

# North Dakota Association of Counties Board of Directors Meeting



Cell phones ringing? Get ready to donate \$5 to the Scholarship Fund.

## Tentative - A G E N D A -

**Thursday, April 25, 2024 – 8:30 A.M.**  
**NDACo County Office Building – 1661 Capitol Way**

**8:30 AM      CALL TO ORDER      President Jayme Tenneson**

- Pledge of Allegiance ..... Jayme
- Roll Call..... Genny
- Introduction of Board Guest..... Lori  
    Don Flaherty, Dickey County Tax Director
- Approve Order of Agenda..... Jayme      **ACTION**

**CONSENT AGENDA      Jayme      ACTION**

- Approve Minutes of December 14, 2023 *POSTED ~ Page 5*
- Administrative Services
  - Financial Services
    - NDACo General Fund List of Checks (#38125 - 38197) *POSTED ~ Page 9*
    - DJS Grant List of Checks (#7890 -7903) *POSTED ~ Page 13*
    - Year-to-Date Financials *POSTED ~ Page 14*
    - State Investment Board *POSTED ~ Page 18*
  - Publications Services *POSTED ~ Page 20*
    - Website
    - County News
    - County Officials Directory
    - County Salary, Staffing & Fringe Benefit Survey
    - Leader Letter
    - Common Ground
    - Social Media
    - Legislative Blog
    - Other Publications
  - Cooperative Services
    - County Financial Partnerships *POSTED ~ Page 22*
      - Drug & Alcohol Testing Service
      - GIS Program
  - Nat'l Participation/NACo Board/WIR *POSTED ~ Page 23*
  - NDACo Mailbag *POSTED ~ Page 26*

**PRESENTATION**

- Petition to Eliminate Property Taxes .....Rick Becker

**BACKGROUND**

- Governance *POSTED ~ Page 42*
  - 2023 Board of Directors Governance Appraisal Results *POSTED ~ Page 43* . Chad
  - 2023 New NDACo Board Member Appraisal Results *POSTED ~ Page 47*.... Chad
  - NACo Board of Directors' Representative – Robert Wilson..... Jayme      **ACTION (OVER)**

Strategic Planning Update *POSTED ~ Page 48*.....Aaron  
 Grant Writing.....AE2S/Moore Engineering

**ADMINISTRATIVE SERVICES**

Financial Services  
 2025 Dues Discussion *POSTED ~ Page 49*.....Trudy **ACTION**  
 Investment Strategies *POSTED ~ Page 51*.....Trudy **ACTION**  
 Closing of VOIP Account.....Genny **ACTION**

Personnel Services *POSTED ~ Page 57*  
 Traffic Safety Resource Prosecutor (TSRP).....Aaron  
 County Employer Group (CEG).....Mike  
 Revisions to Technology Policy *POSTED ~ Page 58*.....Genny **ACTION**

**COOPERATIVE SERVICES**

NDIRF *POSTED ~ Page 61*.....Aaron  
 County Financial Partnerships *POSTED ~ Page 62*  
 Indirect Cost Reimbursement Services.....Aaron/Linda  
 Next Generation 911 ..... Jason/Kathy/Teanna/Angie

**MEMBER SERVICES**

Conference Report *POSTED ~ Page 63*  
 2024 Conference Planning Status .....Jeff  
 NDACo Conference Room Request Form *POSTED ~ Page 65*.....Michelle  
 County Commissioner Summit *POSTED ~ Page 66*.....Alisha

Member Outreach  
 County Tours *POSTED ~ Page 67*.....Michelle

**LEGISLATIVE SERVICES**

Proposed Property Tax Elimination Measure *POSTED ~ Page 68* .....Donnell  
 Interim Committee Update.....Donnell

**OLD BUSINESS**

NDACo Resources Group Update *POSTED ~ Page 73*.....Lonny/Dwight

**NEW BUSINESS**

Next Board Meeting Date – Thursday, August 29.....Jayme  
 Board Meeting Evaluation ..... Jayme

“ACTION” indicates formal motion may be required.

Mission: “The North Dakota Association of Counties provides leadership and services to foster effective and efficient government for the good of all counties.”

Vision: “NDACo will a recognized leader in proactively addressing challenges and opportunities affecting local governments.”

**- RECOMMENDED MOTIONS -**

**NDACo BOARD MEETING  
OF  
APRIL 25, 2024**

- Approve Order of Agenda: Motion to approve the agenda as presented.
- Consent Agenda: Motion to approve the items on the consent agenda as presented including approval of the minutes from the December 14, 2023 Board of Directors meetings, as well as NDACo General Fund checks 38125 through 38197, DJS Account checks 7890 through 7903 and ACH payments from November 2023 through February 2024.
- NACo Board of Directors Representative: Motion to ratify the reappointment of Robert Wilson as North Dakota's second representative on the National Association of Counties' Board of Directors.
- 2025 Dues Discussion: Motion to approve a 3% dues increase, unless the 2025 budget warrants a lower percentage increase based on proposed revenue and expenses.
- Investment Strategies: Motion to authorize NDACo to transition investment funds from SIB to other investment entities.
- Closing of VOIP Account: Motion to close the VOIP account at Kirkwood Bank and Trust.
- Revisions to Technology Policy: Motion to approve the Technology, Internet and Email Policy with recommended revisions as presented.

## **REPORTS NOT PLANNED**

- ❑ Excellence in County Government (EICG)
- ❑ Professional Development
- ❑ Outlook Vision
- ❑ Special Operations Team Reimbursement
- ❑ Vision Zero Outreach Program (VZOP)
- ❑ Member Association Management Agreements (MAMA)
- ❑ Statewide Tractor Lease
- ❑ Public Administrator Support Services (PASS)
- ❑ Nationwide Retirement Solutions (NRS)
- ❑ County Employer Group (CEG)
- ❑ Juvenile Justice

**Meeting Minutes**  
**NDACo Board of Directors**  
**December 14, 2023**  
**NDACo County Office Building**

President Tenneson called the meeting to order at 9:00 AM and declared a quorum based on the ILG roll call just taken.

Members Present:	Steve Lee	Jayme Tenneson
Steve Forde	Becky Hagel	Tony Grindberg
Lori Hanson	Erica Johnsrud	Kim Jacobson
Dana Larsen	Shirley Murray	Robert Wilson
Nick Moser	Trudy Ruland	Perry Turner
Kelly Palm	Chad Kaiser	Joan Hollekim
Jamee Folk	Wanda Knutson	

Members Absent:	Beau Anderson	Scott Ouradnik
-----------------	---------------	----------------

Also Present: Aaron Birst, NDACo Executive Director  
Genny Dienstmann, NDACo Staff  
Michelle Tabbert, NDACo Staff  
Jeff Eslinger, NDACo Staff  
Donnell Preskey, NDACo Staff  
Linda Svihovec, NDACo Staff

The President asked if there were any requests for changes to the agenda. There were no suggested changes. Johnsrud moved to approve the agenda as printed. The motion was seconded and passed on a voice vote.

The Board Warm-Up Question was proposed, and each Board member was given an opportunity to respond. Board members were asked to limit their responses to two minutes or less. The question was: "What issues do you want to work on in the interim to prepare for the next legislative session?" The comments included:

- Chemical dependency issues are major; we need to do something to help these people. If we don't fix it now, it is only going to get worse.
- My biggest concern with the term limits that have passed, we will have a lot of turnover in the legislature. We need to get to know our legislators, stay in contact with them outside the session as well as during the session. Encourage county members to also reach out to their legislators.
- Mental health and chemical dependency are major issues for our county.
- Unfunded retirement liability and the counties don't get strapped with huge bills to make up the difference. Determine how we close the gap.
- Closing of rural ambulance services; very limited on volunteers.
- Mental health is huge, both juvenile and adult. More juvenile services are needed, and they have nowhere to go.
- Mental health is big issue in our county. There are limited services for the kids, no follow up services.

- Human Service Zones had over 200 bills that affected us. We did a formal three-year strategic plan. We want to play more of an offensive rather than a defensive role during the session. We need to be the voice of the people we serve.
- The last session taking over some of the contract counties for the Clerks of Court. Keeping our eyes open on this issue and seeing if this is an issue that arises next session.
- Behavioral health, particularly in jails. Need more progress in providing more extensive services in this area. I live in a small county; how do we help those counties help fund infrastructure.
- Mental health and chemical dependency challenges in our law enforcement is far above anything else. We have many people in our jails that don't belong there. They need to have mental health services, but it is now extending beyond law enforcement.
- Understanding the needs in the court system; looking at block grants for technology to allow courthouses to provide more diverse services in the court system.
- Dealing with dilapidated buildings and building new buildings. With the regulations and requirements of erecting buildings with the \$200,000 cap, it is too low. I would like to see that cap to \$1M.
- We can't do anything without funding; we need to look at our funding sources. Is there a way we can educate citizens on what options they have like the homestead tax credit. Don't want to burden property taxpayers.
- Property Tax Elimination measure, if it passes, where is the money going to come from. Some will come from gross production tax, we need to educate everyone about this tax, protecting the formula/distribution of these funds. The oil industry is a blessing/curse, we need to sustain that revenue stream.
- The property tax issue and how the Defined Benefit Plan issues are going to be handled.
- Mental health/chemical dependency. Road maintenance is an issue. We are a small county but have a lot of paved road miles. It's expensive, we are looking to grind up pavement and turn it back to gravel.
- Chemical dependency is a top priority. This is personal to me as I have family struggling with this. Our three-year tax year process with selling property, need to look at who the funds should go to.
- Property taxes and mental health are my two top priority issues.

The President next asked for consideration of the Consent Agenda. Hagel moved to approve the Consent Agenda, including the NDACo minutes from the August 24 and October 9, 2023 meetings, the Delegate Council minutes from October 10, 2023, NDACo General Fund checks #38021 through #38124, DJS Account checks #7870 through #7889 and ACH payments made from July to October 2023. The motion was seconded and passed on a voice vote.

The President directed the Board members to the Governance Report, inviting Genny to provide a review of all Board Policies. Board members were asked to review, sign and return the 2023 Conflict of Interest Disclosure Statement before leaving today's meeting. Genny next presented three employee policies for the Board's review and approval. Two have been created/revised to meet the new standards for grant administration through the NDDOT. They are the Employee Travel Expenses policy and the Payroll and

Compensation policy. The third policy is an update on the Emergency/Weather Closings policy. Kaiser made a motion to approve the policies as presented. The motion was seconded and passed on a voice vote.

Tenneson announced his appointments to serve on the Finance Committee and Governance Committee and followed this with a summary of the Board Member Self-Evaluation results and an explanation of this year's Board Governance Appraisal, which Board members who've served for more than a year are asked to complete before leaving the meeting. Board members who have served less than a year were asked to complete the New Board Member Appraisal before leaving the meeting.

Under Administrative Services, Genny continued with an explanation of the new NG9-1-1 bank account that is needed for the new program to collect and distribute 9-1-1 fees. Jason will be reporting later in the meeting on the new program. Lee made a motion to approve the setup of a new checking account for NG9-1-1 fee collections. The motion was seconded and passed on a voice vote.

The President then directed the Board's attention to the 2024 Budget, and Finance Committee Chair Ruland asked Aaron and Genny to explain the proposed budget. Aaron explained the process used to develop and review the budget, and provided a high-level overview of major projects, responding to questions. Moser moved approval of the 2024 NDACo Budget as presented by the Finance Committee. After receiving a second to the motion, it passed on a unanimous voice vote.

Under County Financial Partnerships, Aaron reported on the progress in getting 52 of the 53 counties to sign joint powers agreements for the collection and distribution of 9-1-1 fees. He explained the web-based portal being developed for the telephone service providers to remit payments.

Jeff was invited to present the 2023 Conference Report. Attendance and registrations were highlighted, and the financial results were shared. A summary of conference feedback was noted. Aaron followed with his plans to hold a Commissioner Conference in March of 2024. It is important to provide a conference dedicated to training for commissioners and provide network opportunities as well.

Aaron and Michelle reported on the County Tours conducted in 2023 and plans for County Tours in 2024 and 2025. After concluding the report, the President suggested a short break.

The President asked for the Legislative Services Report. Aaron began with an update on the ballot measure to eliminate property tax and the group that is working together against the measure, which includes NDACo. Efforts are focusing on proactively educating voters on this measure, and at this time no funds will be dedicated for this measure by NDACo to the coalition. Donnell followed with a review of the Special Session held in October and a rundown of the various interim committees that have been assigned "county-related" studies.

Under Old Business, Wilson gave an update on National Participation, providing highlights from the Fall Board Meeting held November 30 – December 2 that he and Perry Turner attended. Perry added some comments regarding his experience at the meeting.

Aaron was asked to lead a discussion on future board meetings. He explained that the meetings were going paperless, with tablets purchased for Board members to use at meetings to view the reports. He explained a request was made for a change in future agendas that may include an invitation to outside speakers from partner organizations or state agencies. The board members will be asked to provide ideas and topics of information they would like to know more about. There was discussion to invite both sides (Rick Becker for the measure and Samantha Holly against the measure) to meet with the Board to discuss their views on the property tax measure. The board provided direction that Aaron and the staff can bring forward recommendations of speakers based on feedback and the staff would schedule those speakers accordingly.

The President and Aaron then reviewed the proposed 2024 Board meeting dates. It was moved by Kaiser to approve the following Board meeting dates for 2024: April 25, August 29, October 21 & 22 and December 12. The motion was seconded and passed on a voice vote.

Having reached the end of the approved agenda, the President reminded everyone of their board meeting evaluation and declared the meeting adjourned at 11:45 AM.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



**CHECK LISTING FOR NDACO GENERAL FUND  
NOVEMBER 2023- FEBRUARY 2024**

<b>NOVEMBER</b>			
ACH	COMMERCIAL CARD SOLUTIONS	BILLING	\$267,831.04
38125	NDIT	BILLING	\$1,376.34
38126	BISMARCK EVENT CENTER	CONFERENCE BILLING	\$62,002.30
38127	AVI SYSTEMS, INC.	BUILDING BILLING	\$960.00
38128	ND 911 ASSOCIATION	NG911 BILLING	\$300.00
38129	COUNCIL OF STE GOV JUSTICE CNTR	DJS BILLING	\$10,027.62
38130	LINDSEY JO POULIOT	DOH BILLING	\$600.00
38131	ADV ENGINEERNG & ENRNMTAL SRVC	GRANT CONSULTING BILLING	\$2,500.00
38132	MYSTIC ATHLETIC CLUB	VZOP BILLING	\$3,000.00
38133	D&S LLC	BUILDING BILLING	\$1,668.00
ACH	GUARDIAN ANGELS INC.	PASS BILLING	\$62,832.00
ACH	CATHOLIC CHARITIES NORTH DAKOTA	PASS BILLING	\$46,563.00
ACH	DAKOTA CARRIER NETWORK	BILLING	\$7,596.07
ACH	FAMILY ADVOCACY SERVICES	PASS BILLING	\$14,416.00
ACH	GUARDIAN & PROTECTIVE SERVICES	PASS BILLING	\$44,880.00
ACH	LIGHTHOUSE ASSOCIATES, INC.	PASS BILLING	\$6,630.00
ACH	LUTHERAN SOCIAL SERVICE OF MN	PASS BILLING	\$53,873.00
ACH	VERONICA MILLER	PASS BILLING	\$2,550.00
ACH	MORGAN PRINTING, INC	BILLING	\$1,106.32
ACH	NDACO RESOURCES GROUP	BILLING	\$142.50
ACH	OPPORTUNITY FOUNDATION INC.	PASS BILLING	\$8,670.00
38134	WORKFORCE SAFETY	CEG BILLING	\$866.20
38135	AVI SYSTEMS, INC.	BUILDING BILLING	\$1,040.00
38136	CAPITAL JANITORIAL SERVICE	BUILDING BILLING	\$2,900.00
38137	CLEARWATER COMMUNICATIONS, INC.	BILLING	\$1,236.00
38138	ADV ENGINEERNG & ENRNMTAL SRVC	GRANT CONSULTING BILLING	\$2,500.00
38139	701 CAULKING AND SEALANT	BUILDING BILLING	\$3,800.00
ACH	CHAD PETERSON	BOARD VOUCHER	\$795.40
ACH	CASS COUNTY AUDITOR	VZOP BILLING	\$8,000.79
ACH	GRAND FORKS COUNTY AUDITOR	VZOP BILLING	\$9,695.77
ACH	NDACO RESOURCES GROUP	BILLING	\$4,886.01
ACH	PRESORT PLUS	BILLING	\$229.24
<b>DECEMBER</b>			
38140	LOGAN COUNTY AUDITOR	ND911 FEE REFUND	\$609.87
38141	NDIT	BILLING	\$1,381.96
38142	BRIDGEMARK INSURANCE SOLUTIONS	BILLING	\$1,852.00
38143	ND ASSOCIATION OF COUNTY ENGINRS	NDACE BILLING	\$150.00
38144	IMPACT TEEN DRIVERS	VZOP BILLING	\$497.50
38145	BROADWAY GRILL & TAVERN	BILLING	\$1,200.00
38146	WEST FARGO BASEBALL ASSOCIATION	VZOP BILLING	\$750.00
38147	COUNCIL OF STE GOV JUSTICE CNTR	DJS BILLING	\$2,181.74
38148	EXPRESSIONS BY MICHELLE PHOTO	BILLING	\$90.00
38149	LINDSEY JO POULIOT	DOH BILLING	\$200.00
ACH	COMMERCIAL CARD SOLUTIONS	BILLING	\$145,878.12
ACH	GUARDIAN ANGELS INC.	PASS BILLING	\$61,540.00
ACH	BURLEIGH COUNTY AUDITOR	VZOP BILLING	\$7,543.04
ACH	CATHOLIC CHARITIES NORTH DAKOTA	PASS BILLING	\$45,526.00
ACH	DAKOTA CARRIER NETWORK	BILLING	\$7,596.62
ACH	DE NOVO CONSULTING SOLUTIONS	BILLING	\$37,807.00
ACH	EIDE BAILLY LLP	BILLING	\$500.00
ACH	FAMILY ADVOCACY SERVICES	PASS BILLING	\$16,541.00
ACH	GUARDIAN & PROTECTIVE SERVICES INC	PASS BILLING	\$46,971.00
ACH	GRAND FORKS COUNTY AUDITOR	VZOP BILLING	\$8,651.50

