



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

AGENDA NDCCA BOARD OF DIRECTORS

Wednesday, December 10, 2025 – 9:00 a.m.
NDACo County Office Building – 1661 Capitol Way

9:00 a.m.	Call to Order	Neal Messer
(Neal)	Pledge of Allegiance	
(Genny)	Roll Call	
(Neal)	Review/Approve Order of Agenda ACTION	
(Neal)	Introduction of New Board Members	
	Miranda Schuler, Ward County Commissioner (<i>Mentor: Joan Hollekim</i>)	
(Neal/Aaron)	Board Member Introductions	
(Neal)	Appointment of Secretary ACTION	Page 4
(Neal)	Consideration of Previous Board of Directors Meeting Minutes	
	August 27, 2025 Board Meeting POSTED ACTION	Page 5
	October 27, 2025 Annual Business Meeting POSTED ACTION	Page 8
(Glenda)	Treasurer's Report (Treasurer Glenda Collier) ACTION	Page 12
(Aaron/Genny)	Approval of Financial Authorizations/Signatures ACTION	
(Aaron)	Clarification on Budget Approval	
(Genny)	Amendment to the 2026/2027 Budget ACTION	
(Aaron/Genny)	Change to Calendar Year Cycle ACTION	
	NDACo Cooperative Services	
	County Financial Partnerships	Page 15
(Jason)	Next Generation 9-1-1	
(Sara)	Indirect Cost Reimbursement Services	
(Genny)	Tractor Lease Program	
(Aaron)	Traffic Safety Resource Prosecutor (TSRP)	
(Aaron)	Vision Zero Outreach Program (VZOP)	
(Mike)	County Employer Group	Page 20
	NACo/FSC	Page 22
(Aaron)	Nationwide Retirement Solutions	

(OVER)

Member Services

(Jeff)	2025 Annual Conference Report	Page 23
(Jeff)	Summary Evaluation Results	
(Jeff)	Conference Photos Projector <i>(To be shown during meeting or lunch)</i>	
(Aaron)	2025 County Commissioners Summit	

Legislative Services

(Linda/Donnell)	Impacts of Caps	Page 25
(Aaron/Donnell)	Interim Committee Activities	

(Aaron)	NDCCA Mailbag	Page 34
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(Aaron)	National Participation/NACo Board/WIR	Page 48
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(Neal)	Other Business	
(Aaron/Michelle)	County Tours	Page 50

(Neal)	Board Meeting Evaluation	
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Adjourn

- RECOMMENDED MOTIONS -

**NDCCA BOARD MEETING
OF
DECEMBER 10, 2025**

- Approve Order of Agenda: Motion to approve the agenda as presented.
- Appointment of Secretary: Motion to appoint Aaron Birst as Secretary of the NDCCA Board of Directors.
- August 27, 2025 Board and October 27, 2025 Annual Meeting Minutes: Motion to approve the minutes of the August 27, 2025 Board of Directors meeting and the October 27, 2025 Annual meeting.
- Treasurer's Report: Motion to accept the Treasurer's Report as presented.
- Approval of Financial Authorizations/Signatures: Motion to approve authorization change to one signature on checks and all invoices be approved by Board Treasurer or President prior to payment.
- Amendment to the 2026/2027 Budget: Motion to amend the 2026/2027 budget to include accounting software costs of \$1,460 for the biennial budget.
- Change to Calendar Year Cycle: Motion to approve a change in fiscal year for NDCCA from October-September to a calendar year (January-December) starting in January 2028.

NDCCA Appointment of Board Secretary

The Secretary to the NDCCA Board is addressed in two sections of Article III of the NDCCA Constitution and By-Laws document:

SECTION 1, OFFICERS: The officers of this Association shall be a President, a Vice President, and a Treasurer. There shall also be an office of Secretary which need not be held by a regular member of the Association.

SECTION 5, APPOINTMENT OF SECRETARY, TERM OF OFFICE: At the first meeting of the Board of Directors following the annual meeting, the office of Secretary shall be appointed by the Board of Directors to serve a one-year term.

