

## DRAFT

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

MINUTES OF NORTH CASS WATER RESOURCE DISTRICT  
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT  
HERITAGE CONFERENCE ROOM  
WEST FARGO, NORTH DAKOTA  
FEBRUARY 25, 2025  
8:00 A.M.

A meeting of the North Cass Water Resource District was held on February 25, 2025, at 8:00 a.m.

Present were Ken Lougheed, Chairman; Robert Thompson, Manager; Jay Colwell, Manager; Melissa Hinkemeyer, Director, Secretary-Treasurer; Amy Hepper, Accountant; Elizabeth Smith, Administrative Assistant; Rita Nelson, Accounting Assistant; Sean M. Fredricks, Ohnstad Twichell, P.C.; Kurt Lysne and Alexa Ducioame, Moore Engineering, Inc.; Duane Breitling, Cass County Commissioner; and those whose names appear on the attached roster.

### **Approval of Agenda and Minutes**

It was moved by Manager Thompson, seconded by Manager Colwell, and unanimously carried to approve the order of the agenda and the minutes of the January 28, 2025, meeting, as presented.

### **Costello Drain – Public Meeting**

Chairman Lougheed explained the purpose of this portion of the meeting is to discuss the Costello Drain. Alexa Ducioame gave a presentation on the Costello Drain. A copy of the presentation is on file in the Water Resource District office.

Ms. Ducioame and Kurt Lysne discussed the ownership and maintenance of the Costello Drain, the proposed improvements to the Costello Drain, and the process of turning a drain into a legal assessment drain.

The public meeting was opened up to comments and questions from those in attendance. Discussion was held on the future design and function of the Costello Drain, the potential assessment district, costs and funding for the project, and benefits to turning the drain into a legal assessment drain. Sean Fredricks discussed the process of turning a drain into a legal assessment drain in more detail. After the bond amount is determined by the Board the next step for the landowners is to submit a petition and the requested bond to the Water Resource District office. The Board will assist landowners with the project, however, it is the landowner's responsibility to gather the support in the form of a petition and bond.

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The Board directed Moore Engineering, Inc. to draft a cost estimate to proceed through the voting process to turn Costello Drain into a legal assessment drain for the Board to review at next month's meeting.

Chairman Lougheed thanked everyone for attending the meeting.

### **Drain #13 – erosion at the bridge between Sections 10 and 15 of Wisner Township**

Ms. Ducioame reported that a cost-share application has been submitted to the North Dakota Department of Water Resources regarding the erosion at the bridge between Sections 10 and 15 of Wisner Township. Upon the approval of the cost-share funding Moore Engineering, Inc. will proceed with the study and preliminary design.

### **Drain #23 – Right of way**

Manager Colwell reported that he contacted property owners regarding right of way acquisition for Drain #23. Manager Colwell got verbal confirmation from all but one property owner that they will sign an easement regarding Drain #23 right of way.

### **Drain #42 – Slides east of Cass County Highway 31**

Ms. Ducioame reported that a cost-share application has been submitted to the State Water Commission regarding the Drain #42 slides repairs east of Cass County Highway 31. Additionally, Moore Engineering, Inc. will prepare a cost-share application for the Cass County Flood Sales Tax Committee meeting on April 21, 2025.

### **Utility Permit extensions for Halstad Telephone Company to install fiber optic cable and HDPE Duct at various locations under Water Resource District facilities**

Mr. Fredricks gave a brief overview of the *Utility Permits* that were issued by the Board for Halstad Telephone Company to install fiber optic cable and HDPE Duct at various locations under Water Resource District facilities. Mr. Fredricks reported that the projects have not been completed but Halstad Telephone Company has indicated they plan to complete the projects this year. Mr. Fredricks recommends a one year extension to these permits.

It was moved by Manager Colwell and seconded by Manager Thompson to approve a one year extension of the *Utility Permits* for Halstad Telephone Company to install fiber optic cables and HDPE Duct under the facilities at the locations set out below:

- Drain #18 in the SW 1/4 SW 1/4 of Section 8 in Kinyon Township
- Drain #18 in the SW 1/4 SE 1/4 of Section 8 in Kinyon Township
- Drain #18 in the SE 1/4 SE 1/4 of Section 16 in Kinyon Township
- Drain #19 in the NW 1/4 NW 1/4 of Section 27 in Kinyon Township
- Drain #23 in the NE 1/4 NE 1/4 of Section 7 in Gardner Township
- Drain #23 in the NE 1/4 NW 1/4 of Section 8 in Gardner Township
- Drain #23 in the NE 1/4 NE 1/4 of Section 8 in Gardner Township
- Drain #23 in the NW 1/4 NW 1/4 of Section 9 in Gardner Township
- Drain #23 in the NW 1/4 NE 1/4 of Section 9 in Gardner Township
- Drain #23 in the NW 1/4 NW 1/4 of Section 11 in Gardner Township

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- Drain #24C in the NW 1/4 NW 1/4 of Section 14 in Gardner Township
- Drain #24C in the NE 1/4 NE 1/4 of Section 16 in Gardner Township
- Drain #32 in the NE 1/4 NW 1/4 of Section 33 in Kinyon Township
- Drain #32 in the NW 1/4 NW 1/4 of Section 34 in Kinyon Township

Upon roll call vote, the motion carried unanimously.

### **Bills**

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

**Discussion:** Discussion was held on the past due Drain #18 bridge bill from Cass County. The Secretary explained that the Cass County Highway Department allows the Water Resource Districts to pay their portion of bridge bills as funds become available. The Highway Department plans their bridge projects with consideration to the condition of the structure and funding availability which does not always align with the Water Resource Districts funding availability.

### **March Meeting**

Brief discussion was held on the March meeting.

### **2024 Audit**

A motion to was made by Manager Colwell and seconded by Manager Thompson to approve the Letter of Engagement to the Office of the State Auditor for 2024 audit services for the North Cass Water Resource District. Upon roll call vote, the motion carried unanimously.

### **Treasurer Introduction**

The Secretary introduced Amy Hepper, the new Accountant/Treasurer to the Board.

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**Adjournment**

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

APPROVED:

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Ken Lougheed  
Chairman

ATTEST:

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Melissa Hinkemeyer  
Secretary

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