<b>DECEMBER</b>			
ACH	LIGHTHOUSE ASSOCIATES, INC.	PASS BILLING	\$6,630.00
ACH	LUTHERAN SOCIAL SERVICE OF MN	PASS BILLING	\$53,720.00
ACH	VERONICA MILLER	PASS BILLING	\$3,281.00
ACH	MORGAN PRINTING, INC	BILLING	\$1,993.36
ACH	NDACO RESOURCES GROUP	BILLING	\$725.56
ACH	OPPORTUNITY FOUNDATION INC.	PASS BILLING	\$8,670.00
ACH	PERRY TURNER	BOARD VOUCHER	\$307.25
ACH	ROBERT WILSON	BOARD VOUCHER	\$787.59
ACH	WARD COUNTY AUDITOR	PASS BILLING	\$9,424.64
ACH	BECKY SUE HAGEL	BOARD VOUCHER	\$257.20
ACH	CHAD KAISER	BOARD VOUCHER	\$100.00
ACH	DANA LARSEN	BOARD VOUCHER	\$100.00
ACH	TONY GRINDBERG	BOARD VOUCHER	\$100.00
ACH	JOAN HOLLEKIM	BOARD VOUCHER	\$100.00
ACH	JAMEE FOLK	BOARD VOUCHER	\$193.01
ACH	KIM JACOBSON	BOARD VOUCHER	\$100.00
ACH	ERICA JOHNSRUD	BOARD VOUCHER	\$342.35
ACH	KELLY PALM	BOARD VOUCHER	\$317.46
ACH	LORI HANSON	BOARD VOUCHER	\$100.00
ACH	NICHOLAS MOSER	BOARD VOUCHER	\$427.50
ACH	PERRY TURNER	BOARD VOUCHER	\$231.00
ACH	ROBERT WILSON	BOARD VOUCHER	\$354.14
ACH	STEVEN FORDE	BOARD VOUCHER	\$348.90
ACH	STEVEN LEE	BOARD VOUCHER	\$178.60
ACH	SHIRLEY MURRAY	BOARD VOUCHER	\$185.15
ACH	TRUDY RULAND	BOARD VOUCHER	\$307.64
ACH	JAYME TENNESON	BOARD VOUCHER	\$378.37
ACH	WANDA KNUTSON	BOARD VOUCHER	\$178.60
38150	MINOT STATE UNIVERSITY ATHLETICS	VZOP BILLING	\$5,500.00
38151	WORKFORCE SAFETY	CEG BILLING	\$573.60
38152	DEPARTMENT OF TRANSPORTATION	TSRP BILLING	\$287.72
38153	ADVANCED BUSINESS METHODS	BILLING	\$9,925.30
38154	TRANE U.S. INC.	BUILDING BILLING	\$464.00
38155	CAPITAL JANITORIAL SERVICE	BUILDING BILLING	\$2,900.00
38156	ADV ENGINEERING & ENRNMTAL SRVC	GRANT CONSULTING BILLING	\$2,500.00
38157	D&S LLC	BUILDING BILLING	\$6,676.32
38158	NEVISION SECURITY, LLC	BUILDING BILLING	\$225.00
38159	THREE+ONE COMPANY, INC.	BILLING	\$9,900.00
ACH	CASS COUNTY AUDITOR	VZOP BILLING	\$8,075.02
ACH	NDACO RESOURCES GROUP	BILLING	\$3,364.30
ACH	PRESORT PLUS	BILLING	\$201.45
<b>JANUARY</b>			
ACH	TRASHBILLING	BILLING	\$215.00
ACH	PXC, INC.	BILLING	\$156.50
ACH	COMMERCIAL CARD SOLUTIONS	BILLING	\$149,479.09
ACH	GUARDIAN ANGELS INC.	PASS BILLING	\$61,812.00
ACH	CATHOLIC CHARITIES NORTH DAKOTA	PASS BILLING	\$45,458.00
ACH	FAMILY ADVOCACY SERVICES	PASS BILLING	\$18,360.00
ACH	GUARDIAN & PROTECTIVE SERVICES	PASS BILLING	\$47,481.00
ACH	LIGHTHOUSE ASSOCIATES, INC.	PASS BILLING	\$6,630.00
ACH	LUTHERAN SOCIAL SERVICE OF MN	PASS BILLING	\$52,819.00
ACH	VERONICA MILLER	PASS BILLING	\$3,570.00
ACH	OPPORTUNITY FOUNDATION INC.	PASS BILLING	\$8,670.00
38160	NDIT	BILLING	\$1,367.17
38161	BRIDGEMARK INSURANCE SOLUTIONS	BILLING	\$68.00
38162	ND ASSOCIATION OF COUNTY ENGINEERS	NDACE BILLING	\$500.00
38163	ND TRANSPORTATION COALITION	BILLING	\$600.00

<b>JANUARY</b>			
38164	COUNCIL OF STE GOV JUSTICE CNTR	DJS BILLING	\$10,728.59
38165	BADLANDS BIG STICKS BSEBALL CLUB	VZOP BILLING	\$4,000.00
38166	LINDSEY JO POULIOT	DOH BILLING	\$200.00
38167	D&S LLC	BUILDING BILLING	\$2,655.37
38168	NEWVISION SECURITY, LLC	BUILDING BILLING	\$4,418.25
38169	US FLAGPOLE GUY	BUILDING BILLING	\$55.00
ACH	BURLEIGH COUNTY AUDITOR	VZOP BILLING	\$8,198.12
ACH	CASS COUNTY AUDITOR	VZOP BILLING	\$8,550.04
ACH	DAKOTA CARRIER NETWORK	BILLING	\$7,595.76
ACH	GRAND FORKS COUNTY AUDITOR	VZOP BILLING	\$8,823.00
ACH	NDACO RESOURCES GROUP	BILLING	\$114.00
ACH	TERRANCE TRAYNOR	REFUND CONF DUPLICATE	\$1,750.00
ACH	WARD COUNTY AUDITOR	VZOP BILLING	\$13,989.67
ACH	MONTANA DAKOTA UTILITIES CO	BUILDING BILLING	\$4,167.30
38170	WORKFORCE SAFETY	CEG BILLING	\$574.87
38171	BURLEIGH COUNTY TREASURER	VZOP BILLING	\$24,114.90
38172	CLEARWATER COMMUNICATIONS, INC.	BILLING	\$1,273.00
38173	COUNCIL OF STE GOV JUSTICE CNTR	DJS BILLING	\$5,828.09
38174	CENTRAL REGION EDUCATION ASSOC	DJS BILLING	\$202,417.07
38175	ADV ENGINEERING & ENRNMTAL SRVC	GRANT CONSULTING BILLING	\$2,500.00
38176	MOORE ENGINEERING INC	GRANT CONSULTING BILLING	\$3,356.25
38177	SURRYSTONE RESOURCES	DOH BILLING	\$4,500.00
38178	AVI SYSTEMS, INC.	BUILDING BILLING	\$775.00
ACH	BURLEIGH COUNTY AUDITOR	VZOP BILLING	\$11,453.53
ACH	JOAN HOLLEKIM	BOARD VOUCHER	\$75.04
ACH	MORGAN PRINTING, INC	BILLING	\$2,118.01
ACH	NDACO RESOURCES GROUP	BILLING	\$3,109.40
ACH	PRESORT PLUS	BILLING	\$437.65
ACH	WALSH COUNTY AUDITOR	ND911 FEE REFUND	\$8,112.30
<b>FEBRUARY</b>			
ACH	COMMERCIAL CARD SOLUTIONS	BILLING	\$215,438.87
ACH	GUARDIAN ANGELS INC.	PASS BILLING	\$60,860.00
ACH	BARNES COUNTY AUDITOR	911 VOIP REFUND	\$33.60
ACH	BOTTINEAU COUNTY AUDITOR	911 VOIP REFUND	\$22.80
ACH	BURLEIGH COUNTY AUDITOR	VZOP BILLING	\$9,457.39
ACH	BURLEIGH COUNTY AUDITOR	911 VOIP REFUND	\$1,206.50
ACH	CASS COUNTY AUDITOR	VZOP BILLING	\$10,510.80
ACH	CATHOLIC CHARITIES NORTH DAKOTA	PASS BILLING	\$44,880.00
ACH	DAKOTA CARRIER NETWORK	BILLING	\$9,575.56
ACH	DICKEY COUNTY AUDITOR	911 VOIP REFUND	\$11.40
ACH	DIVIDE COUNTY AUDITOR	911 VOIP REFUND	\$15.40
ACH	DUNN COUNTY AUDITOR	911 VOIP REFUND	\$1.40
ACH	EMMONS COUNTY AUDITOR	911 VOIP REFUND	\$7.13
ACH	FAMILY ADVOCACY SERVICES	PASS BILLING	\$18,071.00
ACH	FOSTER COUNTY AUDITOR	911 VOIP REFUND	\$9.50
ACH	GUARDIAN & PROTECTIVE SERVICES	PASS BILLING	\$47,753.00
ACH	GRAND FORKS COUNTY AUDITOR	VZOP BILLING	\$9,049.12
ACH	LIGHTHOUSE ASSOCIATES, INC.	PASS BILLING	\$7,140.00
ACH	LUTHERAN SOCIAL SERVICE OF MN	PASS BILLING	\$52,581.00
ACH	MCHENRY COUNTY AUDITOR	911 VOIP REFUND	\$16.80
ACH	MCKENZIE COUNTY AUDITOR	911 VOIP REFUND	\$23.80
ACH	VERONICA MILLER	PASS BILLING	\$3,570.00
ACH	MORTON COUNTY AUDITOR	911 VOIP REFUND	\$328.70
ACH	NDACO RESOURCES GROUP	BILLING	\$4,840.10
ACH	OPPORTUNITY FOUNDATION INC.	PASS BILLING	\$8,670.00
ACH	PEMBINA COUNTY AUDITOR	911 VOIP REFUND	\$79.80
ACH	PRESORT PLUS	BILLING	\$227.57

<b>FEBRUARY</b>			
ACH	RICHLAND CO AUDITOR	911 VOIP REFUND	\$64.60
ACH	SHERIDAN COUNTY AUDITOR	911 VOIP REFUND	\$22.80
ACH	STARK COUNTY AUDITOR	911 VOIP REFUND	\$126.00
ACH	JAYME TENNESON	BOARD VOUCHER	\$79.06
ACH	TRAILL COUNTY AUDITOR	911 VOIP REFUND	\$22.80
ACH	WALSH COUNTY AUDITOR	911 VOIP REFUND	\$43.70
ACH	WARD COUNTY AUDITOR	911 VOIP REFUND	\$397.10
ACH	WARD COUNTY AUDITOR	VZOP BILLING	\$8,020.53
ACH	WILLIAMS COUNTY AUDITOR	911 VOIP REFUND	\$241.30
38179	HETTINGER COUNTY AUDITOR	911 VOIP REFUND	\$8.55
38180	LAMOURE COUNTY AUDITOR	911 VOIP REFUND	\$11.40
38181	PIERCE COUNTY AUDITOR	911 VOIP REFUND	\$11.40
38182	RENVILLE COUNTY AUDITOR	911 VOIP REFUND	\$45.60
38183	ROLETTE COUNTY AUDITOR	911 VOIP REFUND	\$11.40
38184	STEELE COUNTY AUDITOR	911 VOIP REFUND	\$11.40
38185	STUTSMAN COUNTY AUDITOR	911 VOIP REFUND	\$176.70
38186	WELLS COUNTY AUDITOR	911 VOIP REFUND	\$22.80
38187	CITY OF GRAND FORKS FINANCE DEPT	911 VOIP REFUND	\$2,395.90
38188	LAKE REGION 9-1-1	911 VOIP REFUND	\$199.50
38189	NDIT	BILLING	\$1,380.32
38190	ND BROADCASTERS ASSOCIATION	BILLING	\$100.00
38191	LINDSEY JO POULIOT	DOH BILLING	\$300.00
38192	D&S LLC	BUILDING BILLING	\$6,401.87
38193	PETER KENNETH HALBACH	TSRP BILLING	\$646.25
ACH	ADAMS COUNTY AUDITOR	911 VOIP REFUND	\$22.80
ACH	CASS COUNTY AUDITOR	911 VOIP REFUND	\$7,836.35
ACH	EMMONS COUNTY AUDITOR	911 VOIP REFUND	\$624.25
ACH	MORGAN PRINTING, INC	BILLING	\$683.61
ACH	NDACO RESOURCES GROUP	BILLING	\$525.00
ACH	ROBERT WILSON	BOARD VOUCHER	\$2,582.02
ACH	TRUDY RULAND	BOARD VOUCHER	\$212.39
38194	WORKFORCE SAFETY	CEG BILLING	\$1,255,942.31
38195	NEVVISION SECURITY, LLC	BUILDING BILLING	\$4,558.25
38196	VISION WEST ND, INC	BILLING	\$500.00
38197	HP INC.	BILLING	\$505.08

Approved by motion of the Board of Directors.

President: \_\_\_\_\_

Date: \_\_\_\_\_

\\aco54file\ndacodata\$\Administrative Services\Board Management\Board Financial Info\[List of Checks.xlsx]NDACo Checks

**SUGGESTED MOTION: "MOTION TO APPROVE GENERAL FUND CHECKS 38125-38197 AND ACH PAYMENTS DURING THIS TIME PERIOD."**

**CHECK LISTING FOR DJS GENERAL FUND  
NOVEMBER 2023- FEBRUARY 2024**

<b>NOVEMBER</b>			
7890	NW YOUTH ASSESSMENT CENTER	BILLING	\$2,243.95
7891	GRAND FORKS JUVENILE DETENTION CENTER	BILLING	\$271.21
7892	SUNRISE YOUTH BUREAU	BILLING	\$1,907.32
ACH	ND ASSOCIATION OF COUNTIES	BILLING	\$2,473.34
<b>DECEMBER</b>			
7893	NW YOUTH ASSESSMENT CENTER	BILLING	\$384.41
7894	YOUTHWORKS	BILLING	\$8,590.50
7895	GRAND FORKS JUVENILE DETENTION CENTER	BILLING	\$1,470.00
ACH	ND ASSOCIATION OF COUNTIES	BILLING	\$2,373.77
7896	SUNRISE YOUTH BUREAU	BILLING	\$1,569.18
<b>JANUARY</b>			
7897	YOUTHWORKS	BILLING	\$9,953.79
7898	GRAND FORKS JUVENILE DETENTION CENTER	BILLING	\$3,421.50
7899	SUNRISE YOUTH BUREAU	BILLING	\$1,998.72
ACH	ND ASSOCIATION OF COUNTIES	BILLING	\$2,373.77
ACH	TURTLE MOUNTAIN ATTENDANT CARE PROGRAM	BILLING	\$2,476.00
7900	NW YOUTH ASSESSMENT CENTER	BILLING	\$2,727.46
7901	YOUTHWORKS	BILLING	\$11,943.71
7902	THE CONSENSUS COUNCIL, INC	BILLING	\$11,154.76
ACH	TURTLE MOUNTAIN ATTENDANT CARE PROGRAM	BILLING	\$148.00
<b>FEBRUARY</b>			
7903	GRAND FORKS JUVENILE DETENTION CENTER	BILLING	\$199.00
ACH	ND ASSOCIATION OF COUNTIES	BILLING	\$8,073.77

Approved by motion of the Board of Directors.

President: \_\_\_\_\_

Date: \_\_\_\_\_

\\aco54file\ndacodata\$\Administrative Services\Board Management\Board Financial Info\[List of Checks.xlsx]NDACo Checks

**SUGGESTED MOTION: "MOTION TO APPROVE DJS FUND CHECKS 7890-7903 AND ACH PAYMENTS DURING THIS TIME PERIOD."**

**North Dakota Association of Counties  
Combined Statement of Revenues and Expenditures  
for Period Ending February 29, 2024**

	2024 Actual Year-to-Date	2024 Budget	% of Budget	See Notes:
<b>OPERATING REVENUES</b>				1)
County Dues	121,297.00	727,750.00	16.7%	
General Revenue	30,503.74	152,140.00	20.0%	
Publication Services	9,761.09	47,700.00	20.5%	
Conference/Workshop Services	0.00	236,630.00	0.0%	2)
Cooperative Services	1,064,171.31	6,591,600.00	16.1%	
Subsidiary Reimbursements	6,562.85	22,000.00	29.8%	3)
Building Income	40,515.55	250,010.00	16.2%	
DJS-Juvenile Justice Grant	19,966.74	500,000.00	4.0%	4)
<b>TOTAL OPERATING REVENUES</b>	<b>\$1,292,778.28</b>	<b>\$8,527,830.00</b>	<b>15.2%</b>	1)
<b>OPERATING EXPENDITURES</b>				
Salaries	325,211.76	2,051,540.00	15.9%	
Overhead	134,225.60	845,870.00	15.9%	
Travel	35,778.73	111,500.00	32.1%	5)
Supplies	2,487.34	13,600.00	18.3%	
Fees & Services	6,719.25	65,290.00	10.3%	6)
Other Operating	8,151.04	53,080.00	15.4%	
Building Operations Expense	49,151.84	361,640.00	13.6%	
Legislative Services	1,473.70	19,600.00	7.5%	7)
Publication Services	8,912.20	42,790.00	20.8%	
Conference/Workshop Services	1,437.42	206,000.00	0.7%	2)
Cooperative Services	362,296.31	4,416,950.00	8.2%	8)
DJS Grant Pass Thru/Subgrants	19,966.74	500,000.00	4.0%	4)
<b>TOTAL EXPENDITURES</b>	<b>\$955,811.93</b>	<b>\$8,687,860.00</b>	<b>11.0%</b>	1)
<b>EXCESS REVENUES OVER EXPEND.</b>	<b>\$336,966.35</b>	<b>(\$160,030.00)</b>		9)
<b>NONOPERATING REVENUES</b>				
Variable Investment Income	\$10,680.94	\$261,000.00	4.1%	10)

