

MINUTES OF CASS COUNTY JOINT WATER RESOURCE DISTRICT MEETING
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
HERITAGE CONFERENCE ROOM
WEST FARGO, NORTH DAKOTA
APRIL 10, 2025
8:30 A.M.

A meeting of the Cass County Joint Water Resource District (CCJWRD) was held on April 10, 2025, at 8:30 a.m.

Present were Ken Loughheed, North Cass Water Resource District; Keith Weston and Rick Steen, Southeast Cass Water Resource District; Gerald Melvin, Maple River Water Resource District; Jacob Gust and William A. Hejl, Rush River Water Resource District; Melissa Hinkemeyer, Director, Secretary-Treasurer; Amy Hepper, Accountant; Elizabeth Smith, Administrative Assistant; Rita Nelson, Accounting Assistant; Sean Fredricks, Ohnstad Twichell, P.C.; Kurt Lysne, Levi Hanson, and Brady Woodard, Moore Engineering, Inc.; Mike Opat, Houston Engineering, Inc.; Duane Breitling, Cass County Commissioner; Blaine Laaveg and Tom Soucy, Cass County Highway Department; Katrina Olson, Jacobs; William Haase, Brian Kietzman, and Michael Sedlacek, North Dakota Game and Fish; Shawn Morten, Dakota Helicopters Inc.; Mike Larson, Larson Helicopters LLC; Jan Russell, Cass County Reporter; Dustin Miller, Kindred Wildlife Club; Trevor Martin, Jackie Schmidt, and Sam Schmidt, Four Corners Wildlife Club; Mike McEnroe, Dan Young, and Randy Sherman, Cass County Wildlife Club; and Trish Olmstead, Safari Club International.

Approval of agenda

It was moved by Manager Gust, seconded by Manager Melvin, and unanimously carried to approve the order of the agenda, as amended.

Minutes

It was moved by Manager Weston, seconded by Manager Melvin, and unanimously carried to approve the minutes of the March 26 and 27, 2025, meetings, as presented.

Maple River Dam - General operation and maintenance updates

Brady Woodard reported Moore Engineering, Inc. will visit the Maple River Dam soon to take a piezometer reading.

Maple River Dam - Hunting

Mr. Woodard gave an historical overview of hunting at the Maple River Dam. Managers Melvin and Weston met with Mr. Woodard and North Dakota Game and Fish representatives on site at the Maple River Dam yesterday to discuss possible hunting opportunities. William Haase indicated the North Dakota Game and Fish is willing to assist with the electronic posting and unposting of Water Resource District owned properties and the possibility of entering into an agreement or creating a wildlife management area.

The wildlife management area option allows the North Dakota Game and Fish to enforce restrictions and place signage. Discussion was held on the direct contact at the North Dakota Game and Fish and the new Warden for the area. The Board invited the new Warden to a future meeting.

Discussion was briefly held on fishing and hunting near Oxbow on Water Resource District properties. The Board indicated they will need to discuss that with the Metro Flood Diversion Authority as the properties are owned for the Metro Flood Diversion Project and the Oxbow-Hickson-Bakke Ring Levee Project.

Various members of wildlife clubs in the area provided comments on their support of hunting in the Maple River Dam and Oxbow areas. They noted they respect the property and it is a family activity. Brief discussion was held on fire risk with opening the area to hunting.

A motion was made by Manager Weston and seconded by Manager Gust directing the Secretary and Mr. Woodard to work with the North Dakota Game and Fish to open the following areas for hunting:

- Parcel 45-00000-6655-000
- Parcel 45-00000-6652-010
- Parcel 45-00000-6649-020
- Parcel 45-00000-6643-040
- Parcel 45-00000-6646-020
- Parcel 45-00000-6644-010
- Parcel 45-00000-6645-000
- Parcel 45-00000-6656-000
- Parcel 45-00000-6657-020
- Parcel 45-00000-6658-010
- Parcel 45-00000-6692-000
- Parcel 45-00000-6687-000
- Parcel 45-00000-6688-000
- Parcel 45-00000-6690-000
- Parcel 45-00000-6689-000
- Parcel 45-00000-6717-000
- Parcel 45-00000-6725-000
- Parcel 45-00000-6722-030
- Parcel 45-00000-6718-000
- Parcel 45-00000-6742-030
- Parcel 45-00000-6719-000

