

**These are DRAFT minutes, subject to amendment before final approval by  
the Pembina County Water Resource District**

January 7, 2024

MINUTES OF THE MEETING OF THE  
PEMBINA COUNTY WATER RESOURCE DISTRICT BOARD OF MANAGERS  
FROM WATER RESOURCE DISTRICT OFFICE, CAVALIER ND

Those present were Managers William Gunderson, Donald Kemp, Randall Emanuelson, Ted Juhl (Electronic), Richard Kendall (Electronic) and LuAnn Kemp, secretary. Also present was Attorney Robert Fleming. A motion was made by William Gunderson, seconded by Randall Emanuelson, by vote unanimously carried to approve the minutes of December 17, 2024.

A motion was made by Randall Emanuelson, seconded by William Gunderson, by vote unanimously carried to approve the year end 2024 bills and current bills as presented:

14202	Richard Kendall	1,662.30
14203	Bismarck Hotel and Conference	436.00
14204	Nodak Electric	15,611.22
14208	LuAnn Kemp	5,101.31
14209	Pembina County	2,623.60
14210	Donald Kemp	795.83
14211	William Gunderson	359.56

A motion was made by Randall Emanuelson, seconded by Richard Kendall to adjourn the meeting for the purpose of reorganization.

Manager Kendall nominated Donald Kemp as Chairman. A motion was made by Richard Kendall, seconded by William Gunderson, by vote unanimously carried for nominations to cease and cast a unanimous ballot for Donald Kemp as chairman.

Manager Gunderson nominated Ted Juhl as Vice-Chairman. A motion was made William Gunderson, seconded by Richard Kendall, by vote unanimously carried for nominations to cease and cast a unanimous ballot for Ted Juhl as vice-chairman.

Chairman Donald Kemp called the meeting to order.

A motion was made by Richard Kendall, seconded by Randall Emanuelson, by vote unanimously carried to designate United Valley Bank as depository of funds – drain and general.

A motion was made by Randall Emanuelson, seconded by Richard Kendall, by vote unanimously carried to appoint Donald Kemp to the Red River Joint Board with William Gunderson as alternate.

A motion was made by William Gunderson, seconded by Richard Kendall, by vote unanimously carried to appoint Ted Juhl, Rick Kendall, and Randy Emanuelson to the Park River Joint Board.

A motion was made by Richard Kendall, seconded by William Gunderson, by vote unanimously carried to request a loan proposal for the \$500,000 operating loan from United Valley Bank.

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A motion was made by William Gunderson, seconded by Randall Emanuelson, by vote unanimously carried to update the signatures cards for the financial accounts to include Donald Kemp, Ted Juhl, and LuAnn Kemp and remove Richard Kendall.

The board reviewed the preliminary job description for the water board manager position received from Sean Fredricks – RRJB Attorney. Discussion followed on needed updates and additions.

The board reviewed the request of Darren Olafson to have parcels removed from Drain 28. A motion was made by Randall Emanuelson, seconded by William Gunderson, by vote unanimously carried to accept the petition to remove the parcels and set a hearing date as required by NDCC.

A motion was made by Richard Kendall, seconded by Randall Emanuelson, by vote unanimously carried to have the regular dam maintenance and spraying put out for a soft-bid.

Chris Burgess – United Valley Bank met with the board regarding Certificate of Deposit rates and term options. Discussion on timing of the term expirations, bond payments, and potential amounts for investing. A special meeting will be scheduled later this week to approve the amounts and terms.

Attorney Fleming reported that Kendall Gemmill has purchased Kendall Construction and requests to finish the contracted projects. Kendall Construction will need to request to assign the contracts to Mr. Gemmill's business.

Manager Emanuelson discussed the assessment areas of Drain 13, 55, 75, and 78. Discussion on the impact of Interstate 29 on the drainage patterns. Houston Engineering will be contacted for an estimate to determine the watershed/drainage basins of each of the drains in question.

Discussion followed on updates for projects: Drain 66 outlet, Drain 7 outlet structure, Drain 67E, final letter on Drain 16 expansion. Updates will be requested at the next meeting with Houston Engineering.

Manager Emanuelson inquired as to whether the Drain 55 assessments were sent to Walsh County as they were not on tax statements. Letter was mailed in late July to Walsh County Auditor.

The board reviewed the Notification of Tile for Under 80 acres in S Joliette Section 32.

Discussion was held on the 2023 Audit not being completed in a timely manner by the ND State Auditor's Office. Options for private audit will be researched with the County Auditor.

The board reviewed potential project listing for 2025 – with request to have any additional projects listed by March 1 to ensure timely completion this summer.

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Open complaints were reviewed:

1. Fleming vs Voecks – scheduled for January 21
2. Gapp Vs Thompson and Johnson vs Gapp – Houston Engineering is investigating and will be providing a memo on both complaints
3. Fritz vs Symington – no resolution was reached; discussion of next steps to include possible engineering from Houston Engineering
4. Fritz vs Volk – Pembina County Highway was working with Pembina township on the culvert
5. Olafson vs Shephard/Pembina County Bridge – Pembina County Highway had agreed to request a stream crossing from KLJ

The board attended the Pembina County Commission meeting to report on the development of a job description to help with appointments to the Waterboard and a need for the Commission to take a more active role in the Pembina River Dike Advisory Board. Commission Cull is the current representative as well as Manager Emanuelson.

Attest:

\_\_\_\_\_  
LuAnn Kemp, Secretary

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Donald Kemp, Chairman