

CASS COUNTY JOINT WATER RESOURCE DISTRICT SPECIAL MEETING
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
HERITAGE CONFERENCE ROOM
1201 MAIN AVENUE WEST
WEST FARGO, NORTH DAKOTA
FEBRUARY 11, 2025
10:45 A.M.

A special meeting of the Cass County Joint Water Resource District was held on February 11, 2025, at 10:45 a.m.

Present were Keith Weston and Rick Steen, Southeast Cass Water Resource District; Gerald Melvin, Maple River Water Resource District; Jacob Gust, Rush River Water Resource District; Melissa Hinkemeyer, Director, Secretary; Elizabeth Smith, Administrative Assistant; Rita Nelson, Accounting Assistant; Sean Fredricks and Katie Schmidt, Ohnstad Twichell, P.C. Leilei Bao, Fargo resident. Chairman Ken Lougheed, North Cass Water Resource District was absent.

Office staffing

The Director gave an overview of the interviews for the Accountant/Treasurer position. The Director received approximately 60 applications through three platforms. She and Manager Hejl interviewed five candidates with a range of experience and backgrounds. Manager Hejl was able to sit in on all but one interview. Manager Hejl is in agreement with the Director's top candidate, Amy Hepper.

Manager Weston stated that the Human Resources Committee recommends authorizing the Director to hire Amy Hepper for the Accountant/Treasurer position and authorize the Director to negotiate annual leave with Ms. Hepper due to her years of experience. The Board discussed compensation for the position.

A motion was made by Manager Gust and seconded by Manager Melvin to authorize the Director to offer Amy Hepper the Accountant/Treasurer position with an annual salary of \$70,000, plus benefits. The Director is also authorized to negotiate the accumulation rate of annual leave with Ms. Hepper. 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 Steen, seconded by Manager Gust, and unanimously carried to adjourn the meeting.

APPROVED:

Ken Lougheed
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary