**RED RIVER REGIONAL DISPATCH CENTER
Budget and Finance Meeting
Wednesday, September 13th, 2023**

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

**Commission Room 105W**

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

**Present:**

Mary Phillippi – RRRDC Director

Brandy Madrigga, Cass Finance Director

Ryan Nelson, Moorhead Commissioner

Denise Kolpack, Fargo Commissioner

Jenica Flanagan, Moorhead Finance Director

**Virtual:**

Lori Johnson, Clay Auditor

Michael Redlinger, Fargo City Administrator

Susan Thompson, Fargo Finance Director

Mary Scherling, Cass Commissioner

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Robert Wilson, Cass County Administrator

Paige Fabre, Widmer Roel

Craig Hashbarger, Widmer Roel

1. **APROVAL OF AGENDA**

Approval of September 13, 2023 Agenda. Kolpack made a **motion to approve the agenda**; Nelson seconded the motion. No discussion. All approved; **motion carried.**

1. **APPROVAL OF MINUTES FROM AUGUST 9TH, 2023 MEETING**

Approval August 9th meeting minutes. Flannagan made a **motion to approve the agenda**; Kolpack seconded the motion. All approved; **motion carried**.

1. **2022 AUDIT – WIDMER ROEL**

Draft Audit Report review: Audit went well, financial statements were clean, no concerns. Identified a deficiency - assistance with preparation of financial statements, only finding once again. Recommendation from finding was for review of statements by RRRDC management and Budget and Finance Committee as needed. Routine deficiency and is identified annually and not unusual.

Outlined separate letter to Authority Board, required to communicate information regarding responsibility in governing letter.

Presented on a modified cash basis, common practice among local government entities.

Reviewing statements, the cash balance increased from 2021 to 2022 resulting in net assets increase.

**No Discussion**

***Motion: Accept the draft audit as presented and forward to Authority Board for approval.*** Kolpack/Nelson seconded the motion, no further discussion, **motion carried**.

1. **2023 YEAR TO DATE BUDGET**

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

**Detail Budget Report**: 67% of year lapsed, 67% expended

218% of OT budget due to staffing levels, 10 funded open positions, 4 nonfunded but approved.

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

Other services, recruiting and hiring related

Computer Equipment repair due to UPS battery project that occurred in 2022 but billed in 2023.

General insurance is one-time cost, rebate typically received to counter some of overage

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.

Capital Outlay related to server migration requirement to be encrypted

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

**Discussion**: None

1. **OTHER BUSINESS**

Madrigga – Update on 911 fees, determined 911 fees collected by Cass county and used to fund Fargo and West Fargo portion of RRRDC. Funds are collected on landlines and cell phones, $2 collected, telecom retains 5% (10 cents) 25% (50 cents) goes to radio network as set by legislature (applies to every county), 5% (10 cents) goes to statewide 911, remainder left goes to County.

Phillippi clarified that the 50 cent fee for radio network this isn’t part of RRRDC funding, that is separate per legislature.

**ADJOURNMENT**

Meeting adjourned at 1:33pm.

**Next Meeting: OCTOBER 11TH, 1:00pm at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*