**RED RIVER REGIONAL DISPATCH CENTER
Budget and Finance Meeting
Wednesday, February 8th, 2023**

**Cass County Courthouse, 211 9 St S, Fargo, ND**

**Commission Room 105W**

**MEETING CALLED TO ORDER by Commissioner Kolpack at 1300hrs**

**Present:**

Director Mary Phillippi – RRRDC Director

Cass County Finance Director Brandy Madrigga

Clay Commissioner Campbell

Moorhead Commissioner Nelson

Moorhead Finance Director Flanigan

Fargo Commissioner Kolpack

West Fargo Commission President, Mayor Dardis

**Virtual:**

West Fargo City Administrator Tina Fisk

Fargo Finance Director Terri Gayhart

Clay County Auditor Lorie Johnson

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Robert Wilson, Cass County Administrator

Sarah Heinle, Cass Accounting Manager

Widmer Roel: Craig Hashbarger, Audit Partner & Paige Fabre, Audit Associate

1. **APROVAL OF AGENDA**

Approval of February 8th, 2023 Agenda. Campbell made a **motion to approve the agenda**; Flanigan seconded the motion. No discussion. All approved; **motion carried.**

1. **ELECTION OF CHAIR**

Brandy Madrigga offered to be Chair. Dardis **motioned for Brandy Madrigga as Budget and Finance Chair**, Campbell seconded the motion. No discussion. All approved; **motion carried**.

1. **RRRDC AUDIT PRESENTATION**

Widmer Roel Audit Introduction and Presentation material. Widmer Roel opinion is the 2021 financial statements present fairly, in all material respects, the assets, liabilities, and net assets of RRRDC as of December 31, 2021, and its support, revenue and expenses for the years then ended in accordance with the modified cash basis.

Total Revenues for 2021 were $5.2mil

Total expenses were $5.1mil resulting in new increase in assets of $146k due to unfilled FTE’s

Total Net assets as of December 31st, 2021 is $2.677mil

Previous BOA designated $72k in years prior toward the IS Capitalized Equipment Costs from total net assets. The cost of the IS capitalized equipment is expected to be around $400k and will be implemented in 2024. Finance Committee recommended that the Finance Director work with the Auditor to determine if the $144k designated as of December 31, 2021 should be added to the board designated line on the balance sheet of the audited financial statements.

**Discussion**:

Campbell asked about assets and breakdown and if includes facility owned by RRRDC. Widmer Roel confirmed it is included.

Flanigan asked what the board designated item is for, Phillippi advised it was set up initially as cash reserves in 2003 and went onto explain how BOA allocated a portion capital expense for IS/Equipment refresh.

In discussing carryover due to unfilled FTEs, Flanigan recommended looking at minimum cash percentage moving forward and will be added to the audit.

Dardis inquired about repair and maintenance costs. Phillippi explained this includes maintenance for 911 system, radio system, NW system, ($500k), etc. and cover maintenance service contracts for the software used but does not include cost of software. Madrigga inquired about multi-year vs yearly contracts, most are yearly with IS covering multi-year.

Campbell asked about amended JPA and fiscal host in which Phillippi confirmed there is a 6-month time frame to complete and RRRDC administration has met with Cass Finance to move forward with this process. No further discussion.

**Kolpack made a motion to accept the audit and forward to the Authority Board.** Discussion: **Include the IS allocated funds to the report**. Campbell seconds the amended motion. No further discussion. All approved; **motion carries**.

1. **2022 BUDGET**

Phillippi reviewed 2022 revenue report for accounting period of 13-2022. Mary explained the NW system assessment is not based on metrocog but based on license to each agency at contract signing. This includes maintenance for civil, jail, MDC, LERMS, Fire Records, etc. Paid through RRRDC budget, actual comes in may and may differ from estimated slightly.

Phillippi reviewed detail budget report for 2022 and full-time staff total was at 93% expended. Staffing is budgeted for 46 FTEs, authorized for 50 FTEs and have 36 FTEs currently. Phillippi reviewed line items.

Discussion: Madrigga questioned why maintenance/service contract was under budget so much, Phillippi will review to determine cause

Phillippi explained there are three IS personnel that work for City of Fargo however salary, benefits, etc. are paid for by RRRDC. RRRDC pays for training as well as RRRDC IS support. $41,000 for IS services budgeted in 2022, $28k was actual cost.

Campbell inquired about HR services, Phillippi explained that HR is in house but RRRDC admin also use HR support agency MRA as recommended by City of Fargo HR.

Flannigan confirmed that RRRDC uses payroll professionals for payroll services.

Phillippi concluded that RRRDC does a yearly audit and will schedule with Widmer Roel. Nelson commented about FTE budged employees and expected staffing numbers needed. Phillippi stated by 2035, RRRDC may need up to 70 employees. Nelson suggested the group start planning and preparing for long term administrative needs when get closer to 70 FTEs.

1. **2023 YEAR TO DATE BUDGET**

City of Fargo has not put RRRDC budget numbers in, these are expenses for year to date. Campbell asked is anything is standing out, Phillippi advised there is not. Madrigga asked about revenue assessed to agencies and if that is received throughout the year, Phillippi confirmed.

1. **FUTURE MEETING DATES**

Discussion to schedule monthly as placeholder and cancel if meeting not needed. Consensus was to meet 2nd Wednesday of every month at 1pm unless precedes authority board meeting, then will be moved.

1. **OTHER BUSINESS**

None

1. **ADJOURNMENT**

Nelson made a motion to adjourn; Kolpack seconded. No further discussion. All approved. Meeting adjourned.

**Next Meeting: Wednesday, March 8th, 1:00pm at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*