Since the creation of NDACo, the NDCCA Board of Directors has maintained a management agreement with NDACo for staff support in the areas of financial and program management, legislative advocacy, and conference planning. To facilitate this management agreement, the NDCCA Board of Directors has, since at least 1983, appointed the NDACo Executive Director to serve as Secretary to the Board.

While the NDCCA Board paid the NDACo Executive Director personally for the role of Secretary in the past, the personal payment was eliminated in 2018 as part of a more formalized management agreement recognizing the time devoted by multiple NDACo staff in supporting the Board.

**Meeting Minutes
NDCCA Board of Directors
August 27, 2025
NDACo County Office Building**

President Joan Hollekim called the meeting to order at 10:30 AM with roll call. After the pledge of allegiance, the President asked for a calling of the roll. A quorum was declared.

Members Present:	Joan Hollekim	Neal Messer
Tracey Dolezal	Jim Kapitan	Glenda Collier
Jason Arth	Cory Hanson	Andy Zachmeier
Stanley Dick		

Also Present:	Aaron Birst, NDACo Executive Director
	Genny Dienstmann, NDACo Staff
	Michelle Tabbert, NDACo Staff
	Sara Cote, NDACo Staff
	Lisa Jahner, NDACo Staff
	Alisha Adolf, NDACo Staff
	Jeff Eslinger, NDACo Staff
	Donnell Preskey, NDACo Staff
	Linda Svihovec, NDACo Staff
	Mary Korsmo, NDACo Staff

The President asked the Board to review the proposed agenda. As there were no changes, Collier moved to accept the agenda as printed; the motion was seconded and passed on a voice vote.

Consideration of the minutes of the May 28, 2025, meeting was requested. Messer moved to approve the May 28, 2025, minutes; the motion was seconded and passed on a voice vote.

President Hollekim requested the Treasurer's Report. Collier provided a review of the financial statements and list of checks. Motion by Dolezal to accept the Treasurer's Report as presented; the motion was seconded and passed on a voice vote.

Aaron then introduced guest speaker, ND State Treasurer Thomas Beadle, to present on what is happening in their office and shared the areas where they are assisting counties, particularly in direct distributions to the counties from the recent legislative session.

Aaron and Genny then reviewed the proposed budget for 2026/2027, noting that the question of the level of dues to be proposed to the membership had been decided at the previous meeting with a \$0/commissioner increase approved. Genny detailed the proposed budget and responded to questions.

The President asked Aaron to report on NDIRF. Aaron directed the Board members to review the online version of NDIRF's 2024 Annual Report, as they no longer publish a paper copy.

Under the County Financial Partnerships Report, Aaron provided a brief overview of the Indirect Cost Program and introduced staff member Sara Cote, who will oversee the program

internally, Sara began by providing an update on the Indirect Cost Reimbursement Services. She shared that a software vendor had been selected to support preparation of the cost allocation plans and informed the Board of additional progress she has made. Genny followed by providing an update on the Special Operations Team Reimbursement, and Aaron continued with an update on the Public Administrators Support Services Program. An update on the NDACo Grant Assistance Program by Aaron and Genny completed the County Financial Partnerships Report. Lisa Jahner was then asked to review the Juvenile Justice Grant Administration Report.

Alisha was invited to present the Professional Development Report, providing attendance numbers on various trainings and explaining multiple partnerships that have been developed. She highlighted that strong demand continues for webinar recordings and announced that approximately 150 hour-level award recipients will be honored at the conference. After discussion, the Board broke for lunch.

Jeff was next asked to report on the Annual Conference Planning. He shared workshop topics that are planned and the keynote speaker. He continued with an update on the number of exhibitors and sponsors that are confirmed. Michelle continued with reminders to register for the conference and that no room block is reserved at the Radisson for Board members. She also noted that no Board Gathering would be held on the opening day of the convention this year. Aaron finished the report with an update on the pre-conference caucus meetings that will be held in the coming weeks.

President Hollekim then provided the Board with a list of her standing committee appointments. Aaron went on to explain the work of the Nominating Committee and the vacancies that will need to be filled on the NDCCA Board.

The Board itself normally acts as the Constitution and By-Laws Committee and Aaron indicated that no requests for changes were received.

Jeff gave the ILG Scholarship Fund Report. He announced the names of the six 2025 recipients, and Genny provided the current Scholarship Fund balance.

Stanley Dick was called on to give the National Participation Report, sharing highlights from the NACo Annual Conference in July and his involvement with the national board.

President Hollekim directed attention to the Board Mailbag and encouraged Board members to read items included.

Aaron and Donnell were called on to review the Legislative Services Report. Donnell gave a summary of interim committee activities. Aaron noted that the NDCCA Resolutions Committee is scheduled to meet on Monday, September 15th. He went over the one new resolution they'll be considering, along with the 2024 adopted resolutions. Genny concluded with a report on the expenditures related to legislative activity.

Under Other Business, Hollekim and Aaron discussed the County Tours that have taken place this summer and noted that one tour is planned yet for September and another one for October.

Jeff next announced that the Bismarck Radisson has been reserved for the County Commissioners Summit on December 9th. Joan asked if Board members have any companies who would be willing to sponsor the event, to please contact the NDACo staff to reach out to them.

Genny explained the process to get ACH authorizations in place for all Board members so that expense reimbursements could be made through direct deposit rather than checks. All Board members were asked to complete their authorization form and turn it in to Michelle.

The next Board Meeting date of December 10, 2025, was announced with a quick reminder of the Commissioner Summit on December 9th.

The President shared a few comments about being the President and shared her appreciation serving on the Board. She then instructed the members to complete their Board meeting evaluation. There was no further business, so the meeting was declared adjourned at 1:30 PM.

Approved by Board Resolution: _____
Aaron Birst, Secretary

Date: _____

Meeting Minutes
NDCCA Annual Business Meeting
October 27, 2025
Bismarck Event Center – Upper Level Prairie Rose Room 105

President Hollekim called the business meeting to order at 3:30 PM, thanking the commissioners for their attendance and then appointed NDACo Executive Director Aaron Birst as Parliamentarian for the meeting.

The President directed the members' attention to the Regional Caucus Materials forwarded to all commissioners. She noted the minutes of the previous meeting have been reviewed and approved by the Convention Minutes Committee. The minutes are available in the convention app. She noted that there would be no Constitution and Bylaws report since no amendments are being recommended.

Treasurer Glenda Collier (Eddy) delivered the Treasurers Report. She focused on the ending fund balance, budget, and dues, noting that all counties had paid their dues in 2025. She reminded the members that the Association operates on a two-year budget and generally considers changes to the dues amount only on odd-numbered years. The Association is in solid financial shape and because of the newly-implemented caps, the Board is not recommending any changes to the dues for 2026/2027 and they would remain at \$320 per commissioner. It was noted that a line item for the Commissioners Summit has been added. Expenses came in under budget for the biennium. NACo participation was under budget as only three commissioners applied for the NACo conference scholarship. Meeting expenses are significantly lower than budget due to the use of technology and Teams for meetings. Dustin Laufer (Adams) moved and Scott Ouradnik (Slope) seconded to approve the Treasurers Report with the proposed budget and dues. The motion was passed on a voice vote.

The President requested that the regional caucus chairs deliver their reports.

Region I: Howdy Lawlar (McKenzie) reported that his region met via Teams and that he was elected as the regional representative on the NDACo Board for Region I. Region I discussed the proposed resolutions which were voted on and approved.

Region II: Trudy Ruland (Mountrail) reported that Region II met via Teams during a commission meeting and that Jarret Van Berkomp (Burke) was elected to be the regional representative on the NDACo Board for Region II as she moves into the Past President position. Region II discussed the proposed resolutions which were voted on and approved as well as the 3% property tax cap. Ruland encouraged commissioners to fill out the online survey related to HB1176 and the cap if they have not already done so.

