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

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

**Commission Room 105W**

**MEETING CALLED TO ORDER by Commissioner Nelson at 1302hrs**

**Present:**

Mary Phillippi – RRRDC Director

Ryan Nelson, Moorhead Commissioner

Kevin Campbell, Clay Commissioner

Bernie Dardis, City of West Fargo Mayor

Jenica Flanagan, Moorhead Finance Director

Michael Redlinger, Fargo City Administrator

**Virtual:**

Lori Johnson, Clay Auditor/Treasurer

Mary Scherling, Cass Commissioner

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Robert Wilson, Cass County Administrator

1. **APROVAL OF AGENDA**

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

1. **APPROVAL OF MINUTES FROM SEPTEMBER 13TH, 2023 MEETING**

Approval September 13th meeting minutes. Flanagan 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**: 83% of year lapsed, 80% expended

% of OT budget due to staffing levels

Legal services have higher usage in 2023 and expected to continue – Facility and JPA

Other services, recruiting and hiring related

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

Printing above due to promotions

Travel combined at 60% expended

Miscellaneous is related to flex benefit, covered by employee contributions

Capital Outlay related to server migration requirement to be encrypted, previously approved by BOA

**Revenue**: Estimated and actual reviewed. Supplemental assessment is the one-time payment, estimated but slightly over.

**Balance Sheet** – Widmer Roel reviews for annual audit.

**Discussion**: Campbell asked about unrealized balance from revenues, Phillippi advised that is what is billed out to agencies for budget year approved. Campbell reviewed budget expended is significantly less and Phillippi confirmed that this year’s budget would be under.

1. **TRANSITION TO CASS COUNTY AS FISCAL AGENCY FOR RRRDC**

RRRDC working with Cass County to transfer Fiscal agent. Majority being completed at accounting level. Phillippi brought the credit card authorization to committee. Flanagan asked if this would be under same as Cass county pcard provider. Wilson advised that he’s aware of a pcard option thru Wells Fargo for Cass County. Phillippi stated that this was a recommendation as RRRDC pcard provider by Cass county, perhaps related to keep funding separate. Phillippi advised that Cass county looked at adding RRRDC to the system used but it was not cost effective, recommended to use QuickBooks instead.

Nelson doesn’t see any issues if that’s what Cass is recommending. Consensus among members to proceed with the recommendation as put forth by Cass County Finance.

1. **OTHER BUSINESS**

Phillippi shared with the committee that she has put in her resignation notice with the Authority Board and her last day would be done January 1st. All thanked Director Phillippi for her years of service and time at RRRDC.

**ADJOURNMENT**

Campbell/Dardis motion, adjourned at 1:19pm.

**Next Meeting: December 13th, 1:00pm at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*