**RED RIVER REGIONAL DISPATCH CENTER
Budget and Finance Meeting
Wednesday, May 10th, 2023**

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

**Commission Room 105W**

**MEETING CALLED TO ORDER by Brandy Madrigga at 1300hrs**

**Present:**

Director Mary Phillippi – RRRDC Director

Cass County Finance Director Brandy Madrigga

Clay Commissioner Campbell

Moorhead Commissioner Nelson

Fargo Commissioner Kolpack

Clay County Auditor Lori Johnson

**Virtual:**

Moorhead Finance Director Jenica Flanagan

West Fargo Commission President, Mayor Dardis

Cass County Commissioner Scherling

**Also, in Attendance:**

Amanda Glasoe, RRRDC

1. **APROVAL OF AGENDA**

Approval of May 10th Agenda. Campbell made a **motion to approve the agenda**; Nelson seconded the motion. No discussion. All approved; **motion carried.**

1. **APPROVAL OF MINUTES FROM APRIL 8TH, 2023 MEETING**

Approval of April 8th meeting minutes. Kolpack made a **motion to approve the agenda**; Nelson seconded the motion. Clay County Auditor Johnson advised her position listed needed to be updated to Auditor. All approved; **motion carried**.

1. **2022 BUDGET**

Overview of 2022 budget and revenue. No changes from previously reviewed; 100% thru the year and 90% budget expended. Staffing, benefits, pension, insurance contributed to under budget. Phillippi asked for if clarification needed - None necessary

1. **2023 YEAR TO DATE BUDGET**

**Detail Budget Report**: 33% of year lapsed, expended 29% of budget. Have not yet paid Tyler tech/NW maintenance which comes due in May. Agencies are invoiced under separate formula. Budget will appear to expend more once that comes due.

Phillippi asked for questions related to budget expended as of present. Flanagan asked about legal services being overbudget – Phillippi advised it is due to RRRDC Legal, Erik Johnson, attending authority board meetings and has been used for questions regarding personnel and open records. Has been traditionally low but expected to be over for 2023. No other discussion.

**Revenue**: Cities have been invoiced and have paid as expected. Maintenance for NW is paid through RRRDC as the contract holder. Agreement is based off licenses at time of contract signing.

Johnson asked if fiscal agent was moving over to Cass County. Phillippi advised that is the intention by year end. Madrigga confirmed.

Nelson asked about CD’s and Phillippi confirmed the funds have been deposited. Amount needs to be updated with new information from account with interest earned.

1. **2024 BUDGET DRAFT**

Phillippi reviewed budget line by line, distributing the budget worksheet as well as handout reflecting changes.

Authorized for 46 FTE with 4 FTE not included in the budget. COLA (3.7%) is based off formula that is one (1) year behind other agencies served – taking the average COLA of agencies served and implementing the following year.

Benefits increase due to recommendation from Vaaler (RRRDC benefits advisor). Increase of 9% for dental and health and 8% for vision. Study done in 2022 and RRRDC pays on average less than agencies served towards benefits. Johnson asked if it is a cafeteria plan and Phillippi advised it is not.

Campbell asked if family coverage is paid. Phillippi advised the employee pays the premium.

Phillippi confirmed with committee that the **addition of RST funding** was appropriate, Carey remarked he believes it should stay and that it is appropriate to provide for employee mental health and was grateful it was included.

**Additional funds for capital replacement due to adding a new radio consolette** for interoperability to ND SIRN system and reviewed by committee.

Madrigga asked with operational reserve, line is blank in 2024 draft budget. Phillippi advised that will be taken from cash reserves when IS pays the project. Funds are already collected, not asking to be a part of the budget to be paid. Will see in and outs in the YTD.

Budget breakdown of **5.83%** **increase** from 2023.

Phillippi advised the JPA states that budget will be approved in June and will have another budget and finance meeting if changes need to be made.

Campbell asked for clarification of operational reserves allocation. Phillippi reviewed it is consistent with previous years process.

***Motion:***

**Commissioner Scherling recommends the draft budget be approved today, presented tomorrow to be reviewed by authority board for approval in June.** Campbell second.

Discussion: Flanagan asked for budget % increase for past 5 years. Scherling agreed that it would be good to review as well as COLA increase during Authority Board review.

All approved, **motion carried.**

1. **FISCAL AGENT TRANSITION STATUS**

Madrigga updated that at last meeting discussion surrounded City of Fargo staying on as fiscal agent for RRRDC, COF agreed to stay on. RRRDC legal will present amendment to all agencies to include 30 days’ notice. Madrigga received a quote from Microsoft dynamics and it was substantial so will lean towards a QuickBooks, a cloud version, that is 100% owned and operated by RRRDC. Additional benefit is that if fiscal agent transfers in future, it stays and moves with RRRDC.

1. **OTHER BUSINESS**

None

**ADJOURNMENT**

Meeting adjourned by Madrigga at 2:18pm.

**Next Meeting: June 2nd, 1:00pm at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*