

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
KodaBank and Virtual  
Tuesday, June 24, 2025

**CALL TO ORDER**

The meeting was called to order by Lacey Hinkle, Vice-Chairperson, Tuesday, June 24, 2025, at KodaBank, Cavalier, ND at 9:02 A.M.

Members Present- In-Person: Lacey Hinkle, Danielle Blair, Pat Hardy, Darin Otto, Nathan Green, Mary Houdek, and Sonia Misialek.

Members present – Virtually: Michael Cook.

Members Absent: Carla Gilbertson (virtual), Gilbertson Veterinary Service; Mike Hanson, North Valley Career and Technical Center; Dawn Mandt, RRRRC Executive Director; Lori Estad, Red River Regional Council, and Angelle French, Pembina County JDA.

**MINUTES**

Minutes from May 13, 2025, meetings were mailed to members prior to the meeting. Otto moved to approve the minutes as mailed; seconded by Blair, motion carried.

**FINANCIAL REPORT**

French reviewed the financial report. The Rural Food Sustainability Grant for \$20,000 will be closed out by the month end. From those grant funds the PCJDA will reimburse the RRRRC \$8,000 for staff time.

Green moved to approve the financial report, seconded by Blair; motion carried.

**NEW BUSINESS**

Gilbertson Vet Service

Carla Gilbertson, Gilbertson Veterinary Service is requesting \$6,050.087 for the community share of a Bank of North Dakota PACE Interest Buydown. Gilbertson is opening a vet service which will provide small animal medical care in Cavalier, ND. Service provided will be wellness care, diagnostic surgery, and chronic disease management in a modern community- focused setting. She will hire one veterinary tech and work up to three employees. The City of Cavalier will review the request at their July meeting to share the community share amount.

North Valley Career Technical Center Partnership Request

Mike Hanson, Director, North Valley Career Technical Center, is requesting a three-year commitment of \$7,500 to assist with the Work-Based Learning (WBL) initiative beginning Summer 2025. North Valley CTC has a satellite location in Cavalier, ND. To date 252 students are enrolled in the program with 95 host sites. Others who participate in the program funding are the City of Grafton, Park River Development Corporation, and Walsh County JDA.

My Town

French share the My Town media kit series. The mission is to break down the population misconception with the rural lifestyle, showing the opportunities in our small towns. "My Town" is a documentary series designed as a workforce and tourism recruitment tool that fosters regional pride. Led by 3-time

Emmy-Winning documentary Cory Hepola. He partners with local areas to craft the areas unique stories, championing your town through authentic storytelling, high-quality production, and creative promotion. My Town streams free on YouTube and Facebook plus additional content on Instagram and LinkedIn. Season one promoted Rugby and season two promoted Watford City. French will explore funding for the production and bring back to the board in September.

#### **REQUEST APPROVALS**

##### Gilbertson Veterinary Services

Otto moved to approve up to \$6,050.07 community share Bank of North Dakota Flex PACE interest buydown but wants to share the cost with the City of Cavalier; repayments begin after Bank of North Dakota loan has matured, or 10 years, whichever is sooner at 2% interest over three years, seconded by Misialek; motion carried.

##### North Valley CTC

Blair moved to approve \$7,500 annually over three years to NVCTC to assist with the WBL program, seconded by Green; motion carried.

#### **DIRECTORS REPORT**

French reviewed the Directors Report.

#### **BUDGET**

French reviewed the 2024 budget and year to date 2025 budget.

Mandt, French and Estad were asked to leave the meeting at 11:20 a.m. for discussion. They returned at 11:39 a.m.

##### Discussion:

The budget was not approved. The board will review the budget at the September meeting after some numbers are firmed up. The board would like more clarification on the overhead expenses and what is covered in the operating budget. French and Estad will get together to review numbers and confirm they are correct. The flex PACE funding needs to be discussed for a better understanding.

The contract with the RRRC expires at the end of 2025 and the board is willing to review a 2-year contract at the September meeting. One stipulation the board would like in the contract is that any termination of a director is approved by the board beforehand.

The board has a concern with the 3% cap the legislature has put on the county budgets. If there is no funding available or if the commission reduces the mills, then what happens with the contract with the RRRC.

Mandt express the value in the contract with the RRRC. Without a contract with the RRRC the PCJDA would not just lose a director but all the data/experience from past years from the RRRC team as a whole. Currently, the PCJDA director is an employee of the RRRC.

A draft proposal for a two-year and five-year contract with the RRRC will be reviewed at the September meeting.

The board is happy with the progress the PCJDA has made with the RRRC.

**OTHER BUSINESS**

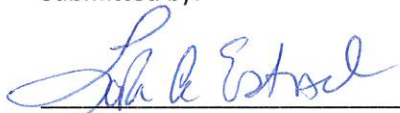
Casey Krieg was the previous PCJDA Treasure and has left her position with the City of Cavalier. Danielle Blair had replaced Krieg.

Green moved to approve Blair as the new Treasurer for the PCJDA, seconded by Houdek; motion carried.

**ADJOURN**

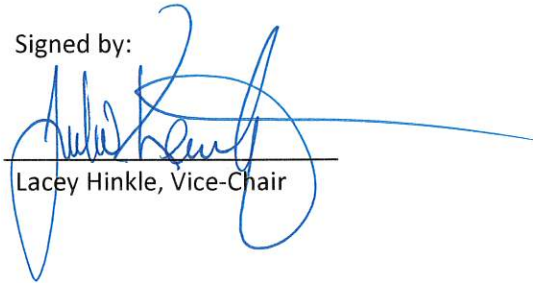
There being no more business, the meeting was adjourned at 11:49 a.m.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Lacey Hinkle, Vice-Chair