**RED RIVER REGIONAL DISPATCH CENTER
Budget and Finance Meeting
Wednesday, June 7th, 2023**

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

**Commission Room 105W**

**MEETING CALLED TO ORDER by Ryan Nelson at 1303hrs (Brandy Madrigga attending virtually and requested an alternate member in person chair)**

**Present:**

Director Mary Phillippi – RRRDC Director

Clay Commissioner Campbell

Moorhead Commissioner Nelson

West Fargo Commission President, Mayor Dardis

City of Fargo Administrator Redlinger

**Virtual:**

Cass Finance Director Brandy Madrigga

Clay Auditor Lori Johnson

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Robert Wilson, Cass County Administrator

Tracy Peters, Assistant Cass Administrator - Virtual

1. **APROVAL OF AGENDA**

Approval of June 7th Agenda. Dardis made a **motion to approve the agenda**; Campbell seconded the motion. No discussion. All approved; **motion carried.**

1. **APPROVAL OF MINUTES FROM MAY 10TH, 2023 MEETING**

Approval of May 10th meeting minutes. Campbell made a **motion to approve the agenda**; Dardis seconded the motion. All approved; **motion carried**.

1. **2023 YEAR TO DATE BUDGET**

Director Phillippi reviewed detail budget report and revenue and balance sheet.

**Detail Budget Report**: 42% of year lapsed, 35% expended due to below minimum staffing, overtime is high to cover minimum staffing.

Legal services has higher usage in 2023 and expected to continue.

Computer Equipment repair due to UPS battery project that occurred in 2022 but billed in 2023. Cash carryover approved by previous BOA for projects expected. NW Maintenance (approx. $500K), Tyler Tech has not invoiced correctly yet, waiting to pay until correctly invoiced. Agencies will be invoiced with NW maintenance formula when final invoices are received and paid.

**Revenue**: Estimated and actual reviewed. Agencies paid what has been assessed, member assessment is the one-time payment waiting for corrected invoicing.

**Balance Sheet** as presented.

**Discussion**:

Campbell asked if balance sheet is able to be compared to previous timeframes. Per Phillippi, balance sheet is money that has not been spent from previous years. Could compare to see how much it has grown and it would include this year’s budget. COF pools all the money and it is not separated. Redlinger confirmed it’s a system limitation.

Redlinger advised with new finance system they aim to have that ability.

Campbell commented on total equity balance, 2.574M, what was that last year? Phillippi stated we could get a report from last year but it doesn’t come up as comparison document. Redlinger – can be queried. Campbell prefers to be able to compare when looking at financial reports. Phillippi stated 2024 will move over to Cass County

Madrigga commented this is a trial balance from AS400 and could see an actual balance from points in times with excel. Cass County accounting will be able to provide these reports once moved over. May also be able to compare to audited financial statements from 2022 which has not been started (start date of June 12th)

1. **2024 BUDGET DRAFT - updated**

Draft budget presented previously and sent to Authority Board, no motions made. Since that time, staffing costs have been updated due to position changes. Budget increase in original draft of 5.83%, revised budget for staff and pension benefits put increase at 4.14%. Only changes made to budget were related to this.

**Discussion:**

Campbell asked if the plan still allows for the additional 4 and that would come from cash reserves for a total of 46 FTE. Phillippi advised the schedule would need adjustments but there would be room for them. Short staffing is causing stress. If fully staffed to budgeted number, overtime would be minimal. Overtime is paid to keep minimum staffing but haven’t been at that point.

Campbell asked if the updated budget has it been presented to Authority Board - Phillippi had not. Campbell confirmed that this group would approve and recommend to move forward and then the authority board would approve.

***Motion:***

**Commissioner Campbell recommends to move forward with the updated draft budget as presented with a recommendation to approve for the Authority Board.** Nelson second. No discussion. All approved; **motion carried**.

1. **FISCAL AGENT TRANSITION STATUS**

Phillippi advised the Authority Board agreed to delay the transition of fiscal agent to Jan 1, 2024, remaining with City of Fargo until that point. Certified letters have been made to all agencies per joint powers agreement.

No discussion

1. **RRRDC ANNUAL AUDIT STATUS**

Audit will begin week of June 12th. Phillippi has been providing information to Widmer Roel. Will be on site that week and will expect ready to present around August.

1. **OTHER BUSINESS**

None

**ADJOURNMENT**

Meeting adjourned by Nelson at 1:28pm.

**Next Meeting: July 12th, 1:00pm at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*