

MINUTES OF VIRTUAL / CONFERENCE CALL MEETING  
NORTH CASS WATER RESOURCE DISTRICT  
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT  
HERITAGE CONFERENCE ROOM  
WEST FARGO, NORTH DAKOTA  
MAY 28, 2024  
8:00 A.M.

A virtual / conference call meeting of the North Cass Water Resource District was held on May 28, 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.; Kurt Lysne, Alexa Ducioame, and Brady Woodard, Moore Engineering, Inc.; and Duane Breitling, Cass County Commissioner. Manager Jay Colwell was absent.

**Approval of Agenda and Minutes**

It was moved by Chairman Lougheed, seconded by Manager Thompson, and unanimously carried to approve the order of the agenda and the minutes of April 23, 2024, meeting, as presented.

**Treasurer**

The Secretary recommended the Board consider transferring the title of Treasurer of the North Cass Water Resource District to the Accountant, Leilei Bao, as Ms. Bao has completed training and is excelling in her role.

Chairman Lougheed moved to appoint Leilei Bao as the Treasurer of the North Cass Water Resource District. Manager Thompson seconded the motion. Upon roll call vote, the motion carried unanimously.

**Drain #23**

Brady Woodard updated the Board on right of way acquisition along Drain #23. Mr. Woodard is receiving good feedback from the property owners adjacent to Drain #23. After the right of way is acquired along Drain #23, the next focus is obtaining quotes for the replacement of the failing culverts and associated intersection improvements between Sections 1 and 12 in Gunkel Township and between Sections 6 and 7 in Gardner Township.

**Costello Drain**

The Secretary reported positive interest from a few property owners in the Board pursuing Costello Drain becoming a legal assessment drain. Costello Drain. Interested property owners are encouraged to contact the Water Resource District to request the Board begin the process to convert Costello Drain into a legal assessment drain.

**Cass County Planning – Chantelle Subdivision**

Kurt Lysne discussed the Chantelle Subdivision application regarding Cass County Planning. The plat contemplates splitting off a farmstead adjacent to Drain #19. Mr. Lysne noted if the property owner plans to change the drainage relative to Drain #19, they will need to obtain a Utility Permit from the Water Resource District.

Manager Thompson motioned to authorize the Secretary to respond to the Cass County Planning Department regarding the Chantelle Subdivision with the comment that if the property owner plans to change the drainage relative to Drain #19, they are required to obtain a Utility Permit from the North Cass Water Resource District. Chairman Lougheed seconded the motion. Upon roll call vote, the motion carried unanimously. Manager Colwell was absent from the vote.

**2024 maintenance levy assessments**

Discussion was held on the 2024 maintenance levy assessments for North Cass Water Resource District facilities. The Board tabled the matter until the next meeting to provide the Board additional time to review.

**Bills**

It was moved by Manager Thompson and seconded by Chairman Lougheed to approve the payment of the wire transfers and electronic funds transfers, as presented. Upon roll call vote, the motion carried unanimously. Manager Colwell was absent from the vote.

**Adjournment**

There being no further business to be considered by the Board, Manager Thompson motioned, and Chairman Lougheed seconded to adjourn the meeting. The motion carried unanimously.

APPROVED:

\_\_\_\_\_  
Ken Lougheed  
Chairman

ATTEST:

\_\_\_\_\_  
Melissa Hinkemeyer  
Secretary-Treasurer