**Suggested Motion: Motion to accept financial reports**

**North Dakota Association of Counties  
Combined Balance Sheet  
as of February 29, 2024**

	<u>NDACo General Fund</u>	<u>DJS Fund</u>	<u>Combined Total</u>	<u>See Notes:</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash	8,781,198.05	0.00	8,781,198.05	11)
Prepaid Expenses	1,177,117.52	0.00	1,177,117.52	12)
Accounts/Lease/Interest Receivable	696,428.28	11,545.97	707,974.25	13)
<b>Total Current Assets</b>	<b>10,654,743.85</b>	<b>11,545.97</b>	<b>10,666,289.82</b>	
<b>Noncurrent Assets</b>				
Investments	7,655,448.00		7,655,448.00	14)
Designated Investments	1,502,433.55		1,502,433.55	15)
Capital Lease Commission	7,413.31		7,413.31	16)
Land	178,558.71		178,558.71	
Furniture & Equip.	486,267.42		486,267.42	
Building & Improvements	4,827,161.30		4,827,161.30	
Vehicles	108,993.81		108,993.81	
Accumulated Depr.	(2,608,913.81)		(2,608,913.81)	
<b>Total Noncurrent Assets</b>	<b>12,157,362.29</b>	<b>0.00</b>	<b>12,157,362.29</b>	
<b>TOTAL ASSETS</b>	<b>\$22,812,106.14</b>	<b>\$11,545.97</b>	<b>\$22,823,652.11</b>	
<b>Liabilities &amp; Fund Balances</b>				
<b>Current Liabilities</b>				
Accounts Payable	1,335,703.33	11,545.97	1,347,249.30	17)
Accounts Payable-Next Gen 911 Fund	3,726,654.88		3,726,654.88	18)
Payroll Withholding Payable	4.51		4.51	
Accrued Expenses	992,398.77		992,398.77	19)
Deferred Premiums	3,207,650.00		3,207,650.00	20)
Deferred Inflows of Resources-Lease Rev	259,458.78		259,458.78	13)
Deferred Dues Revenue	606,460.00		606,460.00	
Deferred Special Projects Revenue	961.07		961.07	
Deferred Ad Revenue	21,967.24		21,967.24	
Accrued PTO Leave	190,004.17		190,004.17	
<b>Total Current Liabilities</b>	<b>10,341,262.75</b>	<b>11,545.97</b>	<b>10,352,808.72</b>	
<b>TOTAL LIABILITIES</b>	<b>10,341,262.75</b>	<b>11,545.97</b>	<b>10,352,808.72</b>	
<b>Fund Balances</b>				
Net Fixed Assets	3,001,041.35		3,001,041.35	
Reserve for Workers Comp	1,000,000.00		1,000,000.00	
Unreserved:				
Undesignated	8,122,154.75	0.00	8,122,154.75	
Excess Rev Over Expenditures	347,647.29	0.00	347,647.29	
<b>TOTAL FUND BALANCES</b>	<b>12,470,843.39</b>	<b>0.00</b>	<b>12,470,843.39</b>	
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$22,812,106.14</b>	<b>\$11,545.97</b>	<b>\$22,823,652.11</b>	

**Suggested Motion: Motion to accept financial reports**

# North Dakota Association of Counties

February 29, 2024



## Notes to the Financial Statements:

- 1) We are through 2 out of 12 months; and revenues and expenses should be near 17% of budget. Total revenues are 15.2% of budget, and expenses are 11% after February.
- 2) Annual Conference Revenues and Expenses won't be booked until October.
- 3) Subsidiary Reimbursements are ahead of budget at 29.8%. This is typical for the first couple months of the year when NDACo finance staff support the subsidiary with payroll and benefits as well as the annual audit.
- 4) The Juvenile Justice Program is behind target at 4% of budget at this time. A majority of the contracts are billed quarterly, so we'll see this pick up as we go through the year.
- 5) Travel Expenses are high early in the year due to a couple NACO trips which are well attended.
- 6) Fees & Services Expenses are at 10.3% after February. This is primarily due to timing; the annual audit isn't billed until after March; and several other fees are later in the year as well.
- 7) Legislative Services are low; most of these costs will be incurred later in the year as the legislative team ramps up for next year's session.
- 8) The CEG Program is primarily the reason for the expenses in the Cooperative Services area being behind target. We will know the reconciled premiums very soon; then will be booking the safety discounts and dividend credit expenses. This will be nearer budget goals mid-year.
- 9) After February, the excess Revenues over Expenditures is \$336,966; compared to annual budgeted loss for 2024 of (\$160,030). This is mainly due to the timing of the CEG Program expenditures which will increase in the next couple months.
- 10) The NDACo Investments have shown small gains so far in 2024; with income of \$10,680. Note that the SIB Funds are always a month behind (January); and we book market gain or losses on our Colliers Fund each quarter to avoid sharp inclines or declines.
- 11) Cash contains NDACo general funds, the NG911 Program, PASS Program, CEG Program, and the recently created 911 Fee Collections Program. The Juvenile Justice Account (DJS) is on a reimbursement basis, so we do not have funds on hand.
- 12) Prepaid Expenses include Workers Compensation premium payments, office/vehicle insurance, and paid travel for future months.
- 13) Related to GASB 87 implementation in 2022: 1) the Accounts/Lease/Interest Receivable includes some lease and interest receivables, 2) Deferred Inflows are the future building lease income through future lease periods.
- 14) The NDACo Investments are in the SIB Fund; \$7,655,448.
- 15) Designated Investments are the CEG Program Reserves of \$1,000,000 at Colliers as well as some NDACo Investments.
- 16) Capital Lease Commission is the payment to the agency who helped us find a rental tenant which began February 2023. This commission expense is spread out over the 5 year lease.
- 17) The Accounts Payable is mainly comprised of monthly credit card bills for travel, monthly NG911 program bills and other program and operating expenses.
- 18) Accts Payable - NG911 Fund includes the 911 Fee Collection Payables, thus an increase of about \$1,500,000 per month as these payments come in and go back out.
- 19) Accrued Expenses consist of accrued CEG Premiums and CEG Program Excess from 2023 to be paid out this spring to Counties.
- 20) Deferred Premiums are the CEG Premiums that will be recognized through 2024.



**NDACO RESOURCES GROUP, INC.  
BALANCE SHEET  
AS OF FEBRUARY 29, 2024**

**ASSETS**

	<u>CURRENT YEAR-TO-DATE</u>	<u>PRIOR YEAR-TO-DATE</u>
CURRENT ASSETS	\$1,070,862.14	\$244,452.81
PROPERTY, EQUIPMENT, & RIGHT OF USE ASSETS	128,806.04	172,413.11
OTHER ASSETS	497,199.39	462,573.68
<b>TOTAL ASSETS</b>	<b>\$1,696,867.57</b>	<b>\$879,439.60</b>

**LIABILITIES AND STOCKHOLDER'S EQUITY**

CURRENT LIABILITIES	\$771,709.63	\$928,322.79
LONG TERM LIABILITIES	8,000.00	8,000.00
STOCKHOLDERS EQUITY	917,157.94	943,116.81
<b>TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY</b>	<b>\$1,696,867.57</b>	<b>\$1,879,439.60</b>

**NDACO RESOURCES GROUP, INC.  
INCOME STATEMENT  
FOR THE PERIOD ENDING FEBRUARY 29, 2024**

	<u>CURRENT YEAR-TO-DATE</u>	<u>PRIOR YEAR-TO-DATE</u>
REVENUE	\$447,638.54	\$481,994.01
COST OF SALES	402,084.88	431,611.64
<b>GROSS PROFIT</b>	<b>45,553.66</b>	<b>50,382.37</b>
OPERATING EXPENSES	\$71,559.48	\$67,432.68
OTHER INCOME	5,264.39	4,955.02
INVESTMENT INTEREST INCOME	2,135.07	1,954.10
OTHER EXPENSE	1,611.86	9,270.85
<b>NET INCOME BEFORE INCOME TAXES</b>	<b>(\$20,218.22)</b>	<b>(\$19,412.04)</b>

# SERVICE REPORT: State Investment Board April 2024

(Report submitted to the Board of Directors by Cathy.)

## PROGRAM UPDATE:

- Attached is the monthly statement for the period ending February 29, 2024.

Below is a table that reflects the preliminary February 2024 Net ROR (rate of return), the current FYTD, prior year FY23, 3 years ended 6/30/23, and 5 years ended 6/30/23 for the NDACo Fund.

### *NDACo Fund*

	Feb-24 Net ROR	Current FYTD	Prior Year FY23	3 Years Ended 6/30/23	5 Years Ended 6/30/23
<b>Total</b>	0.94%	6.56%	6.28%	2.55%	4.07%
<b>Policy Target Benchmark</b>	0.73%	5.51%	5.33%	1.78%	3.83%

# ND ASSOCIATION OF COUNTIES

## State Investment Board Statement of Net Position As of 2/29/2024

	As of <u>2-29-24</u>	As of <u>6-30-23</u>
ASSETS:		
INVESTMENTS (AT FAIR VALUE)		
GLOBAL EQUITIES	\$ 2,661,173	\$ 2,530,071
GLOBAL FIXED INCOME	4,821,121	4,477,988
INVESTED CASH (NOTE 1)	<u>192,130</u>	<u>210,006</u>
TOTAL INVESTMENTS	7,674,424	7,218,065
RECEIVABLES		
DIVIDEND/INTEREST RECEIVABLE	<u>4,809</u>	<u>5,023</u>
TOTAL RECEIVABLES	4,809	5,023
OTHER ASSETS		
INVESTED SECURITIES LENDING COLLATERAL (NOTE 2)	<u>52,285</u>	<u>42,409</u>
TOTAL ASSETS	<u>7,731,518</u>	<u>7,265,497</u>
LIABILITIES:		
SECURITIES LENDING COLLATERAL (NOTE 2)	52,285	42,409
INVESTMENT EXPENSE PAYABLE	<u>5,159</u>	<u>5,040</u>
TOTAL LIABILITIES	<u>57,444</u>	<u>47,449</u>
NET POSITION:		
HELD IN TRUST	<u>7,674,074</u>	<u>7,218,048</u>
TOTAL NET POSITION	<u>\$ 7,674,074</u>	<u>\$ 7,218,048</u>

## **SERVICE REPORT: Publications**

### **April 2024**

(Report submitted to the Board of Directors by Jeff, Linda and Donnell.)

#### **PROGRAM UPDATE:**

- **Website**

Work on a revised website design has resumed. While the pages will largely keep the same look, we hope to make the navigation more mobile friendly. Slightly over half of the users accessing our site are computers, but the percentage accessing it with mobile devices (phones and tablets) is increasing rapidly. We don't want a design that is difficult for half of our users.

- **County News**

2024 *County News* advertising revenue is down slightly after increasing in 2023. The Clearwater Communications contract for layout was renewed again, and we have received a proposal from Clearwater to take over more of the production and advertising solicitation. Morgan Printing of Grafton continues as our printer/mailer.

- **County Officials Directory**

The *County Officials Directory* was published in mid-February by Morgan Printing of Grafton. We printed 1,100 again this year. We are down in ad revenue compared with 2023. This has been a long developing trend, likely due to the far more convenient access to the same data on our website.

- **County Salary, Staffing, Fringe Benefit & Boards Surveys**

The Salary, Staffing, Fringe Benefit & Boards Surveys IS available in our Members Area. Linda is now running this effort and worked with our web developer to design a far more comprehensive data collection system, allowing counties to upload data that they export directly from their payroll software. The data can be accessed through an interactive tool or by downloading spreadsheets. Linda included a short demo on accessing the surveys during the County Commissioners Summit on March 20.

- **Leader Letter**

No changes to report on the *Leader Letter*. It is emailed the last week of each month to all county department heads.

- **Common Ground**

Our legislative newsletter – digital-only – is sent out to all Legislators and other subscribers through our website most months. Back issues can be found at [www.ndaco.org/enewsletters/common-ground](http://www.ndaco.org/enewsletters/common-ground), which also has a link to add your email address to the subscriber list.

- **Social Media**

Our Facebook page continues to grow in popularity. We have reached over 2,300 followers, a slight increase over last year. We have continued the “FAQ Friday” posts, and they get good feedback. Topics cover both NDACo functions and county functions.

- **Legislative Blog**

NDACo Legislative Blog can be found at [ndcounties.blog](http://ndcounties.blog). This is the primary source of legislative information on county related issues. NDACo uses the blog to push out calls to action, updates on legislative actions along with hearing schedules and weekly reports. 294 people have subscribed to receive email notifications when the blog is updated. In 2023, the blog had nearly 4,000 views.

# **SERVICE REPORT: County Financial Partnerships (CFP)**

## **April 2024**

(Report submitted to the Board of Directors by Genny and Kaitlyn.)

### **PROGRAM UPDATE:**

- **Drug & Alcohol Testing Service**

This program continues to have strong participation by our members with 48 counties in the DOT pool including 588 employees and in the non-DOT pool there are 27 counties and 4 Human Service Zones with 508 employees.

Global Safety Network continues to work with counties to meet the federal requirements of the Clearinghouse database, which tracks the drug and alcohol violations of CDL drivers nationwide. Employers are also required to conduct queries as part of a pre-employment driver investigation at least annually for current employees.

- **Geographic Information Systems (GIS) Program**

Since late last year, the GIS Program finalized a contract with NDIT to work on the State Parcel Program. As of the first of the year, Kaitlyn has been working diligently with NDIT and the Sanborn AppGeo as a liaison between counties and state agencies to ensure county parcel and tax roll data is uploaded in a timely manner, investigating, and assisting with the revision of submitted data, along with maintenance tasks to ensure scripts are running properly. Additional close workings with NDIT include being a part of the CAMA working group that was recently formed to develop a plan for integrating CAMA data into the State Parcel Data. Additionally, Kaitlyn has teamed up with NDIT and became co-chair of the ND Geospatial Summit taking place in September.

Currently, there is a final town in Sioux County to complete in the addressing project. The pilot parcel project for Ransom County also has a final town to complete yet. Some other work that the GIS Program has been working on includes assisting counties with parcel and tax roll corrections, creating and maintaining lines of communication with the counties along with continuing to display the importance of GIS to counties and affiliated departments. An opportunity to work closely with Traill County Health District is being explored; they approached Kaitlyn regarding the creation and implementation of a map that contains all AED, Narcan One Boxes and Health Bots within their jurisdiction. At this time, there will be one additional health district that will be joining the efforts but hopeful that once in place, this will be created and available across the state.

Extensive efforts have been made to ensure that the GIS Program has the knowledge and skills to provide counties with the highest level of services. In February, Kaitlyn attended the NACo Legislative Conference and made the most of her time in Washington DC by also attending Esri's Federal User Conference. Recently, she has applied to join the GIS Subcommittee (soon to be FutureTech Subcommittee) and is eager to serve alongside other GIS/industry folks from across the county.

# SERVICE REPORT: National Participation April 2024

(Report submitted to the Board of Directors by Perry, Robert and Michelle.)

## PROGRAM UPDATE:

### National Participation/NACo Board

*Following is Perry Turner's report from the NACo Legislative Conference:*

The 2024 NACo Legislative Conference was held in Washington D.C., February 10-13. Several NDACo officials attended the conference with approximately 2000 county attendees from across the country.

President Joe Biden headlined the conference along with cabinet secretaries, federal agency leaders and senior administration staff. Conference attendees worked to shape a 2024 legislative agenda, received current updates on key federal policies, such as the Farm Bill, and served as advocates for critical county priorities. Issues covered during the conference included disaster preparedness, 2024 election and election workers, artificial intelligence, behavioral health and justice.

The NACo Board of Directors held their meeting the morning of February 13<sup>th</sup>. We adopted several priorities that provide essential building blocks for healthy, safe and vibrant counties.

- Counties as intergovernmental partners
- High speed internet
- Payment in Lieu of Taxes (PILT)
- Secure Rural Schools (SRS)
- Mental and behavioral health
- 2024 elections

Each year NACo releases a data driven document which captures all counties do to serve people. Several interesting county facts:

- 78% of all public transit is operated by counties
- 62% of all counties have federal land in their county
- Counties support and operate 1000 hospitals, 800 long term care facilities, 2900 jails and 1900 public health facilities

*Following is Robert Wilson's report from the NACo Legislative Conference:*

### **1. Career, Economic & Workforce Development Steering Committee**

- Presentations included USDA Rural Housing Services, recognition of 50<sup>th</sup> anniversary of CDBG program, and a representative from the US Bureau of Labor Statistics.

## **2. National Association of County Administrators (NACA) Discussion with NACo Leadership**

- Increasing #'s of counties looking to NACo for help with strategic planning. NACo is looking to stand-up this effort.
- NACo just completed an AI children's book. Complete with short-comings and built-in biases that exist in AI.
- I-Civics game has been upgraded.
- Nationwide there are 42-combined city/county governments.
- Upcoming initiatives include:
  - Public Promise Procurement (bulk purchasing contracts counties can access)
  - NACo Edge (financial products)
  - Combined, counties have \$600B in annual budgets & employ 2% of American workforce.
  - NACo has contract with CVS for prescription costs on county health plans. All counties can take advantage.
  - Piloting a project to help county employees take advantage of Public Service Loan Forgiveness.

## **3. NACo Board Forum**

- Center for Civic Education presentation
  - No Child Left Behind – big drop in focus on social studies education & knowledge.

## **4. NACo Board Meeting**

- County's economic report. Every County in the US included.

## **5. RAC Meeting**

- Heard from Ag. Secretary Tom Vilsack
- VSO office supports - Highly rural transportation grants.

## **6. Membership Committee**

- Closely tracking who's renewing and how much engagement there is from each county. I'll hear about it if a county is late paying dues or under participating.

## **Western Interstate Region (WIR)**

The 2024 WIR Conference will be held May 8-10 in Mariposa, CA. The following county officials and NDACo staff plan to attend:

- Scott Ouradnik, WIR Board Member (Slope County Commissioner)
- Robert Wilson, NACo Board Member (Cass County Administrator)
- Jayme Tenneson, NDACo President (Nelson/Griggs County State's Attorney)
- Trudy Ruland, NDACo 1<sup>st</sup> Vice President (Mountrail County Commissioner)
- NDACo Staff: Aaron Birst and Linda Svihovec



## **NACo Annual Conference**

Registration for the NACo Annual Conference, scheduled for July 12-15 in Hillsborough County, Tampa, FL is now open at [2024 NACo Annual Conference & Exposition | National Association of Counties](#). The following county officials and NDACo staff plan to attend:

- Perry Turner, NACo Board Member (McIntosh County Commissioner)
- Robert Wilson, NACo Board Member (Cass County Administrator)
- Jayme Tenneson, NDACo President (Nelson/Griggs County State's Attorney)
- Shelly Weppler, Winner of NACo Free Trip (Ward County Commissioner)
- NDACo Staff: Aaron Birst, Donnell Preskey and Alisha Adolf

## **Committee Membership / Appointments**

Michelle is working to make sure everyone from North Dakota interested in serving on a NACo committee, whether in a leadership position or as a member, gets their name submitted. The deadline to apply for a presidential appointment to a committee is April 26, 2024.

General membership on NACo's ten steering committees is not a part of the presidential appointment application process. These are made each year after the NACo Annual Conference. Other than in-person meetings held during the NACo Legislative and Annual Conference, monthly meetings are held virtually. Committee terms run for one year from July to July. All county elected officials and staff can apply. Any Board member who wishes to be newly nominated to one of the committees should notify Michelle. The ten committees are listed below.

- Agriculture & Rural Affairs
- Community, Economic & Workforce Development
- Environment, Energy & Land Use
- Finance, Pensions & Intergovernmental Affairs
- Health
- Human Services & Education
- Justice & Public Safety
- Public Lands
- Telecommunications & Technology
- Transportation

## **2025 NACo Conferences**

Following are the dates and locations of the 2025 NACo Conferences:

- |                             |            |                 |
|-----------------------------|------------|-----------------|
| ○ Legislative Conference    | March 1-4  | Washington DC   |
| ○ Western Interstate Region | TBD        | TBD             |
| ○ Annual Conference         | July 11-14 | Philadelphia PA |

# **NDACo Mailbag**



**The NDACo Mailbag is an opportunity for the board to see letters received by the Association that relate opinions of how well we are doing or aren't doing our job. Happy reading!**

## Michelle M. Tabbert

---

**From:** Joan Hollekim <kjhollekim@outlook.com>  
**Sent:** Thursday, March 21, 2024 12:17 PM  
**To:** Aaron Birst  
**Cc:** Michelle M. Tabbert  
**Subject:** NDCCA Summit - Thank you

NDACo Team:

I am not going to send my email to everyone in the office in fear that I will miss someone on your team; Aaron or Michelle please forward my email to everyone in the office.

I want to express my sincere gratitude for making the Commissioner Summit a great success. I can't tell you how many nice comments I heard from commissioners. I know you all put a lot of time and effort forth and it did not go unnoticed.

Again, thank you for turning our gathering into an extraordinary event!

*Joan M. Hollekim*  
*Mountrail County Commissioner*  
*PO Box 601*  
*Stanley, ND 58784*  
*[kjhollekim@outlook.com](mailto:kjhollekim@outlook.com)*  
*701.629.9669*

**Michelle M. Tabbert**

---

**From:** Aaron Birst  
**Sent:** Monday, March 25, 2024 9:04 AM  
**To:** Donnell Preskey; Jeff Eslinger; Genny M. Dienstmann; Alisha Adolf; Michelle M. Tabbert; Cathy Heidt; Linda Svihovec  
**Subject:** FW: Commission summit

This is cool. Great event. Thank you all for your help.  
AGB

---

**From:** Dan Mittleider <[danmittleider@yahoo.com](mailto:danmittleider@yahoo.com)>  
**Sent:** Friday, March 22, 2024 10:33 PM  
**To:** Peterson, Chad <[PetersonC@casscountynynd.gov](mailto:PetersonC@casscountynynd.gov)>  
**Subject:** Commission summit

---

**CAUTION: EXTERNAL EMAIL**

---

Chad,

The summit has enlightened me more than I could have possibly imagined . How can I be of service in anyway possible. Please let me know.

Thanks,

Kidder County Commissioner

Dan P. Mittleider

[Yahoo Mail: Search, Organize, Conquer](#)

**Michelle M. Tabbert**

---

**Subject:**

FW: Common Ground: January 2024 - Back the Blue Funds Distributed

**From:** Hatlestad, Patrick R. <phatlestad@ndlegis.gov>

**Sent:** Friday, January 26, 2024 4:17 PM

**To:** NDACo <ndaco@ndaco.org>

**Subject:** RE: Common Ground: January 2024 - Back the Blue Funds Distributed

Donnell,

Great to hear that the Grant money was well received and used appropriately. A thank you is important but a financial recognition for those who put their life on the line each and every day is critical!

God bless those of you in blue and those who support them.

Rep Patrick Hatlestad  
District One.

**From:** ndaco@ndaco.org <ndaco@ndaco.org>

**Sent:** Friday, January 26, 2024 3:31 PM

**To:** Hatlestad, Patrick R. <phatlestad@ndlegis.gov>

**Subject:** Common Ground: January 2024 - Back the Blue Funds Distributed

You don't often get email from ndaco@ndaco.org. Learn why this is important

Is this email not displaying correctly? [View it in your browser.](#)



01/26/2024 Other Issues

## **\$3.5 Million Distributed to Show Support to North Dakota's Nearly 2,220 Local Law Enforcement and Corrections Officers**

By Donnell Preskey, NDACo Government/Public Relations Specialist

Just in time for the holidays, the State distributed \$3.5 million to counties and cities to go to licensed law enforcement officers and correctional officers. The 2023 Legislature approved \$3.5 million as part of a Back the Blue initiative to provide grants to local law enforcement agencies for recruitment and retention of officers.

The funds were distributed based on the number of licensed officers and correctional officers in each agency. Each agency was allowed discretionary control in determining how the funds should be distributed. The legislation requires the funds to be used for recruitment bonuses, retention bonuses or tuition payments for law enforcement trainees. A majority of Sheriffs' Offices plan to use the Back the Blue Grant for retention bonuses. Their plans for distributing the funds vary from allocating the bonus in one lump sum right away to providing the bonuses quarterly in each paycheck to holding it until the end of the year or grant period.

Of the \$3.5 million, Sheriffs' Offices and jails received \$1.8 million to be distributed to 1260 county employees (735 licensed officers and 525 county correction officers). The grant provided a higher dollar amount per officer (\$2,885) to agencies and jails with less than ten officers. There are 31 counties that fell into this category. \$1,419 per officer was distributed to agencies with ten or more officers.

Burleigh County used a portion of the funds for a recruitment effort. With the advertising of a hiring bonus, Sheriff Kelly Leben says they saw double the number of applicants that typically apply. Burleigh County also added county funds to the hiring bonus.

### **Local Law Enforcement and Corrections Officers Feeling Appreciative of Back the Blue Grants**



Golden Valley County Sheriff Dey Muckle testified on the importance of the Back the Blue Grants during the Legislative Session. In his small department of five, he is hopeful the retention bonus will encourage his deputies to stay.

Leben says he expects the grant will be good for retention efforts based on feedback from deputies. "Our main goal is to retain employees. If we don't have a retention problem, we won't have a recruitment problem."

Williams County used the Back the Blue Grant for retention only and distributed the funds to deputies and corrections officers quickly so they could have the bonus prior to the holidays. "I received a lot of feedback from staff of their appreciation of the bonus. It's too early to tell if the Back the Blue Grant will be effective in retention efforts."

Because the legislation was focused on licensed officers and corrections officers, Williams County also approved bonuses from the Sheriff's Office budget to support staff not eligible for the Back the Blue Grant. "I know it takes everyone in the Sheriff's Office to make things function at its best, said Williams County Sheriff Verlan Kvande.

Grand Forks County Sheriff Andy Schneider agrees that the grant sends a strong message to local law enforcement. "I hope that law enforcement across the state and across the country recognize that North Dakota is one of the best states to work as a law enforcement officer. When a legislative assembly specifically singles out one line of employment to offer additional funding to, that makes an impact. Our state supports the difficult position that law enforcement is in on a daily basis, and they have our back."

*You are subscribed to Common Ground with the e-mail phatlestad@ndlegis.gov. If you no longer wish to receive this newsletter, unsubscribe [here](#).*

**North Dakota Association of Counties** | P.O. Box 877 | 1661 Capitol Way | Bismarck, ND 58502-0877 | (701) 328-7300

© Copyright North Dakota Association of Counties. All rights reserved.



## Michelle M. Tabbert

---

**Subject:**

FW: Lifesavers award

**From:** "Rehborg, Robin R." <[rrehborg@nd.gov](mailto:rrehborg@nd.gov)>  
**Date:** February 15, 2024 at 11:18:10 AM CST  
**To:** "Mongeon, Karin L." <[kamongeon@nd.gov](mailto:kamongeon@nd.gov)>, Ryan Gellner <[rgellner@ndaco.org](mailto:rgellner@ndaco.org)>, [CHANSON@altru.org](mailto:CHANSON@altru.org), "Wilson, Sandy J." <[swilson@nd.gov](mailto:swilson@nd.gov)>, "Thurn, Carol M." <[cthurn@nd.gov](mailto:cthurn@nd.gov)>, "Aberle, Kelly" <[kaberle@nd.gov](mailto:kaberle@nd.gov)>  
**Subject:** RE: Lifesavers award

Good morning!

I can't express enough my appreciation for this team and all the other stakeholders that made this happen. It was a long road which finally led to success.

This award it very much deserved. I am very proud of the work you do every day!

Thanks for being awesome!  
Robin

**Robin Rehborg**

*Deputy Director For Driver Safety*

701.328.2727 • 701.595.3409 (m) • [rrehborg@nd.gov](mailto:rrehborg@nd.gov) • [www.dot.nd.gov](http://www.dot.nd.gov)

**From:** Henke, Ronald J. <[rhenke@nd.gov](mailto:rhenke@nd.gov)>  
**Sent:** Thursday, February 15, 2024 11:06 AM  
**To:** Rehborg, Robin R. <[rrehborg@nd.gov](mailto:rrehborg@nd.gov)>; Mongeon, Karin L. <[kamongeon@nd.gov](mailto:kamongeon@nd.gov)>; [rgellner@ndaco.org](mailto:rgellner@ndaco.org); [CHANSON@altru.org](mailto:CHANSON@altru.org); Wilson, Sandy J. <[swilson@nd.gov](mailto:swilson@nd.gov)>; Thurn, Carol M. <[cthurn@nd.gov](mailto:cthurn@nd.gov)>; Aberle, Kelly <[kaberle@nd.gov](mailto:kaberle@nd.gov)>  
**Subject:** RE: Lifesavers award

Congratulation! I know this was a huge lift for everyone.

**Ron Henke, PE**

*Director*

701.328-4445 • 701.299-8269 (m) • [rhenke@nd.gov](mailto:rhenke@nd.gov) • [www.dot.nd.gov](http://www.dot.nd.gov)

**From:** Rehborg, Robin R. <[rrehborg@nd.gov](mailto:rrehborg@nd.gov)>  
**Sent:** Wednesday, February 14, 2024 1:42 PM  
**To:** Henke, Ronald J. <[rhenke@nd.gov](mailto:rhenke@nd.gov)>  
**Subject:** FW: Lifesavers award

The Primary Seat belt emphasis group is getting a national award!!

**Robin Rehborg**

*Deputy Director For Driver Safety*



**From:** Mongeon, Karin L.  
**Sent:** Wednesday, February 14, 2024 11:20 AM  
**To:** Gellner, Ryan <[rgellner@ndaco.org](mailto:rgellner@ndaco.org)>; Carma Hanson ([CHANSON@altru.org](mailto:CHANSON@altru.org)) <[CHANSON@altru.org](mailto:CHANSON@altru.org)>  
**Cc:** Wilson, Sandy J. <[swilson@nd.gov](mailto:swilson@nd.gov)>; Thurn, Carol M. <[cthurn@nd.gov](mailto:cthurn@nd.gov)>; Aberle, Kelly <[kaberle@nd.gov](mailto:kaberle@nd.gov)>  
**Subject:** FW: Lifesavers award

Hello Ryan and Carma!

I wanted to share this good news! You will be receiving a Public Safety Award at Lifesavers for your work to pass North Dakota's Primary Seat Belt Law. I have provided NHTSA Region 8 with your contact information and NHTSA will be in touch with the official announcement soon. Congratulations! I'm so thrilled about this. Thanks so much for all the work you dedicated to the PBL. I'm glad you're getting recognized for it!

Thanks!  
Karin

**From:** Mueller, Kara (NHTSA) <[kara.mueller@dot.gov](mailto:kara.mueller@dot.gov)>  
**Sent:** Wednesday, February 14, 2024 10:58 AM  
**To:** Mongeon, Karin L. <[kamongeon@nd.gov](mailto:kamongeon@nd.gov)>  
**Subject:** Lifesavers award

Hi Karin,

You're safe to let the team know about the award. Here is the summary snippet we received today.

**North Dakota Primary Seatbelt Law Priority Emphasis Area Team  
Public Safety**

*In recognition of your dedication and success in passing a primary seatbelt law for the state of North Dakota*

Ryan should expect to hear from Kristen Allen ([Kristen.Allen@dot.gov](mailto:Kristen.Allen@dot.gov)) in the coming weeks. She'll reach out with the award notification and logistical information about the ceremony.

Do you have a good phone number for Carma? I'll need to provide her contact info for organizing work on the 2 minute video.

Thanks and congrats again!



**Kara Mueller**  
Regional Program Manager  
U.S. Department of Transportation  
National Highway Traffic Safety Administration  
Region VIII  
12300 West Dakota Avenue, Suite 140  
Lakewood, CO 80228  
Office: 720-963-3117  
Work Cell: 202-981-4186

---

**Subject:** Congratulations, you have been selected as one of NHTSA 's 2024 Public Service Award Winners!!!

**From:** "Allen, Kristen (NHTSA)" <[Kristen.Allen@dot.gov](mailto:Kristen.Allen@dot.gov)>  
**Date:** February 15, 2024 at 8:46:47 AM CST  
**To:** Ryan Gellner <[rgellner@ndaco.org](mailto:rgellner@ndaco.org)>  
**Cc:** "Espinosa-Salcedo, Gina (NHTSA)" <[Gina.Espinosa-Salcedo@dot.gov](mailto:Gina.Espinosa-Salcedo@dot.gov)>, "Mueller, Kara (NHTSA)" <[kara.mueller@dot.gov](mailto:kara.mueller@dot.gov)>  
**Subject:** Congratulations, you have been selected as one of NHTSA 's 2024 Public Service Award Winners!!!

Good morning, Mr. Gellner,

It is my pleasure to inform you of the North Dakota Primary Seatbelt Law Priority Emphasis Area Team's selection for the 2024 NHTSA Public Service Award at the Lifesavers Conference. You were nominated by the NHTSA Region 8 office located in Denver, CO. Please accept my personal thanks for your dedication to reducing traffic deaths and injuries, and your commitment to keeping families safe on our roadways.

Since 1983, NHTSA has presented the Public Service Awards annually at the Lifesavers Conference to recognize and honor an individual or organization, who exemplifies high standards of achievement in the field of traffic safety. You will be among 10 other organizations and individuals that will receive the award.

**NHTSA Leadership will present the award to you at the Lifesavers Conference in Denver, CO on Monday, April 8 from 12:30-2:00 Mountain Time in the Colorado Convention Center.**

I will be following up with details for the ceremony in the weeks to come. The ceremony will be in-person and you can bring two guests. If you have any questions, please don't hesitate to reach out to me.

Here is the conference link for more details.

<https://lifesaversconference.org/>

Congratulations and Job Well Done!

Kristen L. Allen  
Special Assistant  
NHTSA  
Office of Regional Operations and Program Delivery  
1200 New Jersey Avenue  
Washington, DC 20590  
[Kristen.allen@dot.gov](mailto:Kristen.allen@dot.gov)

**Michelle M. Tabbert**

---

**Subject:** FW: NDCCA National Participation Matching Funds Approval

**From:** Forde, Steve <sforde@nd.gov>  
**Sent:** Wednesday, December 20, 2023 1:30 PM  
**To:** Michelle M. Tabbert <Michelle.Tabbert@ndaco.org>  
**Subject:** RE: NDCCA National Participation Matching Funds Approval

Thank you for this opportunity. I look forward to participation in the conference. Thank you for offering the reimbursement through NDCCA.

Steve Forde  
10401 Hwy 15  
Pekin, ND 58361  
701-270-0640

**From:** NDCCA President <ndccapresident@ndaco.org>  
**Sent:** Wednesday, December 20, 2023 11:04 AM  
**To:** Forde, Steve <sforde@nd.gov>  
**Subject:** NDCCA National Participation Matching Funds Approval  
**Importance:** High

You don't often get email from [ndccapresident@ndaco.org](mailto:ndccapresident@ndaco.org). [Learn why this is important](#)

**\*\*\*\*\* CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. **\*\*\*\*\***

Commissioner Forde,

Thank you for your interest in attending the 2024 NACo Legislative Conference in Washington DC in February. Participation in national events has the potential to pay great dividends for North Dakota counties, from input on national policy to becoming educated on available federal resources.

Your application has been approved. NDCCA will reimburse 50% of the registration and travel expenses, up to a maximum of \$1,500, for you to attend. Attached is the expense voucher you will need to complete and return for reimbursement. *Note: Meals provided at the conference are excluded from reimbursement. Other meals outside the conference will be reimbursed on a per-diem basis. Simply check the boxes on the voucher for those meals you are requesting reimbursement.*

Conference details including registration can be found at [2024 NACo Legislative Conference | National Association of Counties](#).

You are responsible to make your own travel arrangements. If you have any questions, please contact Michelle Tabbert in the NDACo Office at [michelle.tabbert@ndaco.org](mailto:michelle.tabbert@ndaco.org) or 701-328-7306.

***Joan Hollekim***

NDCCA President  
[ndccapresident@ndaco.org](mailto:ndccapresident@ndaco.org)

---

**Subject:**

FW: ORN

**From:** Brenda Stallman <[brenda.stallman@co.trail.nd.us](mailto:brenda.stallman@co.trail.nd.us)>

**Sent:** Friday, December 8, 2023 11:55 AM

**To:** Mary Korsmo <[Mary.Korsmo@ndaco.org](mailto:Mary.Korsmo@ndaco.org)>

**Subject:** ORN

Mary,

I am letting you know that I am grateful that you took the time to visit the Opioid Response Network booth while we were at the Health Equity Conference in Nashville. I have contacted them and we have met twice. They are assisting me with coalition building and data collection. Very helpful. They put me in touch with a coalition trainer from CADCA. I can't thank you enough.

Brenda

**Brenda Stallman**

Trail District Health Unit  
Executive Officer

(701) 636-4434 Work  
[brenda.stallman@co.trail.nd.us](mailto:brenda.stallman@co.trail.nd.us)

114 W Caledonia Ave  
PO Box 58  
Hillsboro, ND 58045

*"Of all the forms of inequality, injustice in health is the most shocking and inhumane." ~Dr. Martin Luther King, Jr.*

---

**Subject:**

FW: Amy Svihovec Scholarship

From: jimsvihovec@gmail.com &lt;jimsvihovec@gmail.com&gt;

Sent: Thursday, December 14, 2023 8:00 PM

To: NDACo &lt;ndaco@ndaco.org&gt;

Subject: Amy Svihovec Scholarship

To the board of directors from the ND association of counties.

My wife(Linda) informed me today of your decision to keep the Amy Svihovec scholarship alive. Thank you so much for that, you have no idea what that means to me. Know that I will forward a donation of \$1000.00 to the scholarship if you give an address that I can send you a check. Maybe Linda can help me with that too. Again, thank you.... The loss of a child is not fun but those that remember mean so much to Linda and I.

Jim Svihovec

---

**Subject:**

FW: How much does 20 mills add to the taxes on a residential property and on ag land

**From:** Evans, Karen L. <[kevans@nd.gov](mailto:kevans@nd.gov)>

**Sent:** Thursday, January 18, 2024 9:36 AM

**To:** Linda Svihovec <[Linda.Svihovec@ndaco.org](mailto:Linda.Svihovec@ndaco.org)>

**Cc:** Alan Scanson <[ascanson@nd.gov](mailto:ascanson@nd.gov)>; Ellen Roundy <[eroundy@nd.gov](mailto:eroundy@nd.gov)>

**Subject:** RE: How much does 20 mills add to the taxes on a residential property and on ag land

Linda:

Thanks so much! Appreciate your prompt response and the clear answer.

Karen

**From:** Linda Svihovec <[Linda.Svihovec@ndaco.org](mailto:Linda.Svihovec@ndaco.org)>

**Sent:** Thursday, January 18, 2024 9:32 AM

**To:** Evans, Karen L. <[kevans@nd.gov](mailto:kevans@nd.gov)>

**Cc:** Roundy, Ellen <[eroundy@nd.gov](mailto:eroundy@nd.gov)>

**Subject:** RE: How much does 20 mills add to the taxes on a residential property and on ag land

Here are the calculations needed to answer that question (copying Ellen on this email so she has this information as well).

**Residential:**

$\$100,000 \times 4.5\% = \$4,500$  TV

$\$4,500$  TV  $\times$  20 mills =  **$\$90$  per  $\$100,000$  of value**

**Commercial/Agricultural:**

$\$100,000 \times 5\% = \$5,000$  TV

$\$5,000$  TV  $\times$  20 mills =  **$\$100$  per  $\$100,000$  of value**

Linda Svihovec

ND Association of Counties

Cell: 701-570-0082



**From:** Evans, Karen L. <[kevans@nd.gov](mailto:kevans@nd.gov)>

**Sent:** Thursday, January 18, 2024 9:00 AM

**To:** Linda Svihovec <[Linda.Svihovec@ndaco.org](mailto:Linda.Svihovec@ndaco.org)>

**Cc:** Ellen Roundy <[eroundy@nd.gov](mailto:eroundy@nd.gov)>

**Subject:** How much does 20 mills add to the taxes on a residential property and on ag land

Ms. Svihovec:

Yeah, what a question?!

Our Commissioners are looking at funding for roads (always) and are wondering how an increase of 20 mills will affect the taxes on all property classes. I have no idea.

Is there a general rule about how an increase in mills affects taxes? Something simple like increase of 10 mills raises taxes 1%?

Someone has to have asked this question before and figured out an answer.

If you don't know, would you please direct me to someone who would have an answer?

Thanks for your help.

Karen Evans

Karen Evans  
Equalization Director  
Foster County  
1000 5th Street N  
PO Box 257  
Carrington, ND 58421  
701-652-3060  
[kevans@nd.gov](mailto:kevans@nd.gov)

## Michelle M. Tabbert

---

**Subject:** Legacy Earnings Distributions for Counties and Townships - coming next week  
December 21  
**Attachments:** image004.emz

From: "Roundy, Ellen" <[eroundy@nd.gov](mailto:eroundy@nd.gov)>  
Date: 12/15/23 2:58 PM (GMT-06:00)  
To: Linda Svihovec <[Linda.Svihovec@ndaco.org](mailto:Linda.Svihovec@ndaco.org)>  
Subject: RE: Legacy Earnings Distributions for Counties and Townships - coming next week December 21

As always, thanks for taking the time to break it down and clarify for us 😊

**From:** Linda Svihovec <[Linda.Svihovec@ndaco.org](mailto:Linda.Svihovec@ndaco.org)>  
**Sent:** Friday, December 15, 2023 2:22 PM  
**To:** NDACO Auditors <[auditors@ndaco.org](mailto:auditors@ndaco.org)>; NDACO Treasures <[tr@ndaco.org](mailto:tr@ndaco.org)>  
**Cc:** Aaron Birst <[aaron.birst@ndaco.org](mailto:aaron.birst@ndaco.org)>; Preskey, Donnell <[donnell.preskey@ndaco.org](mailto:donnell.preskey@ndaco.org)>; Genny M. Dienstmann <[gdienstmann@ndaco.org](mailto:gdienstmann@ndaco.org)>  
**Subject:** Legacy Earnings Distributions for Counties and Townships - coming next week December 21  
**Importance:** High

\*\*\*\*\* **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. \*\*\*\*\*

You should have received the below email from the State Treasurer's office Wednesday notifying you about two new road funding distributions to be sent ACH on December 21, 2023 . I have been asked for some clarification on what these funds are and what they can be used for. For budgeting purposes, it's important to note that these distributions will occur only in the first year of the biennium (2023) so there will not be a distribution in 2024. (See attachments for breakdown by county – note that the actual distributions may vary by cents due to rounding.) The ND Century Code related to both funds is provided at the bottom of this email for your reference.

**The Legacy Earnings Highway Distribution Fund allocations for cities, counties and townships are a result of legislation passed in with section 11 of Article 10 of the Constitution of North Dakota."**

**County Distribution:** All counties are eligible for this funding. Distribution is based on the highway tax distribution formula for  
**Township Distribution:** Only townships in non-oil counties (less than \$5M in oil tax) are eligible. Distribution is based on pro-rat

### ND Century Code Sections

#### 54-27-19.3. Legacy earnings highway distribution fund.

A legacy earnings highway distribution fund is created as a special fund in the state treasury into which must be deposited any allocations of legacy fund earnings made under section 21-10-13. Any moneys in the legacy earnings highway distribution fund must be allocated and transferred by the state treasurer, as follows:

1. Sixty percent must be transferred to the department of transportation for deposit in the state highway fund;
2. Ten percent must be transferred to the legacy earnings township highway aid fund;
3. One and five-tenths percent must be transferred to the public transportation fund; and



4. Twenty-eight and five-tenths percent must be allocated to cities and counties using the formula established in subsection 4 of section 54-27-19. Moneys received by counties and cities must be used for roadway purposes in accordance with section 11 of article X of the Constitution of North Dakota.

**54-27-19.4. Legacy earnings township highway aid fund.**

A legacy earnings township highway aid fund is created as a special fund in the state treasury into which must be deposited any allocations of legacy fund earnings made under section 54-27-19.3 which must be allocated as follows:

1. The state treasurer shall allocate and distribute all money in the legacy earnings township highway aid fund to non-oil-producing counties of the state based on the length of township roads in each non-oil-producing county compared to the length of all township roads in all the non-oil-producing counties;
2. The county treasurer shall allocate the funds received to the organized townships in the county based on the length of township roads in each of those organized townships compared to the length of all township roads in the county. The funds received must be deposited in the township road and bridge fund and used for road and bridge purposes;
3. If a county does not have organized townships, or has some organized and some unorganized townships, the county shall retain a pro rata portion of the funds received based on the length of roads in unorganized townships compared to the length of township roads in organized townships in the county. Moneys retained by a county for the benefit of unorganized townships under this section must be deposited in the county road and bridge fund; and
4. For purposes of this section, "non-oil-producing county" means a county that received no allocation of funding or a total allocation of less than five million dollars under subsection 2 of section 57-51-15 in the most recently completed even-numbered fiscal year before the start of each biennium.

**Linda Svihovec**

ND Association of Counties

Cell: 701-570-0082



**From:** Quintus, Makenzie H. <[mhquintus@nd.gov](mailto:mhquintus@nd.gov)>

**Sent:** Wednesday, December 13, 2023 11:30 AM

**To:**

**Subject:** Tax Distribution Notification (Update)

Good morning,

Please note, there will be additional distributions made on December 21<sup>st</sup>, 2023, shown below.

**The following tax distribution payments will be sent ACH on December 21<sup>st</sup>, 2023:**

Legacy Earnings Highway Distribution

Legacy Earnings Township Highway Aid Distribution

If you have any questions, please feel free to reach out to our office.

Makenzie Quintus

Cash Management & Distribution Analyst

Phone: 701-328-4666

Fax: 701-328-3002

[mhquintus@nd.gov](mailto:mhquintus@nd.gov)

[www.treasurer.nd.gov](http://www.treasurer.nd.gov)

## **SERVICE REPORT: Governance**

### **April 2024**

(Report submitted to the Board of Directors by Chad, Linda and Michelle.)

#### **PROGRAM UPDATE:**

- **2023 Board of Director's Governance Appraisal Results**

Following are the results of the NDACo Board of Director's Governance Appraisal that was conducted in December.

- **2023 New NDACo Board Member Appraisal Results**

Also following are the results of the New NDACo Board Member Appraisal that was conducted in December.

- **NACo Board of Directors' Representative**

Cass County Administrator Robert Wilson currently serves as North Dakota's second representative on the NACo Board of Directors. He would like to continue to serve on the National Board. NDACo President Jayme Tenneson would like the Board to ratify his decision to reappoint Robert.

***Suggested Motion: Motion to ratify the reappointment of Robert Wilson as North Dakota's second representative on the National Association of Counties' Board of Directors.***

# 2023 NDACo Governance Appraisal Observations and Implications

## Background

NDACo Governance Committee has conducted a “Governance Appraisal” each year since 2000. The instrument is taken from research materials developed for non-profit boards, and contains 43 positive statements about board function, board effectiveness, and board development. Board members are asked to rank their agreement or disagreement with these statements on a scale of 1-5. A “5” indicating “strongly agree” and “1” indicating “strongly disagree.”

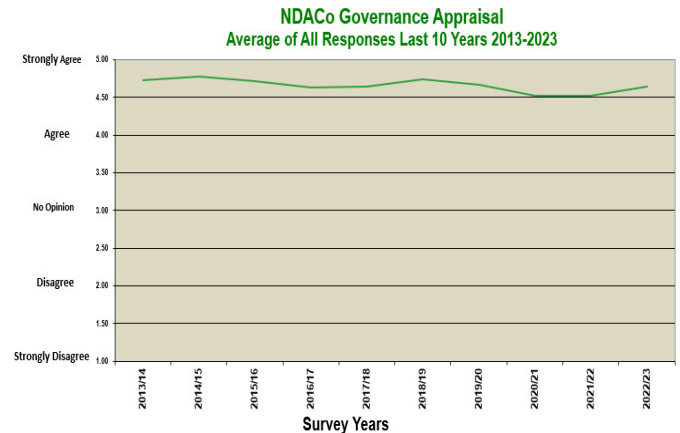


Open-ended questions are also asked, and space is provided for other comments

and suggestions. Due to a decreasing number of responses in 2009, a smaller subset of the questions (23) were used to simplify the process – however questions were asked in each section to maintain as much continuity as possible and permit comparisons. For the 2010 appraisal, the remaining 20 questions were used, and these sets have been alternated since then. Following this change, we have had as few as 13 and as many as 21 responses (15 for this year’s survey).

## Historical Summary

As the first summary graph depicts the responses have varied somewhat, however the average rankings have remained at or above 4.5 (between “agree” and strongly agree”) since 2010. In the most recent two-year cycle, the overall average response was 4.65 just slightly higher than last year.



## Current Survey

The results of the 2021 through 2023 surveys, grouped by the statement categories, are graphically contrasted on the second graph, to compare the most recent responses of a “full set” of statements.

The following narrative contains general observations and possible implications of the survey results by topic areas. It should be noted that with the small sample size a single survey response can have a significant effect on the overall result.

As with the average results in the first chart, the topic area breakdown demonstrates the consistent response in most areas in the last several years. With an average response of 4.5 or more in every topic area and all categories scoring higher than last year, it may be most beneficial to highlight the areas with the most change.

# Analysis

## BOARD DYNAMICS

The area with the largest increase in agreement appears related to the relationship between Board members as well as between Directors and Staff and to the amount of time allocated for Board meetings. Survey results indicate strong agreement that there is a climate of mutual respect and trust among Directors and Staff and a clear commitment to building consensus on issues. Respondents strongly agreed that the Board meetings make productive use of allotted time and that sufficient time is allowed for discussion on issues.

## ADVOCACY ROLE

The area of advocacy saw the second largest upward change, particularly in agreement with the statement that *“the Board fosters effective and open communication between NDACo’s leadership and membership,”* most likely indicating approval of the communication efforts during the legislative session and the advocacy work done in support of the priorities identified by NDACo’s membership through identified resolutions.

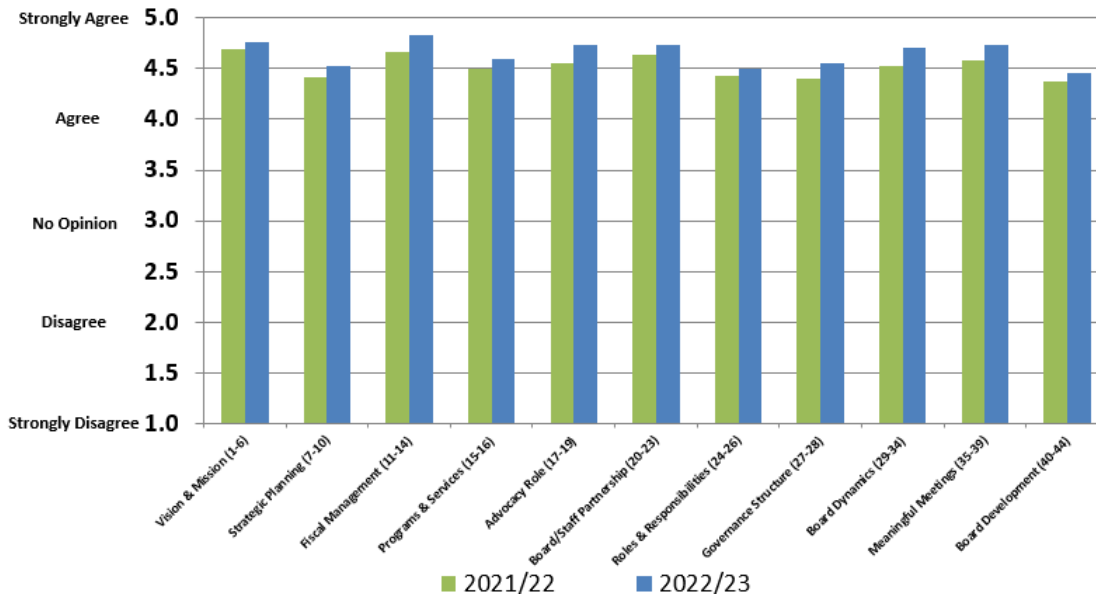
## BOARD DEVELOPMENT

The Board Development area showed the least amount of agreement from respondents especially related to the statement that *“the current Board contains a sufficient range of expertise and experience to make it an effective governing body representative of the membership.”* Although there was a slight increase in agreement from last year, respondents indicated that more time on the Board would improve their response in this area and that more work could be done to encourage new board members to enhance their individual leadership skills.

## FISCAL MANAGEMENT

The area of Fiscal Management has consistently received positive responses and this survey indicates the same support from the Board. Both questions related to Fiscal Management received the highest score from all survey respondents demonstrating that the Board not only receives sufficient information related to finances but that the information helps them make informed and prudent decisions in order to advance NDACo’s vision and achieve its strategic goals.

**NDACo Governance Appraisal  
Comparison of 2021/22 and 2022/23 Results**



# Additional Comments

## 2023 NDACo Board of Directors – Governance Appraisal

### I. BOARD FUNCTION

- With regard to “The Board receives adequate information on members’ needs, expectations and satisfaction to make decisions about programs and services,” Tours help with this; some counties might not reach out. Great newsletter and newspaper (put online). Publishing costs, in the recent past, it was discussed the county directory, newspaper being online for access to save these costs. (Becky Hagel)

### II. BOARD EFFECTIVENESS

- With regard to “The Board makes decisions based upon information and data about members’ needs and satisfaction,” Information and data as best we know. I think we do a good job on this. 911 fees has been a positive change and frees up county time and will be more effective. (Becky Hagel)

### III. BOARD DEVELOPMENT

- Board has been improved. (Becky Hagel)
- With only being on a year, I feel I would need more time to rate higher. (Anonymous)

### IV. GENERAL ASSESSMENT

24. What issues require the NDACo Board’s special attention during the next 12-24 months?

- Property Tax Elimination, Defined Benefit, Unfunded Liability, Mental Health (Anonymous)
- Discussion on how to support all of local government with strategy and effectiveness. Common voice development on core issues. How to deal with conflict and/or opposing positions respectfully and with transparency. (Kim Jacobson)
- Mental Health Issues, Property Tax, Legislator Interaction (Steve Lee)
- Property tax question. (Perry Turner)
- Board current membership has improved. If a member association appoints someone who is not effective, how do we address it or do they have a term limit? Since I started the Board members have improved. (Becky Hagel)
- Property Tax, Mental Health, PERS. (Lori Hanson)
- Elimination of property tax – educate and look at changes to address concerns. (Trudy Ruland)
- Tax Elimination, Mental Health. (Anonymous)
- Property Tax, Retirement, Mental Health, Communicating with the newly elected officials, Items on our strategic plan. (Dana Larsen)

25. How do you think the NDACo Board's structure or performance can be improved in the next 12-24 months?

- I believe we should diversify to include more MAMAs in the Board and to include more appointed vs. elected officials. (Kim Jacobson)
- Relationships with new legislators – educating them on county issues, i.e. election training in advance so that they understand how elections work to avoid proposed bills that are misinformed on how the process and equipment works. (Becky Hagel)
- I think the Board is great and I'm impressed with the continued drive to stay ahead of issues. (Anonymous)
- Maybe more knowledge from experts in the areas of special attention above. (Dana Larson)

**2023**

## **NEW NDACo BOARD MEMBER APPRAISAL**

(in lieu of NDACo Board of Directors Governance Appraisal)

1. What motivated you to offer to serve as a Board member of the North Dakota Association of Counties?
  - I want to learn more and offer to serve. (Folk)
  - Desire to be more involved with governance and policies of NDACo. Engagement over issues important to Auditors and Treasurers – be a voice for my colleagues and represent them well. Love of public service. (Johnsrud)
  - To be a voice for small rural counties and issues. (Murray)
  - Having previously worked for county government in South Dakota, I have seen how strong and well organized the NDACo is. It is an honor to be able to serve and contribute to an organization that serves its members so well. (Wilson)
  
2. Give us 1 to 3 issues/programs that you, as a new Board member, think the Association should address. (These could be new or existing issues/programs.)
  - 1 – Mental health/social services. 2 – Property taxes. 3 – 911/state radio. (Folk)
  - 1 – Education of county officials about election procedures. 2 – Stable funding for county services and infrastructure. 3 – Mental health services – more important to have facilities, professionals, and funding. (Johnsrud)
  - Funding avenues for large county building repairs or infrastructure. (Murray)
  - 1 – Mental illness/chemical dependence. 2 – Property Tax initiative. 3 – Recruitment of commission candidates. (Wilson)
  
3. How do you view the scope of the Association 24 – 36 months from now, as it attempts to serve its members?
  - My hope is to have continued growth and support of the counties and members. (Folk)
  - To listen (actively) to concerns of county officials and employees – really hear what they need (education, support, guidance, etc.) that NDACo can assist with. (Johnsrud)
  - Same as is or better. (Murray)
  - I think it's most important to remember that at our core we serve members. This means focus on revenue generating activities that generate funds and adds to the organization's ability to further serve members. (Wilson)

## **SERVICE REPORT: Strategic Visioning April 2024**

(Report submitted to the Board of Directors by Aaron.)

- **Update on 2022 Session**

Grant Writing – NDACo continues to provide funding to two contractors. AE2S and Moore Engineering who are on “retainer” with NDACo to look for grant funding opportunities for county government. It’s not surprising to guess that federal grant application take time to find and even more time to apply so although no Federal grants have yet to be secured many counties have been in discussion with the two contractors for services. As this is a pilot program, at the end of the summer we will review the data to determine the effectiveness of this model.

- **Update on Ongoing Strategic Planning Goal**

The Association continues to partner with organizations to support issues of common interest. The Keep It Local coalition is one example. Earlier this month NDACo sent a letter of support for the ND Department of Veterans Affairs’ application for suicide prevention among Veterans through the VA’s “Staff Sergeant Parker Gordon Fox Suicide Prevention Grant.” If awarded the grant funds will be used to employ a program manager, an epidemiologist, and counselors to answer the 988 calls and to promote the 988 through a multi-media campaign.



# SERVICE REPORT: Financial Services Report

April 2024

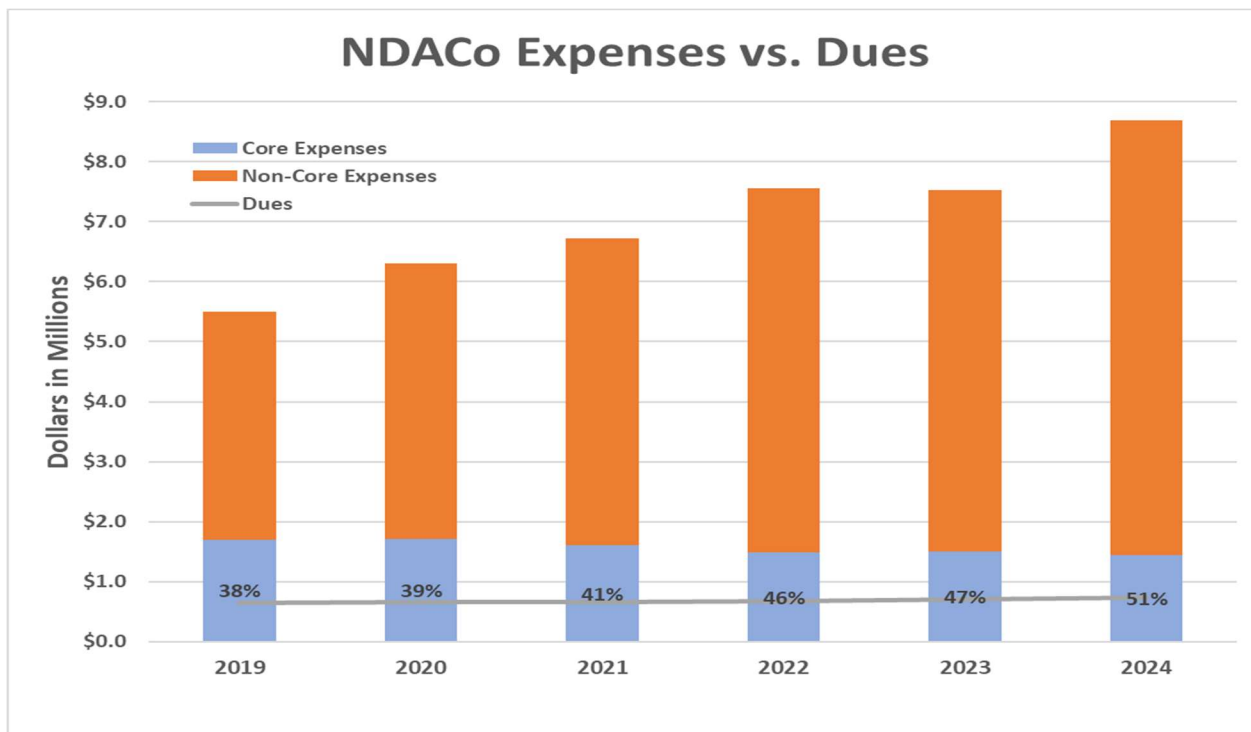
(Report submitted to the Board of Directors by Aaron and Genny.)

## NDACo DUES INVESTMENT DISCUSSION

Following the April 2017 Board discussion of dues, the NDACo staff was charged with proposing alternatives to address the rather significant swings in individual county dues amounts resulting from the recently fluctuating “one-time” revenues appropriated by the legislature and the disproportionate growth of property values in some counties. The Board implemented, for the 2018 dues, a ten-year “Olympic average” of valuation as well as revenues. The new formula (with updated data) was transitioned in so that no county went backwards, and this resulted in a 3.2% increase in total dues.

The new formula was fully implemented in 2019 but recognizing the challenging county budget situation at that time, total dues were held even, therefore several counties saw individual decreases. Total dues were held to 0% in 2021 and raised 3% in 2022, 2023 and 2024.

Association membership dues are calculated from a formula that is based 50% on each county’s relative valuation and 50% on their relative average revenue. The revenue portion is a 10-year Olympic average with the highest and lowest years thrown out. No county pays more than five times the average and the minimum is 1/3 of the average of dues.



In preparation for the Board’s 2025 dues discussion, the staff has again analyzed the cost of core services, in relation to total dues and prepared the above chart. Core services include legislative, board support/strategic planning, the building, publications, and research. NDACo dues are currently covering 51% of core service expenses, which meets the Board’s goal of 50%. The effects of various total single-year dues adjustment options have been calculated on the attached sheet. The Finance Committee recommends a 3% increase for 2025, unless the 2025 budget warrants a lower percentage increase based on proposed revenue and expenses.

# 2025 Dues Investment

2025 Dues Investment 5.0% Increase			2025 Dues Investment 3.0% Increase			2025 Dues Investment 2.0% Increase			2025 Dues Investment 0.0% Increase			COUNTY
Investment	Change \$ / %		Investment	Change \$ / %		Investment	Change \$ / %		Investment	Change \$ / %		
\$5,888	\$248	4.5%	\$5,776	\$136	2.5%	\$5,720	\$80	1.4%	\$5,608	(\$32)	-0.6%	ADAMS
\$13,021	\$445	3.6%	\$12,773	\$197	1.6%	\$12,649	\$73	0.6%	\$12,401	(\$175)	-1.4%	BARNES
\$7,674	\$264	3.6%	\$7,528	\$118	1.6%	\$7,455	\$45	0.6%	\$7,309	(\$101)	-1.4%	BENSON
\$10,079	\$473	5.0%	\$9,887	\$281	3.0%	\$9,791	\$185	1.9%	\$9,599	(\$7)	-0.1%	BILLINGS
\$11,368	\$316	2.9%	\$11,152	\$100	0.9%	\$11,044	(\$8)	-0.1%	\$10,827	(\$225)	-2.0%	BOTTINEAU
\$9,529	\$104	1.1%	\$9,348	(\$77)	-0.8%	\$9,257	(\$168)	-1.8%	\$9,076	(\$349)	-3.7%	BOWMAN
\$8,308	\$272	3.4%	\$8,149	\$113	1.4%	\$8,070	\$34	0.4%	\$7,912	(\$124)	-1.5%	BURKE
\$52,292	\$3,009	6.3%	\$51,296	\$2,013	4.2%	\$50,797	\$1,514	3.1%	\$49,801	\$518	1.1%	BURLEIGH
\$72,089	\$3,433	5.2%	\$70,716	\$2,060	3.1%	\$70,029	\$1,373	2.0%	\$68,656	\$0	0.0%	CASS
\$9,441	\$465	5.2%	\$9,262	\$286	3.2%	\$9,172	\$196	2.2%	\$8,992	\$16	0.2%	CAVALIER
\$8,262	\$283	3.6%	\$8,105	\$126	1.6%	\$8,026	\$47	0.6%	\$7,869	(\$110)	-1.4%	DICKEY
\$10,602	\$299	2.9%	\$10,400	\$97	1.0%	\$10,299	(\$4)	0.0%	\$10,097	(\$206)	-2.0%	DIVIDE
\$21,100	\$1,521	8.4%	\$20,698	\$1,119	6.2%	\$20,497	\$918	4.7%	\$20,095	\$516	2.6%	DUNN
\$5,396	\$233	4.6%	\$5,294	\$131	2.6%	\$5,242	\$79	1.5%	\$5,139	(\$24)	-0.5%	EDDY
\$7,553	\$401	5.8%	\$7,409	\$257	3.7%	\$7,337	\$185	2.6%	\$7,194	\$42	0.6%	EMMONS
\$6,366	\$261	4.3%	\$6,244	\$139	2.3%	\$6,184	\$79	1.3%	\$6,062	(\$43)	-0.7%	FOSTER
\$6,348	\$269	4.5%	\$6,227	\$148	2.5%	\$6,167	\$88	1.4%	\$6,046	(\$33)	-0.5%	GOLDEN VALLEY
\$35,378	\$1,508	4.5%	\$34,704	\$834	2.5%	\$34,367	\$497	1.5%	\$33,693	(\$177)	-0.5%	GRAND FORKS
\$6,447	\$294	4.9%	\$6,324	\$171	2.9%	\$6,263	\$110	1.8%	\$6,140	(\$13)	-0.2%	GRANT
\$6,111	\$269	4.7%	\$5,994	\$152	2.7%	\$5,936	\$94	1.6%	\$5,820	(\$22)	-0.4%	GRIGGS
\$6,431	\$226	3.7%	\$6,308	\$103	1.7%	\$6,247	\$42	0.7%	\$6,125	(\$80)	-1.3%	HETTINGER
\$5,817	\$262	4.7%	\$5,706	\$151	2.7%	\$5,651	\$96	1.7%	\$5,540	(\$15)	-0.3%	KIDDER
\$8,362	\$369	4.7%	\$8,203	\$210	2.7%	\$8,124	\$131	1.6%	\$7,964	(\$29)	-0.4%	LAMOURE
\$5,626	\$228	4.3%	\$5,519	\$121	2.3%	\$5,465	\$67	1.2%	\$5,358	(\$40)	-0.7%	LOGAN
\$8,692	\$346	4.2%	\$8,527	\$181	2.2%	\$8,444	\$98	1.2%	\$8,278	(\$68)	-0.8%	MCHENRY
\$6,103	\$241	4.2%	\$5,986	\$124	2.2%	\$5,928	\$66	1.1%	\$5,812	(\$50)	-0.9%	MCINTOSH
\$50,696	\$6,313	16.0%	\$49,731	\$5,348	13.5%	\$49,248	\$4,865	11.0%	\$48,282	\$3,899	8.8%	MCKENZIE
\$12,634	\$584	4.9%	\$12,393	\$343	2.9%	\$12,273	\$223	1.9%	\$12,033	(\$17)	-0.1%	MCLEAN
\$10,281	\$399	4.1%	\$10,086	\$204	2.1%	\$9,988	\$106	1.1%	\$9,792	(\$90)	-0.9%	MERCER
\$22,208	\$1,352	6.6%	\$21,785	\$929	4.6%	\$21,573	\$717	3.4%	\$21,150	\$294	1.4%	MORTON
\$32,556	\$1,255	4.2%	\$31,936	\$635	2.1%	\$31,626	\$325	1.0%	\$31,006	(\$295)	-0.9%	MOUNTRAIL
\$6,880	\$278	4.3%	\$6,749	\$147	2.2%	\$6,683	\$81	1.2%	\$6,552	(\$50)	-0.8%	NELSON
\$5,682	\$239	4.5%	\$5,573	\$130	2.4%	\$5,519	\$76	1.4%	\$5,411	(\$32)	-0.6%	OLIVER
\$10,085	\$351	3.6%	\$9,893	\$159	1.6%	\$9,797	\$63	0.6%	\$9,605	(\$129)	-1.3%	PEMBINA
\$7,192	\$260	3.8%	\$7,055	\$123	1.8%	\$6,986	\$54	0.8%	\$6,849	(\$83)	-1.2%	PIERCE
\$11,141	\$472	4.4%	\$10,929	\$260	2.4%	\$10,823	\$154	1.4%	\$10,611	(\$58)	-0.5%	RAMSEY
\$7,720	\$303	4.1%	\$7,573	\$156	2.1%	\$7,500	\$83	1.1%	\$7,353	(\$64)	-0.9%	RANSOM
\$6,708	\$221	3.4%	\$6,580	\$93	1.4%	\$6,516	\$29	0.4%	\$6,388	(\$99)	-1.5%	RENVILLE
\$14,868	\$590	4.2%	\$14,585	\$307	2.2%	\$14,443	\$165	1.2%	\$14,160	(\$118)	-0.8%	RICHLAND
\$7,232	\$239	3.5%	\$7,094	\$101	1.5%	\$7,025	\$32	0.5%	\$6,888	(\$105)	-1.5%	ROLETTE
\$8,062	\$330	4.3%	\$7,909	\$177	2.3%	\$7,832	\$100	1.3%	\$7,679	(\$53)	-0.7%	SARGENT
\$5,265	\$237	4.8%	\$5,165	\$137	2.8%	\$5,115	\$87	1.7%	\$5,015	(\$13)	-0.3%	SHERIDAN
\$4,806	\$229	5.2%	\$4,714	\$137	3.1%	\$4,669	\$92	2.0%	\$4,577	\$0	0.0%	SIoux
\$5,938	\$299	5.5%	\$5,825	\$186	3.4%	\$5,768	\$129	2.3%	\$5,655	\$16	0.3%	SLOPE
\$26,188	\$1,074	4.4%	\$25,690	\$576	2.3%	\$25,440	\$326	1.3%	\$24,941	(\$173)	-0.7%	STARK
\$6,754	\$249	3.9%	\$6,625	\$120	1.9%	\$6,561	\$56	0.9%	\$6,432	(\$73)	-1.1%	STEELE
\$17,601	\$760	4.5%	\$17,265	\$424	2.5%	\$17,098	\$257	1.5%	\$16,762	(\$79)	-0.5%	STUTSMAN
\$6,536	\$251	4.0%	\$6,411	\$126	2.0%	\$6,349	\$64	1.0%	\$6,224	(\$61)	-1.0%	TOWNER
\$9,829	\$494	5.4%	\$9,642	\$307	3.3%	\$9,548	\$213	2.3%	\$9,361	\$26	0.3%	TRAILL
\$10,852	\$300	2.8%	\$10,645	\$93	0.9%	\$10,542	(\$10)	-0.1%	\$10,335	(\$217)	-2.1%	WALSH
\$40,724	\$907	2.3%	\$39,948	\$131	0.3%	\$39,561	(\$256)	-0.6%	\$38,785	(\$1,032)	-2.6%	WARD
\$8,231	\$265	3.4%	\$8,074	\$108	1.4%	\$7,995	\$29	0.4%	\$7,839	(\$127)	-1.6%	WELLS
\$53,193	\$2,098	4.5%	\$52,180	\$1,085	2.3%	\$51,673	\$578	1.1%	\$50,660	(\$435)	-0.9%	WILLIAMS
<b>\$764,145</b>	<b>\$36,388</b>	<b>5.00%</b>	<b>\$749,590</b>	<b>\$21,833</b>	<b>3.00%</b>	<b>\$742,312</b>	<b>\$14,555</b>	<b>2.00%</b>	<b>\$727,757</b>	<b>\$0</b>	<b>0.00%</b>	<b>TOTAL</b>

c:\...ldues\dues2023n.xls

**Suggested Motion: Motion to approve a 3% dues increase, unless the 2025 budget warrants a lower percentage increase based on proposed revenue and expenses.**

NDACo is exploring options for its long-term investments. Below is a list of investments currently held by the Association, including CDs, bonds and the State Investment portfolio balance, in which the portfolio make-up is outlined in the attached policy.

<b>ND Association of Counties Investment Summary as of 3/22/24:</b>			
<b>State Investment Board Balance as of 1/31/2024:</b>			\$7,603,163
<b>Colliers Investment Portfolio:</b>			
	Maturity Date	Interest Rate	Amount
Current Bonds:			
Moorhead MN Hlth Care	9/1/2032	5%	\$100,000
Burleigh Co MSLCC Tiered	11/1/2026	3.15%	\$205,000
	11/1/2027	3.30%	\$220,000
	11/1/2030	3.75%	\$320,000
Jamestown ND Pk Dist	7/1/2033	4%	\$20,000
Mandan ND Public Schools	8/1/2032	3%	\$40,000
Federal Home Loan Bank US Treasury	12/20/2024	5.25%	\$200,000
City of Jamestown Improvement	5/1/2024	5%	\$400,000
Federal Home Loan Bank	2/14/2034	5.625%	\$275,000
<b>Kirkwood Bank &amp; Trust:</b>			
CD; 1 year	3/8/2025	5%	\$1,000,000
<b>Overall Investment Total</b>			<b>\$10,383,163</b>

NDACo has been investing with the NDSIB since 1998. Although we have had a positive working relationship with NDSIB, we felt it was time to do a thorough review of our investments with the Board and determine whether the NDSIB continues to be a good fit for our investment options. The Finance Committee is recommending for the Board to authorize NDACo to transition investment funds from SIB to other investment entities.

***Suggested Motion: Motion to authorize NDACo to transition investment funds from SIB to other investment entities.***

## **NDACo INVESTMENT OBJECTIVES AND POLICY GUIDELINES**

### **A. INTRODUCTION**

The NDACo was established to aid in the administration of county government by providing a medium for exchange of information, ideas, and experience of county officials; promote training; facilitate cooperation with all levels of government; and be a legislative advocate for counties. NDACo and the benefits provided thereunder are funded by dues from member counties and special programs and projects of the NDACo.

B. PURPOSE OF THE INVESTMENT POLICY

1. The purpose of this policy is to establish investment guidelines and objectives for the assets of the NDACo invested under the direction of the Director and Assistant Director of Operations of the Association as authorized by the Association's Executive Committee. In making investments, the staff shall exercise the judgement and care, under the circumstances then prevailing, that an institutional investor of ordinary prudence, discretion, and intelligence exercises in the management of large investments entrusted to it, not in regard to speculation, but in regard to the permanent disposition of funds, considering probable safety of capital as well as probable income.

C. RESPONSIBILITIES OF BOARD FINANCE COMMITTEE

1. The Finance Committee of the Board of Directors of the NDACo is charged with the responsibility for establishing an investment policy for the Association. In addition, the Finance Committee shall review and evaluate the day-to-day investment management operations performed by the Association's staff. The Finance Committee shall, on at least an annual basis, review and comment upon the loss and expense funding projections, portfolio quality reports and investment decisions made by the Association's staff. In addition, evaluation of portfolio management shall be conducted, in writing, at least annually by the Finance Committee.

D. RESPONSIBILITIES OF THE NDACO STAFF

1. The administration and operation of the Association's investment portfolio shall be under the overall guidance and control of the Executive Director of the Association. The Association's Assistant Director shall manage, on a day-to-day basis, the Association's investment portfolio and recommend investment action, subject to written authorization by the Executive Director of any purchase or sale of securities. These officers shall have, among other responsibilities and powers, the authority to enter into any investment contract or arrangement within the scope authorized by this policy. In addition, they shall have outside investment advisors, and outside investment brokers to assist them in the investment process; and to set standards for the conduct and reporting of such advisors. Contracts entered into with investment managers shall be reported to the Executive Committee at the next regularly scheduled meeting.
2. These officers shall provide a series of reports at each regularly scheduled Board meeting to the Executive Committee of the Board of Directors of the Association, as deemed necessary by the adherence to these guidelines.

E. STATEMENT OF INVESTMENT OBJECTIVES

The NDACo seeks to achieve the following objectives in the investment of Association assets. These are only objectives and shall not be construed as absolute restrictions to be placed upon the responsible staff officers.

1. The operating and claims payment needs of the Association are to be met by short-term investments, i.e. liquid investments whose maturities match expected cash flow needs. These monies will constitute the Short-Term Fund.
2. Funds in excess of those required for operating and claims payment needs will constitute the Long-Term Fund. The objective of the Long-Term is to obtain the maximum total return on investments consistent with safety of principal on funds in excess of those required for operating and claims payment needs. The Long-Term Fund may be comprised of fixed

income securities and equity securities, as limited by number B herein. Individual investments in the Long-Term Fund may be either actively or passively managed.

### 3. SPECIFIC PERFORMANCE OBJECTIVES

#### a. SHORT-TERM FUND

The goal for the annual rate of return on the Short-Term Fund shall be comparable to 90-day treasury bills.

#### b. LONG-TERM FUND

##### (1) FIXED INCOME

- (a) The goal for the total rate of return of the total fixed income investments shall be two percentage points over the ninety day Treasury bill rate.
- (b) A total rate of return no worse than twenty-five basis points less than the performance of the Barclays Aggregate Bond Index shall be the performance objective of this Fund.

##### (2) EQUITIES

- (a) The goal for the total rate of return for all equity investments shall be 6 percentage points over the consumer price index.
- (b) A total rate of return equal to the performance of the S & P 500 plus or minus twenty-five basis points shall be the performance objective for this Fund.

##### (3) TOTAL FUND

- (a) The goal for the total rate of return of the total NDACo shall be three percentage points over the consumer price index.

### F. INVESTMENT GUIDELINES ON MANAGING RISK

#### 1. RISK MANAGEMENT GUIDELINES

The NDACo recognizes that the capital markets can be unpredictable at times and that different investment postures could result in periods whereby the market value of the Fund's assets may decline in value. However, because it is the NDACo Board's desire to protect capital, the following shall be strived for:

#### a. SHORT-TERM FUND

It is NDACo Board's desire to protect the Short-Term Fund's capital. As a result, the NDACo Board desires:

- (1) Zero loss tolerance for the Short-Term portfolio on investments with maturities of ninety days or less.
- (2) Minimum loss tolerance for the Short-Term portfolio with maturities between ninety days and one year.

#### b. LONG-TERM FUND

## (1) FIXED INCOME INDEX FUND

On a trailing twelve month basis, the total return of the portfolio should not be lower than twenty-five basis points below Barclays Aggregate Bond Index.

## (2) EQUITY FUND

(a) On trailing a twelve month basis, the maximum decline (on a total return basis) in the market value of the total portfolio should not exceed 12%.

(b) On a trailing eighteen month basis, the maximum decline (on a total return basis) in the market value of the total portfolio should not exceed 16%.

## 2. ASSET DISTRIBUTION

The asset distribution of the NDACo is established by the Executive Committee of the NDACo Board of Directors. To assist the Executive Committee in this area, the responsible staff officers shall provide the committee with their appraisal of current and long term needs for liquidity and income, and their view on the trend of the economy, inflation, and their estimation of the investment returns from various classes and types of assets.

The percentage of distribution is based on cost. While the designated staff officers are authorized to enter into any mix they deem appropriate during the course of the year, their decisions should be tempered by the following guidelines. These guidelines shall relate to the asset distribution of the investment fund as it exists at year end, December 31.

- a. CASH AND EQUIVALENTS/SHORT-TERM FIXED INCOME  
(Less than one year maturities) up to 20%
- b. EQUITIES up to 30%
- c. FIXED INCOME balance of portfolio

## 3. MINIMUM QUALITY CRITERIA OF STOCKS & BONDS

### a. COMMON STOCKS

On a dollar weighted basis, the quality rating of the common stock portfolio must be A – or better. Not more than 15% of the portfolio may be in stocks with a rating of A – or lower.

### b. PREFERRED STOCKS

(1) Nonconvertible preferred stocks must have a Moody's or S & P quality rating of A or better.

(2) Convertible preferred stocks must meet the minimum criteria established for common stocks.

### c. BONDS

- (1) Bonds must be readily marketable.
- (2) The minimum credit rating for a straight bond will be Baa rating by Moody's or BBB by the S & P. On a dollar weighted basis, the quality rating of the Bond Portfolio must be A or better.
- (3) Bonds issued by agencies of the federal government, unless otherwise declared, are deemed to carry a AAA rating. Any other non-rated bonds are not to be included in the investment portfolio.

#### 4. DIVERSIFICATION

Investments for the total Association should be diversified in a way which is consistent with the risk tolerance and investment objectives of the Association. In addition, the Executive Committee of the NDACo Board of Directors sets the following guidelines on diversification:

- a. Not more than the maximum amount insurable by the Federal Deposit Insurance Corporation (FDIC) may be deposited in any particular bank unless assets are pledged by the financial institution in the amount of 110% of the funds deposited.
- b. Not more than the maximum amount insurable by the Federal Savings and Loan Insurance Corporation (FSLIC) may be deposited in savings and loan associations unless assets are pledged by the financial institution in the amount of 110% of the funds deposited.
- c. Banker's acceptances may be placed only with banks rated short-term P-1 by Moody's or short-term A-1 by Standard and Poors. No individual bond shall constitute more than 15% of the market value of the portfolio, or its equivalent representation in the Barclays Aggregate Bond Index whichever is larger.
- d. No single industry group shall constitute more than 25% of the market value of the Fixed Income Portfolio, or its comparable representation in the, whichever is larger.
- e. Equity investments in any one company shall be limited to 5% of the total equity and 5% of the company's total outstanding equity.
- f. No stock shall be purchased unless it is traded on one of the major U.S. Stock Exchanges or the over-the-counter markets. Over-the-counter securities shall represent no more than 20% of the Associations assets.
- g. Not more than 10% of the total equities should be invested in any one industry at cost.
- h. Not more than 5% of the total equities should be invested in any one company at cost.
- i. Subject to the asset distribution guidelines of Section VIII (F) (2) (b), above, funds available for investment in equities shall only be those funds available for investment that exceed the projected ten-year loss and expense funding needs of the NDACo.

#### 5. OTHER

- a. Any security downgraded below its approved quality level must be disposed of in an orderly market manner within ninety days unless exception is granted by the Executive Committee.
- b. Responsible NDACo staff officers may request exceptions to these guidelines by written explanation to the Executive Committee of the Board of Directors.

## G. INVESTMENT MANAGERS

1. Subject to the provisions of paragraph 3, the designated staff officers are authorized to engage the services of an investment manager(s) to assist them in the management of NDACo funds. Investment managers shall possess the necessary research facilities and investment expertise to effectively manage such assets.

### 2. RESPONSIBILITIES OF THE INVESTMENT MANAGER(S)

- a. Adherence to statement of investment objectives and policy guidelines.

#### b. DISCRETIONARY AUTHORITY

The Investment Manager will be responsible for making all investment decisions on a discretionary basis regarding all assets placed under its jurisdiction and will be held accountable for achieving the investment objective indicated herein.

#### c. COMMUNICATION

- (1) Staff officers expect to be informed of any significant changes in the ownership organizational structure, financial condition, or senior personnel staffing of any investment management firm.
- (2) Whenever an investment manager believes that any particular guideline should be altered or deleted, it will be the investment manager's responsibility to initiate written communications with the appropriate staff officers.

#### d. REPORTING

- (1) The designated staff officers expect to receive timely notices of transaction activity as well as monthly reports of the period.
- (2) In addition, any information needed to assist staff officers in conducting their evaluation of the portfolio management which the investment manager has agreed to furnish would be expected on a timely basis.

#### e. EVALUATION AND REVIEW

- (1) Investment management of the various individual portfolios of the Association will be evaluated against the Association's investment objectives. Evaluation of portfolio management will be conducted at least annually by the designated staff officers.
- (2) Designated staff officers are authorized to change investment managers if there is an unacceptable justification for not meeting objectives.



## **SERVICE REPORT: Personnel Services**

### **April 2024**

(Report submitted to the Board of Directors by Aaron, Mike and Genny.)

#### **PROGRAM UPDATE:**

- **Traffic Safety Resource Prosecutor**

NDACo has hired an attorney to provide traffic safety support to local State's Attorneys and law enforcement. The Traffic Safety Resource Prosecutor (TSRP) position has been housed with NDACo since 2006 when Aaron Birst was first hired. This federally funded program (via NDDOT) is designed to providing training to officers and prosecutors to keep up to speed on the latest technological and law developments regarding traffic safety. This position has been modified from Aaron's prior service. Previously, Aaron was able to provide 50% of his time to the TSRP position and 50% to county government. However, this position has now grown to 100% dedicated to TSRP business so county officials outside of State's Attorneys and Sheriffs will have limited contact with the new hire.

- **County Employer Group**

As of March 1<sup>st</sup>, Mike started his transition into retirement. Mike is in his 44<sup>th</sup> year in the workers compensation industry (20 with WSI and in his 24<sup>th</sup> year at NDACo). Mike will continue to work 20 hours a week throughout the rest of this year and possibly into next year during the transition period of hiring someone and training that person. Mike and Jennifer built the CEG from virtually nothing 24 years ago and so Mike didn't want to leave without knowing that the CEG is going to continue to function at the high level it has for all these years and continue to provide counties with the commitment and quality service they all deserve! We don't anticipate any interruption of the services counties expect and deserve to receive. On days he is not scheduled to work, Mike will continue to be available throughout each week for any issues that arise. We are working to make sure the transition is as seamless as possible for all of us.

- **Revisions to Technology, Internet and Email Policy**

The attached Technology, Internet and Email Policy has proposed revisions based on suggestions from our auditors. They have requested more detail in how electronic files are accessed and the approval process for accessing files, including when a staff member is terminated, be included in the policy. There is also a section outlining how and when digital files are backed up. These changes will clarify how digital information is handled within the organization.

***Suggested Motion: Motion to approve the Technology, Internet and Email Policy with recommended revisions as presented.***

## TECHNOLOGY, INTERNET AND EMAIL 3.15

The Company respects the right to privacy of its staff members. However, privacy does not extend to staff members' use of Company-provided technology, including computers, voice mail, the Internet and email.

The following rules will govern technology use at the Company:

- Computer, voice mail, the Internet and email are Company-owned and for business purposes only during regular work hours. Staff members may access the Internet for personal use during their lunch break or after regular office hours, in strict compliance with the other terms of this policy.
- All online activities are subject to monitoring, and no staff members should expect privacy regarding such use.
- Staff members using the Company's technology are acting as representatives of the organization. As such, staff members should act accordingly so as not to damage the reputation of the Company.
- Unacceptable, non-work related activities, including downloading, viewing or sending insulting, disruptive, offensive, derogatory, profane or discriminatory messages or material, are prohibited. Examples of forbidden transmissions can include politically suggestive, religious or sexually-explicit messages; unwelcome propositions or love letters; ethnic or racial slurs; or any other messages that can be construed to be harmful to morale, harassment or disparagement of others based on their sex, race, age, national origin or religious beliefs.
- Only system passwords and encryption keys assigned by the Company may be used on the Company computers. Passwords and encryption keys are proprietary and, as such, may not be disclosed or assigned to anyone without the express prior authorization of the Company management. Staff members are prohibited from using passwords or encryption keys to gain access to unauthorized materials.
- Electronic data/files on servers/sharepoint sites are assigned to staff members (new/current) based on access needed. Requests for access are provided through a technical support ticketing system and review/approval for access is provided by the Director of Operations or the Executive Director prior to access being given. Once access is granted; follow up/review is completed by the Director of Operations or designee with the staff member to assure the appropriate access to the file(s) was provided.

- Disable/closure/transfer requests of terminated staff member's accounts, such as email, data/files, are provided through the technical support ticketing system and approved by the Director of Operations or the Executive Director.
- Because online communications are not secure, prior to transmitting any information that is of a confidential or proprietary nature or may include company trade secrets, the information must be properly encrypted. Staff members are prohibited from creating or sending inappropriate messages or unprofessional communication discussing the organization, its staff members, those it serves, or its competitors.
- The Company licenses the use of computer software from a variety of outside sources. It does not own this software or its related documentation, and it does not have the right to reproduce, use or otherwise copy that software, without the permission of the software provider. Unauthorized copying or use of software on any medium is strictly prohibited.
- The Company reserves the right to inspect a staff member's computer system for violations of this policy. The Company also reserves the right to block any Internet Site deemed inappropriate.
- Files that are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect the virus and, if necessary, to prevent it's spread.
- Back up of electronic data is completed every hour from 8:00a – 5:00p CDT Monday through Friday and back up reports are provided monthly to the company administrator, which is the Director of Operations.
- Incidental and occasional personal use of email is permitted, but such messages will be treated no differently from other messages. It is recommended you not put anything in an email you would not want others to see. Assume the email message you are drafting will be made public and draft accordingly.
- Staff members may not intentionally intercept, eavesdrop, record, read, alter or receive other person's e-mail messages without proper authorization in accordance with this policy.
- This policy applies to all staff members, contractors, part-time staff members, volunteers, and other individuals who are provided access to the Company's e-mail system as necessary for their business purpose with the Company and only if they abide by all applicable rules.

- Staff member's e-mail communications should be routinely and regularly deleted from their Inbox; unless the communication is under legal hold (refer to Policy 1.1<sup>14</sup>).
- The Company may access e-mail messages within the e-mail system for all individuals covered by this policy for any purpose not specifically prohibited by law. If practicable, the staff member will be notified in advance of such access. Where advance notice is not practical, the staff member will receive notice within a reasonable time thereafter of the date of the access, the purpose of the access, and the identity of the person(s) who accessed the information and the information obtained.
- Any infringing activity by a staff member may be the responsibility of the Company. In addition to possible civil or criminal prosecution, the Company reserves the right to discipline staff members for violation of this policy, up to and including termination.

# **SERVICE REPORT: North Dakota Insurance Reserve Fund (NDIRF)**

## **April 2024**

(Report submitted to the Board of Directors by Aaron.)

### **PROGRAM UPDATE:**

- The North Dakota Insurance Reserve Fund continues to have a strong fiscal foundation to help protect political subdivisions from liability claims. However, in January CEO Brennan Quintus announced he would be leaving after nine years to move to the private sector. NDIRF board members authorized a search committee to begin the process of advertising nationwide to determine a pool of candidates that could ultimately be narrowed down and interviewed and approved by the board. In the interim, the five division directors have been sharing the role of CEO until such time as the new hire takes the position.

# **SERVICE REPORT: County Financial Partnerships (CFP)**

## **April 2024**

(Report submitted to the Board of Directors by Aaron and Jason.)

### **PROGRAM UPDATE:**

- **Indirect Cost Reimbursement Services**

NDACo continues to be contracted with Abacus Cost Services to provide the indirect costs allocation plans to the State. As of now the calendar year 2022 plan has been submitted, but Abacus still needs to complete the 2021 plan which is projected to be done around mid-May. It is safe to say many county auditors and zone directors have been frustrated with the indirect cost process and communications with Abacus. NDACo is reviewing its options and has been in contact with Abacus outlining its concerns. Abacus believes many problems have been resolved and will continue to improve their services, for which only time will tell.

- **Next Generation 911**

The Collection and Distribution of 911 Fee JPA made its first successful deposit to the counties on March 7<sup>th</sup>. Following that deposit there were a few counties that requested some more detail in the reporting as it related to line counts, and those adjustments have been made. Additionally, a few phone companies did not follow the direction and guidance NDACo provided, but the finance team has been working with those companies to have them adjust their remittance processes.

Some additional development has been necessary to ensure that our accounting has the tools they need to be successful. We've also directed our webmaster to develop a quarterly report for the state radio counties to ease their ability to report to ND State Radio for their 911 services contract.

Overall, the project has been very successful. We expected a few challenges due to the size of the initiative and number of stakeholders involved, but those challenges are being met and worked through.

# SERVICE REPORT: Member Services Annual Conference Report April 2024

(Report submitted to the Board of Directors by Jeff, Aaron and Michelle.)

## 2024 Conference Planning Status

**2024 Annual Conference**  
**October 20 - 22 Bismarck Event Center**

### General Conference Information

Our theme for this year's conference is "Countyfest." It may not be necessary to point out that is a play on words with OktoberFest. Expect bräts, saüerkraüt, lederhösén, and ünecessäriily excessive üse of ümläüts.



Feedback from the changes we implemented in 2023 was almost entirely positive, so we will be repeating many things and have come up with some new ideas for 2024. Following are some of the biggest changes. Some you will see, and others are behind the scenes:

We will again contract with Funatix. They have a bit larger staff now and we (and they) feel that with last year's experience, they will be able to integrate their people with ours more seamlessly and take on more responsibilities.

We are excited to announce our Opening Session keynote speaker AND Monday evening entertainment will be provided by mentalist Christopher Carter. His message about communications and leadership are excellent, and his abilities as a mentalist are amazing. See for yourself at <https://christophercarter.com>.

Back by popular demand:

- No county door prizes, but we will again be sure there are drawings and prizes aplenty
- No big agenda book – just the App and pocket agenda
- No regular busing from Harlow's
- BUT: Monday evening busing by West River will be back
- No "official" breakfasts at hotels. The light continental breakfast at the Event Center went over very well.

New ideas for 2024 under consideration:

- Further streamlined registration process
- No previously stuffed bags – provide empty bags and let folks fill them in the exhibit area
- Stay tuned for more we're working on

To make the regional caucus meetings more meaningful last year, NDACo conducted eight regional meetings in the hosting counties prior to the annual conference. The feedback from the membership was favorable to continuing that process into the future. NDACo staff will be in contact with the county commissioner representatives to find some time this fall to begin

scheduling the meetings. This year will bring elections to all the EVEN number regions and will certainly focus on resolutions going into the upcoming Legislative Session.

These are just a few of the changes you can expect at our annual conference this year, but one thing will remain the same and that is a focus on quality presenters and networking opportunities with vendors and each other!

### **Exhibitors/Sponsors**

The exhibitors/sponsors registration portion of the website will be up and running soon. Marketing emails will go out to all the sponsors and exhibitors from last year to give them first opportunity. Another email will go out a week or so after to all past exhibitors and sponsors and any new company contacts. We have had several new companies reach out to us asking about the conference and exhibiting/sponsoring opportunities. We are up against a serious scheduling conflict with the Local Roads Conference that is held in Sioux Falls, SD Oct. 23-25. We know some of our exhibitors will not be able to attend both, and that is likely true of many highway folks. We searched hard to find a solution to this conflict, but we're just going to have to work with what we have. This can happen when facilities like the Event Center must be booked years in advance. We will do the best we can to work around this and find more exhibitors in industries that do not conflict.

### **NDACo Conference Room Request Form**

All Board members are asked to complete the attached NDACo Conference Room Request Form. Board members who want to be included in NDACo's room block at the Radisson are asked to complete the form and turn it in to Michelle before leaving the Board meeting. Those who do not want to be included in our room block are also asked to turn in their form, indicating they don't need a room at the Radisson. As we get closer to the convention, Board members included in our room block will be emailed their hotel reservation details. Those Board members should notify their auditor that their reservation is being made by NDACo so they don't end up with two rooms.

*Note: The Radisson will be directed to bill your room to your county auditor, unless directed otherwise on the form.*



# NDACo Conference Room Request Form

The dates of the 2024 Annual Conference are October 20-22.

**Board Member's Name:** \_\_\_\_\_

**Would you like a room reserved at the Radisson? \***

(Circle one)                      YES                      NO

If **NO**, turn in the form to Michelle.  
If **YES**, finish the form and turn in to Michelle.

\* NOTE: Rooms will be billed to your county auditor, unless directed otherwise.

**Check-in Date:** \_\_\_\_\_

**Check-out Date:** \_\_\_\_\_

**Occupancy Requested: (Circle one)**

Single Occupancy                      Double Occupancy \*

\* If Double Occupancy, name of second person in room:

\_\_\_\_\_

**Room Type Requested: (Circle one)**

One Queen Bed                      Two Queen Beds

Very limited, if any, rooms with king beds will come available.

**Special Requests:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return your completed form to Michelle  
before leaving the April Board meeting.**

# **SERVICE REPORT: Member Services Commissioners Summit Report April 2024**

(Report submitted to the Board of Directors by Alisha, Jeff and Cassie.)

## **2024 County Commissioners Summit**

### Attendance Recap:

- Commissioners in attendance: 78
  - *80 total county officials (including a State's Attorney and Assist. State's Attorney)*
- Counties represented: 43
- Legislators in attendance (Summit and/or Social): 19

Evaluations: 35 Commissioners responded to our request to evaluate the conference and reception. Overall, the comments were strongly positive, with a few negative comments related mostly to things like chair comfort. Here are a few samples of comments:

- Thank you for the opportunity to network with other commissioners.
- I thought was a great idea and had a chance to really interact with other commissioners.
- One of the most informative meetings held for Commissioners in a long time. Please continue - thank you NDACo and NDCCA.
- Keep them coming. Thought it would be dry, but I was into every topic.
- Longer breaks for networking.
- Thank you for providing this summit. As a commissioner in my first term and participating in other boards in other industries it appears that there is a tremendous opportunity for NDACO to provide more networking, in-person education, and promotion of best practices for more effective and efficient government.

Financials: NDCCA received \$5,000 in sponsorships and has billed out \$3,600 in registration fees for the Summit. We have paid \$7,337.93 in expenses to date, including hotel and meal costs. If any bills remain, they would be minimal. Overall, the Summit has produced a profit of \$1,262.07.

# SERVICE REPORT: County Tours

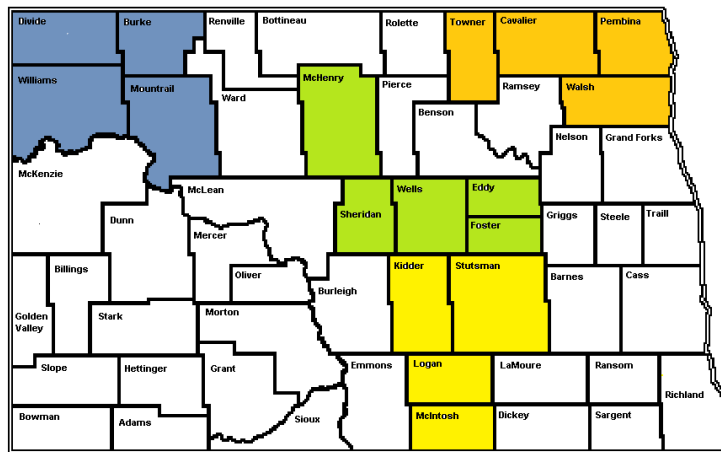
## April 2024

(Report submitted to the Board of Directors by Michelle.)

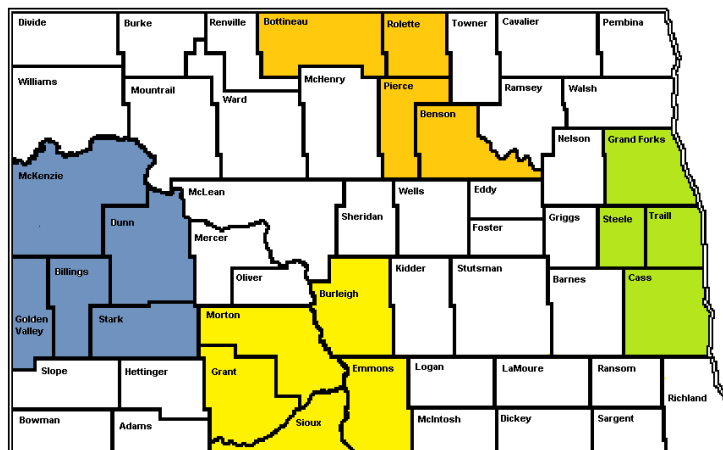
### PROGRAM UPDATE:

- Four county tours are planned for 2024. Dates have been selected for the July, August and September tours, with dates yet to be determined for the tours planned for November. Below is a list of the counties that will be visited in 2024, as well as maps showing the counties to be visited in 2025 and 2026.
  - **July 24-25, 2024** – McLean, Mercer, Oliver, Renville and Ward
  - **August 14-15, 2024** – Barnes, Griggs, Nelson and Ramsey
  - **September 10-11, 2024** – Dickey, LaMoure, Ransom, Richland and Sargent
  - **November 2024** – Adams, Bowman, Hettinger and Slope

### 2025 County Tours – Proposed



### 2026 County Tours – Proposed



## **SERVICE REPORT: Legislative Services April 2024**

(Report submitted to the Board of Directors by Donnell.)

This meeting's Legislative Report contains updates on the proposal to abolish property taxes and interim committee activities.

### **Property Tax Elimination**

NDACo has joined the Keep It Local Coalition. The coalition is made up of representatives from associations representing local government and business along with local chambers. The coalition has been raising money and preparing to launch the campaign in the spring. 31,165 signatures are required by June 29<sup>th</sup> for the November ballot.

What it does: If approved, political subdivisions would no longer be able to raise revenue through property taxes to include residential, commercial and agriculture. The state would provide annual property tax revenue replacement to political subdivisions in an amount equal to what is levied in 2024. Estimated cost: \$1.329 billion per year.

A handout that provides information on the Proposed Property Tax Elimination Measure can be found at the end of this report and will be included in paper form at the meeting.

### **NDACo 2023-24 Interim Legislative Activities**

The following summarizes the key studies that may ultimately affect counties.

#### **Agriculture and Natural Resources Committee**

Rep. Paul Thomas – Chair

- Study the tracking and updating land use authority for National Flood Insurance Program purposes. (Aaron recently testified)
- Study the monitoring of Foreign Adversaries in North Dakota.

#### **Budget Section**

Sen. Brad Bekkedahl - Chair

- Approve Emergency Commission acceptance and authorization of federal funds.
- Approve Dept. of Transportation projects that utilize more than \$10 million from flexible transportation fund.
- Review and report on state budget data.

#### **Energy Development and Transmission Committee**

Sen. David Hogue - Chair

- Study accessibility of natural gas in small communities.

## **Government Finance Committee**

Sen. Dean Rummel – Chair

- Review state budget information, including monitoring state revenue and appropriations and review and develop state revenue forecasts.
- Study the state's guardianship programs.
- Study changing the administration of the state fire and tornado fund and state bonding fund from Insurance Commissioner to OMB.
- Receive a report from DES on Snow Removal Grants.

## **Government Services Committee**

Rep. Ben Koppelman - Chair

- Study the services and needs of the State Crime Laboratory. (Donnell testified)
- Agency construction management procurement procedures.
- Study homelessness and barriers to housing.

## **Health Services Committee**

Sen. Kristin Roers - Chair

- Study of the delivery of emergency medical services in the state to include funding, taxation, access, volunteer retention. (Aaron & Jason testified)
- Report on deaths caused by fentanyl.

## **Human Services Committee**

Rep. Matthew Ruby - Chair

- Study implementation of recommendations of the 2018 ND behavioral health system study.
- Study need for inpatient mental health care for children.
- Report from DHHS on foster care and adoption child welfare redesign.

## **Information Technology Committee**

Rep. Glenn Bosch - Chair

- Study emergency and interoperable public safety communications system governance needs and options. Evaluate roles of state and local emergency governing entities. Includes future responsibility for ongoing administrative and operational maintenance cost of SIRN. (Jason to testify on behalf of Emergency Services Communications Coordinating Committee)
- Study the emergence of artificial intelligence.

## **Judiciary Committee**

Sen. Janne Myrdal - Chair

- Study NDCC that places restrictions on carrying firearms and dangerous weapons. Study is looking at current prohibitions compared to nations regulations and restrictions. (Aaron testified, committee requested prioritization of list of county facilities as "sensitive places" or "gun-free zones.")
- Study of recording practices of law enforcement during custodial interrogations to determine feasibility and desirability for uniform implementation of recording practices. (Donnell testified)

- Receive report summarizing activity of any civilly forfeited property.
- Receive report on status of program to assist rural counties and municipalities in recruiting attorneys.

### **Juvenile Justice Committee**

Rep. Michelle Strinden – Chair

- Study NDCC related to juvenile delinquency offenses.
- Study statewide criminal history record check process.
- Study improving re-entry outcomes for incarcerated adults & youth.

### **Legislative Audit & Fiscal Review Committee**

Rep. Emily O'Brien – Chair

- Study and review audit reports submitted by State Auditor.
- Determine when State Auditor is to perform audits of political subdivisions.
- Order the State Auditor to audit or review the accounts of any political subdivisions.
- Receive report from State Auditor on communication processes, billing practices and procedures and other audit related information for audits performed by State Auditor.

### **Retirement Committee**

Rep. Jason Dockter – Chair

- Study the Public Employees Retirement System (PERS) main plan, including funding options and contributions by political subdivisions.
- Study best practices for public retirement plans. (Erica Johnsrud & Jenna Norby of McKenzie County testified on potential challenges related to the transition to the new Defined Contribution plan)

### **Tax Relief Advisory Committee**

Sen. Jordan Kannianen - Chair

- Study of income and property tax relief, the history and analysis of relief provided by the 68<sup>th</sup> Legislative Assembly. (Donnell testified)

### **Taxation Committee**

Rep. Jared Hagert – Chair

- Study of property tax exemptions for elevators, warehouses and other farm structures classified as commercial property, which are privately owned.
- Study the impact of political subdivisions levying special assessments against other political subdivisions and impact on taxpayers.
- Receive report on study of property tax transparency.
- Receive report of property tax increases statewide from Tax Commissioner.

# BALLOT MEASURE

End Unfair Property Tax is the campaign behind the initiated ballot measure.

In summary, the initiated ballot measure states:

- Political Subdivisions may not raise revenue through levying any tax on assessed value of real or personal property.
- Political Subdivisions may continue to levy tax if the tax was dedicated for the payment of bonded indebtedness.
- The State shall provide annual property tax revenue replacement payments to political subdivisions in an amount equal to what was levied in 2024.



Keep it Local is a statewide Coalition against the initiated ballot measure that seeks to abolish property tax in North Dakota. The coalition is an ideologically broad group with a central goal of maintaining local control and keeping our communities great places to live.

The proponents of the measure have until June 29, 2024, to collect 31,184 signatures to get the measure on the November General Election ballot. The measure would pass with a simple majority of votes.

The quote “if something sounds too good to be true, it probably is” can be used to describe the initiated ballot measure abolishing property tax. While no one actually enjoys paying them, taxes, especially property taxes, are crucial to the growth and development of North Dakota.

## PROPERTY TAXES

Property taxes are collected by local government (city, county, township, school and park district) to fund essential local public services. The local public services whose funding relies on property tax include, but are not limited to:

**Schools** schools receive approximately 50% of property tax funds

**Public Safety** police, sheriff, fire, ambulance services

**Public Works** road maintenance, snow removal, street cleaning

**Community Services** public parks, libraries

The property taxes you pay directly benefits the development of your community and funds the services available to you as a resident. If this measure were to pass, North Dakota would be required to pay approximately an additional \$1.329 billion per year to cover property taxes to fund these services.

Proponents of the measure claim that we can continue to have the great public services explained above while simply not having to pay property taxes. They often claim that we can use the Legacy Fund (current balance around \$9 billion) and eliminate pork and waste. The specifics on these funding sources are limited and come painfully short of making up the shortfall.

The biggest concern is that the measure would take away local control of the local budget. Instead of local school, county and city officials readily available to listen to the concerns of their constituents and ensure their annual budget fits the needs of the community, all the above-mentioned political subdivisions will need to go to Bismarck and ask the legislature to fund a new school, or additional firefighters or sewer system or police station or roads. Local control is a principle that most North Dakotans believe in.

## HOW CAN YOU HELP?

**JOIN** the coalition

**DONATE** funds to the coalition

**EDUCATE** membership

**PROMOTE** \$500 property tax credit through March 31, 2024



The constitutional measure to eliminate property taxes may sound good but would have devastating effects on North Dakota communities. While a similar measure was defeated in 2012 by a large margin, early polling indicates the vote will be much, much closer this time if it gets on the ballot.

**KEEP IT LOCAL IS ORGANIZING TO WIN, AND WE WILL WIN!**

# OPPOSITION TALKING POINTS TO MEDIA PROPERTY TAX ELIMINATION

## INCLUDE IN ALL RESPONSES:

All North Dakota property taxpayers are currently eligible to receive a **\$500 tax credit** for 2024 and 2025 property taxes. Apply until March 31st. In addition, more North Dakota seniors are eligible to receive a tax break on their home.

## SUMMARY

Voters rejected a similar proposal resoundingly in 2012 because it is not the right approach for North Dakota.

North Dakota would be the only state in the nation to fully eliminate property taxes if the measure would pass.

## CONSTITUTIONAL MEASURE

This is a constitutional measure, if approved, it is nearly impossible to reverse. The law goes into effect January 1, leaving no time to plan on how to fund local budgets for 2025.

This would mean the state would pay political subdivisions at the 2024 level in perpetuity. With inflation, this would be extremely harmful. \$1 in 2000 was \$1.82 in 2023.

## LOCAL CONTROL

If passed, this measure takes away your voice on what your community needs. The local governing boards in the city, county, school, and park are closest and most accountable to you and can respond to local needs.

Repealing the property tax would cripple the ability of local governments to fund solutions to local problems as they would become dependent on the control of the state. Local government knows how best to address the needs of a community, not the state legislature.

## BAD FOR ND RESIDENTS

If passed, state dollars used to benefit all North Dakotans will be re-prioritized and cut.

If passed, out of state property owners would pay no tax but still receive services.

Eliminating property taxes would benefit out of state property owners the most. Residential, agricultural, and commercial property owned by out of state interests would not contribute to the infrastructure and public services they benefit from.

## TAX/FEE SHIFT

**Eliminating one tax to replace it with an even higher tax makes no sense.** If passed, local budgets will be frozen at 2024 levels. The state and locals will be forced to look for other revenue sources. This will result in tax and fee increases in other areas. Increasing the state sales tax to pay for the loss of property tax revenue will result in North Dakota having one of the highest sales tax rates in the nation.

**You will pay no matter what.** Eliminating property taxes doesn't solve the funding needs of your community.

There will be other increases to taxes and fees.

Eliminating property tax will negatively impact the elderly, lower income, and renters because exemptions they currently qualify for will be replaced with increases in fees or taxes from other sources.

You cannot eliminate \$1.3 billion in tax revenue without raising other taxes. This is not a saving for the taxpayers but a shift to other taxes.

Repealing the property tax would result in a new tax war to find replacement revenue sources, which could mean increased sales tax and special assessments.

## PUBLIC SERVICES

Property taxes pay for local services like schools, law enforcement, fire protection, road maintenance, snow removal, parks, and trails. Eliminating property taxes threatens the essential public services that keep you safe and provide the infrastructure you need to live and work in a community you call home.

If passed, the lack of guaranteed local dollars puts rural healthcare, schools, public safety, roads at an even greater risk where other taxes and fees are essentially non-existent.

30-40% of school budgets come directly from property taxes.

The property tax is a mainstay of local revenue for townships, cities, counties, school districts and certain special entities.

Passage of this measure will make it nearly impossible for a city, county or school to make any new investments in your community; i.e. A new school, new bridge, new trail, new swimming pool, etc.



# **SERVICE REPORT: NDACo Resources Group (NRG)**

## **April 2024**

(Report submitted to the Board of Directors by Lonny.)

### **PROGRAM UPDATE:**

- **NDACo Resources Group (NRG)**

NDACo Resources Group or NRG Technology Services (NRG) is a fully owned subsidiary of NDACo established in 2000. NRG has been around since 1992, first as NDCAT then NDACo Automation Technology and later as NRG.

NRG is an MSP, managed service provider, meaning we proactively service PCs, servers, and networks for our customers. We work closely with North Dakota Information Technology (NDIT), meeting every six weeks to discuss topics that may affect all counties.

NRG has 78 contracted clients: 22 Counties, 10 Cities, 10 Human Service Zones, 6 Public Health offices and 3 Associations. This leaves 27 other clients served ranging from financial, recreational, and other non-profits.

Eight to ten Counties have their own IT staff.

NRG employs 16 full-time employees and 1 intern.