

MINUTES OF MEETING  
NORTH CASS WATER RESOURCE DISTRICT  
CASS COUNTY HIGHWAY DEPARTMENT  
WEST FARGO, NORTH DAKOTA  
JANUARY 26, 2016

The North Cass Water Resource District met on January 26, 2016, at 9:00 a.m. at the Cass County Highway Department, West Fargo, North Dakota.

Present were Wes Ecker, Chairman; Robert Thompson, Manager; Ken Lougheed, Manager; Carol Harbeke Lewis, Secretary-Treasurer; Brenda Lovgren, Administrative Assistant; Sean M. Fredricks, Attorney for the Board; Kurt Lysne and Mike Opat, Engineers for the Board.

**Reorganization of the Board for 2016**

Upon motion duly made by Manager Thompson, seconded by Manager Lougheed and unanimously carried, the following officers were appointed for the year 2016:

Wes Ecker	Chairman
Robert Thompson	Vice Chairman
Carol Harbeke Lewis	Secretary-Treasurer
Ken Lougheed	Cass County Joint Water Resource District Representative
Wes Ecker	Cass County Joint Water Resource District Alternate Representative 1
Robert Thompson	Cass County Joint Water Resource District Alternate Representative 2
Wes Ecker	Red River Joint Water Resource District Representative
Ken Lougheed	Red River Joint Water Resource District Alternate Representative

Upon roll call vote, the motion carried unanimously.

**2016 meeting dates**

The Board discussed its regular meeting dates for the year 2016. It was moved by Manager Thompson and seconded by Manager Lougheed to adopt the following resolution. Upon roll call vote, the motion carried unanimously.

RESOLUTION

BE IT RESOLVED, that the North Cass Water Resource District does hereby set the fourth Tuesday of February and March at 9:00 a.m.; the fourth Tuesday of April through October at 8:00 a.m.; and the fourth Tuesday of November and December at 9:00 a.m. in the Cass County Highway Department building, 1201 Main Avenue West, West Fargo, North Dakota, as its regular meeting dates, times and place for the year 2016.

BE IT FURTHER RESOLVED, that the Secretary be and she hereby is directed to forward a copy of said schedule of meetings to the Cass County Auditor and to post said schedule at the Water Resource District's principal office and the location of the scheduled meetings, all in accordance with the provisions of Section 44-04-20 as amended.

APPROVED:

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Wes Ecker  
Chairman

ATTEST:

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Carol Harbeke Lewis  
Secretary-Treasurer

**Designation of depositories of North Cass Water Resource District public funds**

It was moved by Manager Lougheed and seconded by Manager Thompson to designate the following as depositories of North Cass Water Resource District public funds:

- Alerus Financial
- Bell State Bank & Trust
- First State Bank of North Dakota
- Quality Bank
- Security State Bank

Upon roll call vote, the motion carried unanimously.

### **Pledges of Assets**

It was moved by Manager Thompson and seconded by Manager Lougheed to approve the following Pledges of Assets:

Alerus Financial (as per agreement of March 7, 1996)

Upon roll call vote, the motion carried unanimously.

### **Review of contracts for legal and engineering services**

It was moved by Manager Thompson and seconded by Manager Lougheed to reaffirm the agreement with Ohnstad Twichell, P.C. for legal services and approve the billing rates, as presented, for the North Cass Water Resource District for calendar years 2016 and 2017. Upon roll call vote, the motion carried unanimously.

It was moved by Manager Lougheed and seconded by Manager Thompson to approve Appendix 1 (Reimbursable Expenses Schedule) and Appendix 2 (Standard Hourly Rates Schedule) to Exhibit C regarding the *Agreement between Owner and Engineer for Professional Services – Task Order Edition* with Moore Engineering, Inc., as presented. Upon roll call vote, the motion carried unanimously.

### **Minutes**

It was moved by Manager Lougheed and seconded by Manager Thompson to approve the minutes of the December 22, 2015, meeting, as presented. Upon roll call vote, the motion carried unanimously.

### **Drain #23 Channel Improvements**

Kurt Lysne reviewed the proposed Drain #23 Channel Improvements Project in Section 12 of Gardner Township. Minnkota Power Cooperative, Inc. has indicated they do not want fill placed under the transmission line that runs along the berm of Drain #23. Right of way needed for the project was discussed. Mr. Lysne reviewed the *Engineer's Opinion of Probable Cost* with the Board.

It was moved by Manager Lougheed and seconded by Manager Ecker to authorize Moore Engineering, Inc. to prepare an *Application for Surface Drain* to submit to the Office of the State Engineer and prepare a cost-share request to submit to the State Water Commission regarding the Drain #23 Channel Improvements Project. Upon roll call vote, the motion carried unanimously.

### **Permit fees**

The Board discussed the pros and cons of assessing permit fees. Sean Fredricks explained drainage complaint procedures and frivolous complaints with the Board. No action was taken by the Board on the matter.

### **Administration**

As recommended by the Cass County Joint Water Resource District, it was moved by Manager Lougheed and seconded by Manager Thompson to match the current Red River Joint Water Resource District Per Diem rate of \$135, retroactive to January 1, 2016. Upon roll call vote, the motion carried unanimously.

**Research / photocopying policy**

It was moved by Manager Thompson and seconded by Manager Lougheed to adopt the following policy:

POLICY RELATING TO RESEARCH/PHOTOCOPYING

Requests for photocopies of Water Resource District files/materials shall be provided in a prompt manner at the rate of \$.25 per copy, with the first hour of research being free and each additional hour at the rate of \$25 per hour. Upon request, electronic media will be provided at cost. Prepayment, as estimated by the Secretary-Treasurer, will be required for the above services.

Upon roll call vote, the motion carried unanimously.

**Bills**

It was moved by Manager Thompson and seconded by Manager Lougheed to approve payment of Checks #4067 through #4077 and the electronic funds transfer, as presented. Upon roll call vote, the following Managers voted in favor: Ecker, Thompson and Lougheed. The Chairman declared the motion passed.

**State Water Plan for the 2017-2019 biennium – projects / programs to submit**

Moore Engineering, Inc. is compiling a list of projects / programs to submit for the State Water Plan for the 2017-2019 biennium. The matter will be discussed further at the next meeting.

**Adjournment**

There being no further business to be considered by the Board, the meeting adjourned without objection.

APPROVED:

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Wes Ecker  
Chairman

ATTEST:

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Carol Harbeke Lewis  
Secretary-Treasurer