Region III: Nick Moser (Cavalier) reported that his region met in person in Devils Lake and that he was re-elected as the regional representative. Region III discussed the proposed resolutions which were voted on and approved.

Region IV: Aaron Mork (Nelson) reported that Region IV met via Teams. Region IV discussed the proposed resolutions which were voted on and approved.

Region V: Jason Arth (Sargent) reported that Region V met in Fargo and that Tony Grindberg was re-elected as the regional representative. Region V discussed the proposed resolutions which were voted on and approved.

Region VI: Becky Hagel (Foster) reported that they met via Teams. Region VI discussed the proposed resolutions which were voted on and approved as well as audits performed by the State Auditor's Office.

Region VII: Jamee Folk (Mercer) reported Region VII met via Teams and that she was re-elected the Region VII representative. Region VII discussed the proposed resolutions which were voted on and approved.

Region VIII: Scott Ouradnik (Slope) reported that Region VIII held their meeting in New England on September 18. Region VIII discussed the proposed resolutions, 3% cap, jail issues, and state funding. The proposed resolutions were voted on and approved.

The President called for the standing committee reports.

Audit Committee: Audit Committee Chair Kathy Skarda (McKenzie) gave the Audit Committee Report. She reported that the committee reviewed the books at the convention and found them to be correct for year ending September 30, 2025. Skarda moved the acceptance of the report; the motion was seconded by Tracey Dolezal (Dunn) and passed on a voice vote.

Nominating Committee: Nominating Committee Chair Stanley Dick (Cavalier) delivered the Nominating Committee report stating that based on the Constitution and By-Laws, all NDCCA Board positions have two-year terms; with half of the Board of Directors elected each year and the positions of President, Vice President, and Treasurer elected on odd-numbered years.

Dick then presented the following slate of candidates for consideration:

- For President – 2-year term (1 Positions)
 - Neal Messer (Stark)
- For Vice President – 2-year term (1 Position)
 - Tracey Dolezal (Dunn)
- For Treasurer – 2-year term (1 Position)
 - Glenda Collier (Eddy)
- For NDCCA Director – 2-year term (2 Positions)
 - Cory Hanson (Williams)
 - Jim Kapitan (Cass)
- For NDCCA Director – 2-year term (1 Position)
 - Wayne Munson (Burleigh)
 - Scott Johnson (Sargent)
 - Miranda Schuler (Ward)
- Western Interstate Region Board – 2-year term (1 Position)
 - Scott Ouradnik (Slope)

Hollekim called for nominations from the floor. There being no nominations from the floor, Hollekim called for nominations to cease and a motion to accept the nominations as presented. Stan Dick (Cavalier) moved and Howdy Lawlar (McKenzie) seconded to cease nominations and accept the slate of candidates as presented. The motion passed on a voice vote.

President Hollekim invited candidates Wayne Munson, Scott Johnson and Miranda Schuler to speak.

Candidate for 2-year term on the NDCCA Board of Directors

Scott Johnson (Sargent), Wayne Munson (Burleigh), and Miranda Schuler (Ward) addressed the attendees and provided their background and requested support.

Because there was a contested race, attendees were directed to cast their votes using ballots that were handed out to the members. Paper ballots were collected by staff for the tally.

Resolutions Committee: Neal Messer (Stark), Co-chair of the Resolutions Committee, presented the Resolutions Committee report. Messer informed the members that he was going to read the titles of all the printed resolutions recommended for adoption and then ask for requests to separate specific resolutions for individual debate or amendment. He would then move the adoption of all those not separated in one motion. He read the following:

2025 Proposed Resolutions:

- 2025-01 Local Government Budget Restrictions
- 2025-02 Cooperative Services
- 2025-03 Local Correctional Funding
- 2025-04 Public Employees Retirement System
- 2025-05 Engineering and Architectural Costs
- 2025-06 Commercial Driver's License for County Road Workers
- 2025-07 911 Services
- 2025-08 Child Welfare Workers
- 2025-09 Social Services Redesign
- 2025-10 Auditing Plans
- 2025-11 Wetland Mitigation
- 2025-12 Law Enforcement Recruitment and Retention

Messer asked for requests to pull resolutions for separate discussion and Resolutions 1 and 6 were pulled for separate discussion.

President Hollekim called for a motion to accept Resolutions 1 thru 12 except 2025-01 and 2025-06 which were requested to be pulled for separate discussion. Amy Suda (Walsh) moved and Trudy Ruland (Mountrail) seconded to approve the proposed resolutions other than 2025-01 and 2025-06. The motion passed on a voice vote.

Messer read Resolution 2025-01: Local Government Budget Restrictions. An amendment was moved by John Fjeldahl (Ward) and seconded by Jim Kapitan (Cass) to remove the words "or modify" from the resolution. The amendment and amended resolution passed by voice vote.

Amended Resolution

2025-01. Local Government Budget Restrictions. Recently the Legislature capped the property tax dollars that can be spent on local services. One size fits all solutions are rarely effective or fair. Local ELECTED officials know their communities' needs better than anyone and should be left with the most flexibility in financial decisions. This Association supports efforts to remove or modify the 3% caps enacted in 2025 to better suit the local communities.

Messer read Resolution 2025-06: Commercial Driver's License for County Road Workers. An amendment to remove the words "or reduce" was moved by Vicky Lovell (Barnes) and seconded by Jackie Buckley (Morton). Discussion that recruiting and hiring CDL drivers has been a challenge for counties. A voice vote to approve the amendment resulted in a tie so a hand-raise vote was taken. Results of the hand-raise vote were Yes: 38 and No: 49. The proposed amendment to Resolution 2025-06 failed. The original proposed Resolution 2025-06 was passed by voice vote.

The President then called for election results for the contested position and announced the following:

- For NDCCA Director – 2-year term: Miranda Schuler (Ward)

The President called for any other business to discuss; there was none.

President Hollekim next invited President-Elect Neal Messer to the podium and formally passed him the gavel. Messer then presented an appreciation plaque and gift to outgoing President Joan Hollekim (Mountrail) thanking her for her leadership and service.

Presentations: Tyler Spomer, Department of Water Resources, presented on changes to floodplain management resulting from SB2027 passed in the 69th Legislative Session. Representatives from Moore Engineering and AE2S presented information on the county grant program, and NDACo's Patrick Englehart and Michael Casey presented on the CEG Program.

President Neal Messer adjourned the meeting at 4:30 p.m.

Approved by Board Resolution: _____
Aaron Birst, Secretary

Date: _____

**NORTH DAKOTA COUNTY COMMISSIONERS ASSOCIATION
REVENUE & EXPENDITURE REPORT
FOR THE MONTH ENDING OCTOBER 31, 2025**

	BIENNIAL ACTUAL <u>2024/2025</u>	BIENNIAL ACTUAL <u>2026/2027</u>	BIENNIAL BUDGET <u>2026/2027</u>	% OF BUDGET
<u>INCOME</u>				
NDCCA DUES	\$146,240.00	\$0.00	\$147,840.00	0.0%
INTEREST	18,878.68	0.00	15,000.00	0.0%
WIR DUES	14,875.00	0.00	15,000.00	0.0%
COMMISSIONER SUMMIT REVENUE	8,600.00	0.00	16,000.00	0.0%
OTHER INCOME	101.00	0.00	100.00	0.0%
TOTAL FUNDS AVAILABLE	<u>\$188,694.68</u>	<u>\$0.00</u>	<u>\$193,940.00</u>	<u>0.0%</u>
<u>EXPENSES</u>				
GRANT WRITING PROJECT	\$30,000.00	\$0.00	\$30,000.00	0.0%
REGULAR MEETINGS	22,944.11	228.20	25,000.00	0.9%
BOARD EXPENSES	1,445.42	0.00	2,000.00	0.0%
POSTAGE & SUPPLIES	1,516.07	0.00	300.00	0.0%
NACo PARTICIPATION	29,643.45	0.00	50,000.00	0.0%
NDCCA/NDACo CONVENTION	9,000.00	0.00	9,000.00	0.0%
WIR EXPENSES	15,241.13	0.00	18,000.00	0.0%
WEB DEVELOPMENT	4,232.56	333.26	5,000.00	6.7%
STAFF EXPENSES	8,000.00	0.00	8,000.00	0.0%
COMMISSIONER SUMMIT	8,299.62	0.00	16,000.00	0.0%
OTHER EXPENSES	20.00	0.00	40.00	0.0%
INSURANCE EXPENSES	1,228.00	0.00	1,500.00	0.0%
WATER COALITION DUES	2,000.00	0.00	2,000.00	0.0%
TOTAL REGULAR EXPENSES	<u>133,570.36</u>	<u>561.46</u>	<u>166,840.00</u>	<u>0.3%</u>
<u>LEGISLATIVE EXPENSES</u>				
PHOTOCOPIES	367.15	0.00	400.00	0.0%
LEGAL/LOBBYING EXPENSE	9,188.75	0.00	8,250.00	0.0%
GOVERNMENTAL RELATIONS	18,000.00	0.00	18,000.00	0.0%
COMMISSIONER PARTICIPATION	330.16	0.00	1,250.00	0.0%
MEETINGS	438.74	0.00	500.00	0.0%
TOTAL LEGISLATIVE EXPENSES	<u>28,324.80</u>	<u>0.00</u>	<u>28,400.00</u>	<u>0.0%</u>
TOTAL EXPENSES	<u>\$161,895.16</u>	<u>\$561.46</u>	<u>\$195,240.00</u>	<u>0.3%</u>
REVENUE OVER EXPENSES	<u>\$26,799.52</u>	<u>(\$561.46)</u>	<u>(\$1,300.00)</u>	

NOTES:

- 1) The NDCCA Board of Directors has passed a motion that they will not accept partial payment of dues.
All dues must be paid in full for a county to be a member.

NORTH DAKOTA COUNTY COMMISSIONERS ASSOCIATION

BALANCE SHEET AS OF OCTOBER 31, 2025

ASSETS

SAVINGS ACCOUNT	\$18,473.21
CHECKING ACCOUNT	100.00
INVESTMENTS	227,819.75
ELMER JESME FUND	1,849.69
ACCOUNTS RECEIVABLE	0.00
PREPAID EXPENSES	0.00
TOTAL ASSETS	<u>\$248,242.65</u>

LIABILITIES & EQUITY

ACCOUNTS PAYABLE	\$0.00
DEFERRED DUES REVENUE	0.00
DEFERRED CONF REVENUE	0.00
A/P - ELMER JESME FUND	1,849.69
FUND BALANCE	246,954.42
REVENUE OVER EXPENSES	(561.46)
TOTAL LIABILITIES & EQUITY	<u>\$248,242.65</u>

**ND COUNTY COMMISSIONERS ASSOCIATION
LIST OF CHECKS & ACH PAYMENTS
OCTOBER 1, 2025 - OCTOBER 31, 2025**

CHECK #	DATE	PAYEE	DESCRIPTION	AMOUNT
INHOUSE XFR	10/9/25	ND ASSOCIATION OF COUNTIES	BILLING	1,641.64
ACH	10/16/25	JOAN HOLLEKIM	VOUCHER	191.80
ACH	10/31/25	JOAN HOLLEKIM	VOUCHER	228.20
TOTAL CHECKS & ACH PAYMENTS				\$2,061.64

SERVICE REPORT: County Financial Partnerships (CFP)

December 2025

(Report submitted to the Board of Directors by Jason, Sara, Genny, Peter and Ryan.)

PROGRAM UPDATE:

- **Next Generation 9-1-1 (NG9-1-1)**

The NG9-1-1 Program has made significant progress in the past year migrating 9-1-1 calls off of legacy CenturyLink/Lumen equipment in Bismarck and Fargo that is nearing end of life. At one point, the state had 144 trunks coming into the 9-1-1 network from phone companies throughout the state, and it's now down to 8. The overwhelming majority of 9-1-1 calls are now being delivered from service providers across a modern IP network, which is more robust and resilient than the legacy network of the past.

2026 is shaping up to be a very busy year. One of the last steps of the NG9-1-1 project is to migrate communications to a new communications protocol called "i3". That work began in December 2025 and will take over a year to transition all PSAPs to the new protocol. We're optimistic that we can complete this work before Q2 of 2027.

An additional consideration making the next year a busy one is that the program's project manager has signaled that she would like to retire sometime in 2026. Therefore, the program will need to transition a new employee into the project management role in 2026.

The program continues to have a healthy account balance, but that balance is being reduced each year, and we don't anticipate that trend reversing. The program still has 4-6 years that it can operate at present revenue/expenditure levels. However, the county's costs to support the program, which hasn't changed for over a decade, may need to be re-evaluated in the not-too-distant future.

- **Indirect Cost Reimbursement Services**

Since the last update, significant progress has been made in enhancing and improving the indirect cost plan process. Some of those accomplishments include:

- **Migration to the new software platform** - All 53 counties have successfully migrated into the new software system. This transition replaces the one-size-fits all template used by the previous vendor, Abacus, with a more accurate and county-specific structure.

- **Clean-up of plans** - Plans inherited from the prior vendor have been reviewed, with formatting and content standardized and corrected. Each plan now reflects the unique structure, departments, and cost centers of the individual county.
 - **Continuous improvement** – Throughout each step of the process, identified opportunities to streamline workflows and reduce the burden on the auditors-seeking alternative sources to obtain supporting information, so counties have less manual work.
 - **Integration of 2024 financial data** – With the exception of one outlier, each county's 2024 financials have been entered into the spread expense module. Allocation bases and statistics are currently being reviewed and updated to ensure they align with federal cost principles, accurately capture indirect costs, and improve plan defensibility and transparency.
 - **Next steps:** Finalize allocation method adjustments, conduct plan-level quality assurance checks, and perform reviews with each county to validate assumptions and statistics.
- **Tractor Lease Program**

NDACo is working with John Deere on extending the current contract for the discounted tractor leasing program for North Dakota county government in 2026. Once lease pricing has been set, the new contract will be sent to counties.



Counties are under no obligation to rent tractors through this agreement; and if a county can work out an acceptable alternative with another vendor, they are urged to do what is most advantageous for their county.

- **Traffic Safety Resource Prosecutor (TSRP)**

Peter Halbach's activities as Traffic Safety Resource Prosecutor during 2025 have included:

- During the course of the year, Peter responded to numerous requests to provide technical assistance to law enforcement, prosecutors, the state crime lab, and other traffic safety partners.
- Peter continued training regarding Implied Consent Administrative Hearings, with presentations to law enforcement officers, including county deputies, in Grand Forks, Bismarck, Minot, Fargo, Dickinson, and Williston between January and August, fulfilling the intention to conduct these sessions throughout the state in 2025. The sessions were scheduled as a result of requests from agencies following positive feedback to the state DRE/SFST (Drug Recognition Expert/Standardized Field Sobriety Testing) coordinator and the acting Law Enforcement Liaison, the current program manager in the

State Highway Safety Division of NDDOT, with their help in coordination and scheduling.