Discussion: Discussion was held on Water Resource District land just north of State Highway 46. The Board indicated they will need to discuss the possibility of opening the parcels in that area to only archery hunting with the adjacent property owners as there

have been concerns with hunting related damages to their properties in the past. Manager Weston and Manager Gust volunteered to meet with the adjacent property owners.

Upon roll call vote, the motion carried unanimously.

Regional Conservation Partnership Program (RCPP) – Upper Maple River Watershed

Kurt Lysne briefly updated the Board on the status of the RCPP Upper Maple River Watershed Plan. The National Watershed Management Center is reviewing the plan. Discussion was held on the timeline of the project moving forward. Mr. Lysne indicated that the Board could start communicating with the landowners that would be affected by the project. Managers Weston, Gust, and Melvin stated they would be willing to begin discussions with landowners regarding the project.

Sheldon Flood Protection Project No. 2019-01

Mr. Lysne briefly updated the Board on the status of the Sheldon Flood Protection Project No. 2019-01. Mr. Lysne discussed the results from the bid opening yesterday. Jensen Brothers Construction is the apparent low bidder. Mr. Lysne then discussed the updated cost estimate for the project in detail and noted a cost-share request will be submitted to the Cass County Flood Sales Tax Committee for their upcoming meeting regarding the project.

A motion was made by Manager Weston and seconded by Manager Melvin to authorize Manager Gust to negotiate regarding approximately 7 feet of additional easements needed for the Sheldon Flood Protection Project No. 2019-01. Upon roll call vote, the following Managers voted in favor: Loughheed, Weston, Steen, Melvin. Manager Gust abstained. The Chairman declared the motion passed.

A motion was made by Manager Melvin and seconded by Manager Weston to authorize the Secretary to submit a cost-share request to the Cass County Flood Sales Tax Committee regarding the Sheldon Flood Protection Project No. 2019-01. Upon roll call vote, the motion carried unanimously.

Weed Control

Brief discussion was held on the bids received for weed control efforts in 2025 regarding Water Resource District facilities. The Board directed Mr. Woodard and the Secretary to discuss the products and methods in the bids with the Cass County Weed Control Officer to determine the most effective and compatible products for Water Resource District use. Mike Larson briefly discussed Larson Helicopter, Inc.'s weed control bid. The Board will continue discussion at the next meeting.

Cass Rural Water Users District – Water User Agreements

It was moved by Manager Gust and seconded by Manager Melvin to approve and authorize the Secretary to sign the Cass Rural Water Users District *Water User Agreements* for OINs 9993 and 9994 regarding the Metro Flood Diversion Project. Upon

roll call vote, the motion carried unanimously.

Bills

It was moved by Manager Weston and seconded by Manager Melvin to approve Checks #15404 through 15405 and payment of the wire transfers as presented. Upon roll call vote, the following Managers voted in favor: Lougheed, Gust, Steen, Weston and Melvin. The motion passed.

Human Resources Committee Update

Manager Weston updated the Board on activities taking place in the CCJWRD Human Resources Committee. The committee is currently working on a job description for the Director, Secretary position. Manager Weston stated that the committee reviewed proposed modifications to the existing Personnel Policy Manual. These modifications include policy numbers 4.18, 4.8, and 4.20. The Committee recommends the CCJWRD approve the proposed policies of 4.18, 4.8, and 4.20.

A motion was made by Manager Melvin and seconded by Manager Gust to approve policy numbers 4.18, 4.8, and 4.20 as drafted regarding the Personnel Policy Manual.

Discussion: The Board discussed the possibility of hosting a training session for Managers regarding various human resources matters.

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 Melvin, seconded by Manager Gust, and unanimously carried to adjourn the meeting.

APPROVED:

Ken Lougheed
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary