

DRAFT

**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
APRIL 10, 2025
8:15 A.M.

A special meeting of the Cass County Joint Water Resource District Human Resources Committee was held on April 10, 2025, at 8:15 a.m.

Present were Keith Weston and Rick Steen, Southeast Cass Water Resource District; William A. Hejl and Jacob Gust, Rush River Water Resource District; Gerald Melvin, Maple River Water Resource District; Ken Loughheed, North Cass Water Resource District; Melissa Hinkemeyer, Director, Secretary-Treasurer; Amy Hepper, Accountant; Elizabeth Smith, Administrative Assistant; Rita Nelson, Accounting Assistant; Sean M. Fredricks and Katie J. Schmidt, Ohnstad Twichell, P.C. Kurt Lysne and Brady Woodard, Moore Engineering, Inc.; William Haase, Brian Kietzman, and Michael Sedlacek, North Dakota Game and Fish; and Leilei Bao, Fargo resident.

Minutes

It was moved by Manager Hejl, seconded by Manager Steen, and unanimously carried to approve the minutes of the March 26, 2025, meeting, as presented.

Job Descriptions

The committee discussed the job descriptions for the Director and Secretary roles. The committee indicated the Director and Secretary job descriptions should be combined into a singular job description as it is one position. The Board directed the Director and the Water Resource District Attorneys to revise the job descriptions presented into a singular Director, Secretary position. Brief discussion was held on who the Director reports to. The Board tabled discussion until the next meeting.

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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

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