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**These are DRAFT minutes, subject to amendment before final approval by the
Cass County Joint Water Resource District.**

CASS COUNTY JOINT WATER RESOURCE DISTRICT
HUMAN RESOURCES COMMITTEE SPECIAL MEETING
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
HERITAGE CONFERENCE ROOM
WEST FARGO, NORTH DAKOTA
JANUARY 14, 2025
1:30 P.M.

A special meeting of the Cass County Joint Water Resource District Human Resources Committee was held on January 14, 2025, at 1:30 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; Leilei Bao, Treasurer; Elizabeth Smith, Administrative Assistant; and Katie Schmidt, Ohnstad Twichell, P.C.

Minutes

It was moved by Manager Hejl, seconded by Manager Steen, and unanimously carried to approve the minutes of the July 8, August 23, and September 11, 2024, meetings, as presented.

Office staffing

Discussion was held between the Committee and staff on the independent action of the Treasurer to remove the Director from the financial accounts and accounting software of the Cass County Water Resource Districts.

The Committee asked for a recommendation from the Director regarding corrective action, if any, of the Treasurer. The Director recommended termination of the Treasurer based on the gravity of the independent action taken by the Treasurer.

A motion was made by Manager Hejl and seconded by Manager Steen to recommend the Cass County Joint Water Resource District accept the Director's recommendation of termination of the Treasurer.

Discussion:

The Committee discussed giving the Treasurer the opportunity to resign from the Cass County Water Resource Districts. The Treasurer asked for time to consider the option to resign. The Committee recessed at 2:10 p.m.

The Committee reconvened at 2:25 p.m.

The Treasurer asked for additional time to make her decision regarding resignation. A motion was made by Manager Hejl and seconded by Manager Steen to table the motion to recommend the Cass County Joint Water Resource District accept the Director's recommendation of termination of the Treasurer. Upon roll call vote, the motion carried unanimously.

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Personnel Policy Manual

The Committee discussed adding policies to the Cass County Water Resource Districts Personnel Policy Manual including the following:

- The Director has the authority to place employees on administrative leave
- The Director must be included on and retain access to the financial accounts of the Cass County Water Resource Districts
- The Director shall not be removed by staff from access to financial accounts, credit/debit cards, or software of the Cass County Water Resource Districts
- Only the Cass County Joint Water Resource District Chairman can remove the Director from Cass County Water Resource Districts financial accounts, credit/debit cards, or software of the Cass County Water Resource Districts
- The Director shall be contacted by the financial institution should anyone attempt to remove the Director from financial accounts, or credit/debit cards.
- The Director is required to notify The Chairman of the Cass County Joint Water Resource District immediately of any personnel action or policy violation

The Committee also discussed having the Director, Chairman and legal counsel create a position description for the Director position.

A motion was made by Manager Hejl and seconded by Manager Steen to recommend the Cass County Joint Water Resource District authorize legal counsel and the Director to work on updates to the Cass County Water Resource Districts Personnel Policy Manual as discussed by the Committee, and creation of a position description for the Director position, to be reviewed and considered by the Cass County Joint Water Resource District. Upon roll call vote, the motion carried unanimously.

A motion was made by Manager Hejl and seconded by Manager Steen to accept the resignation of the Treasurer, if so chosen by the Treasurer, until 5:00 p.m. CST today, January 14, 2025. The Treasurer would need to notify the Director of resignation, and the Director will then notify the Chairman. Upon roll call vote, the motion carried unanimously.

The Committee brought back the tabled motion to recommend the Cass County Joint Water Resource District accept the Director's recommendation of termination of the Treasurer. It was moved by Manager Hejl and seconded by Manager Steen to amend the motion to recommend the Cass County Joint Water Resource District accept the Director's recommendation of termination of the Treasurer to include that the motion is conditional upon the Treasurer not notifying the Director of resignation by 5:00 p.m. CST today, January 14, 2025. Upon roll call vote, the motion carried unanimously.

A motion was made by Manager Hejl and seconded by Manager Steen to approve the amended motion to recommend the Cass County Joint Water Resource District accept the Director's recommendation of termination of the Treasurer, conditional upon the Treasurer not notifying the Director of resignation by 5:00 p.m. CST today, January 14, 2025. Upon roll call vote, the motion carried unanimously.

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It was moved by Manager Hejl and seconded by Manager Steen to recommend the Cass County Joint Water Resource District authorize the Director to advertise the Cass County Water Resource Districts Accountant/Treasurer position. Upon roll call vote, the motion carried unanimously.

It was moved by Manager Hejl and seconded by Manager Steen to recommend the Cass County Joint Water Resource District authorize the Director to hire a temporary accountant, if needed. Upon roll call vote, the motion carried unanimously.

Financial items

The Board discussed implementing additional financial policies as safeguards for Cass County Water Resource Districts funds including the following:

- The Director must be included on and retain access to the financial accounts of the Cass County Water Resource Districts
- The Director shall not be removed by staff from access to financial accounts, credit/debit cards, or software of the Cass County Water Resource Districts
- Only the Cass County Joint Water Resource District Chairman can remove the Director from Cass County Water Resource Districts financial accounts, credit/debit cards, or software
- The Director shall be contacted by the financial institution should anyone attempt to remove the Director from financial accounts, or credit/debit cards.

It was moved by Manager Hejl and seconded by Manager Steen to recommend the Cass County Joint Water Resource District authorize the Director to discuss with Cass County the possibility of assisting with Cass County Water Resource Districts staff payroll. 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:

Keith Weston
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary