #13 maintenance assessment districts. The Board will use the map in continued discussions on whether the districts should be combined or remain separate. Upon roll call vote, the motion carried unanimously.

Cass County Planning – Grothmann Subdivision

A motion was made by Manager Thompson and seconded by Chairman Lougheed to authorize the Secretary-Treasurer to submit comment on the Grothman Subdivision application to Cass County Planning, with input from the Water Resource District Engineer. Upon roll call vote, the motion carried unanimously.

Bills

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

Costello Drain

Chairman Lougheed reported property owners remain interested in potentially pursuing Costello Drain becoming a legal assessment drain. If property owners are interested in pursuing a new legal assessment drain, they will need to contact the Water Resource District to request the Water Resource District begin the process to convert Costello Drain into a legal assessment drain.

Brief discussion was held on secondary culverts in the Costello Drain. Ms. Ducioame noted a full hydraulic analysis will be completed in the future if the Board pursues converting Costello Drain into a legal assessment drain.

Elm River Dam Nos. 1, 2 and 3

Manager Thompson provided a brief overview of the progress of the Elm River Dams No. 1 and No. 2 Improvement Project No. 2022-01 and Elm River Dam No. 3 Improvements 2022 Project. The bids have been awarded for the projects, and work will begin in May 2024.

Adjournment

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

APPROVED:

Ken Lougheed
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary-Treasurer