- Provided instruction in Devils Lake, West Fargo, and Grand Forks as part of the Peace Officer Training Program (POTP) of Lake Region State College (LRSC), in January, May and September 2025.
- Also taught basic academy sessions at the Law Enforcement Training Academy (LETA) in August and will again in December, with sessions added on the Criminal Justice System that were formerly taught by the Chief Justice.
- Scheduled and chaired two meetings of the North Dakota Impaired Driving Task Force (IDTF), held in June and October, following regular meetings of four subcommittees formed to work in the essential Impaired Driving program areas identified by NHTSA, all working towards developing and refining the Impaired Driving portion of the State's Highway Safety Plan due in 2026.
- Participated in the ND Impaired Driving Conference in Bismarck, June 17 – 19, holding jointly with law enforcement and the North Dakota State's Attorneys Association (NDSAA), presenting during the conference, and have been participating in planning for the 2026 Impaired Driving Conference .
- Attended meetings of the DRE/SFST Advisory Committee.
- Continued effort with program administrators from the Federal Motor Carrier Safety Administration (FMCSA) as to an ongoing coordination of educational efforts and the providing of technical assistance, in addition to attending a FMCSA sponsored program on CDL law in Albuquerque NM in February.
- In March, attended the Lifesavers Conference, the largest gathering of highway safety professionals in the United States, sharing best practices, research, and policy initiatives that are proven to work.
- Attended the Train the Trainer grant funded program designed to improve the quality of training to law enforcement and prosecutors.
- Attended the national TSRP Annual Conference held in May by the National Association of Prosecutor Coordinators (NAPC) funded by NHTSA, held annually for TSRPs to gather and learn from leading experts, including forensic specialists, of new developments and practices for the improvement of the prosecution of impaired driving cases.
- In December, Peter will preside at the National Association of Hearing Officials annual professional development as President, in addition to presenting sessions related to evidentiary issues.
- On December 17th and 18th, Peter will again attend DRE/SFST Instructor Inservice in Bismarck, presenting on DUI law and providing updates on cases.
- Attended TSRP Wednesday Webinars on Impaired Driving related topics, National Judicial College Webinars, including addressing cases with older drivers, and a number of sessions in the DWI webinar series from the Federal Law Enforcement Training Centers.
- Attended the monthly DUI Prevention Subject Matter Expert (SME) meetings.
- Attended the NDDOT Highway Safety Division and Partners quarterly meetings.

- Attended the Impaired Driving Leadership Summit in Bismarck in July, which was facilitated by NHTSA as a sort of mini-audit of North Dakota's highway safety efforts.
- Attend NHTSA's Milestones of Highway Safety virtual, after attending the Traffic Safety Institute - NHTSA Highway Safety Grants Management Training in January.
- Have responded to surveys on impaired driving related issues from Responsibility.org, the National Alliance to Stop Impaired Driving (NASID), the National District Attorneys Association, the National Traffic Law Center and others.
- Participate in the TSRP forum obtaining information and sharing information related to impaired driving prosecutions.
- Began coordination between the IDTF and a group working on legislation on Reducing Alcohol Associated Harms in North Dakota.

In 2026, ongoing activities will include but are not limited to:

- Impaired Driving Task Force and its subcommittees
- Updating the Impaired Driving section of the triennial Highway Safety Plan for 2026
- The Vision Zero Conference in May
- 2026 Impaired Driving Conference in June
- Instruction for LETA, LRSC POTP, Crime Lab Intoxilyzer Classes, and Implied Consent Administrative Hearings throughout the state
- DUI Prevention SME Group
- DRE/SFST Advisory Committee
- Technical Assistance to Law Enforcement, Prosecutors (NDSAA), Crime Lab, and other traffic safety partners

- **Vision Zero Outreach Program (VZOP)**

The Vision Zero Outreach Program (VZOP) continued to expand its statewide reach, operating with Vision Zero Coordinators in Ward, Grand Forks, Burleigh, Cass, and Stark (new) counties.

Thirteen high schools are participating in the Vision Zero Schools initiative, taking the statewide program and putting it directly into their hallways and parking lots. Coordinators also continue to leverage strong partnerships, meeting the public where they are at, at fairs, festivals, sporting events, and community events, increasing visibility and delivering safety messaging to thousands of North Dakotans.

Impact Teen Drivers (ITD) remains a core component of youth outreach. Coordinators completed advanced training and delivered interactive presentations to approximately 1,930 students, supported by more than 1,000 post-program evaluations demonstrating strong knowledge gains and a 92% positive rating. Driving Skills for Life events in Minot and Bismarck further enhanced teen driver education by providing hands-on instruction to nearly 250 participants.

Community engagement expanded through statewide Buckle Up Phone Down activities, Click-It for Coffee events in eight communities, and major outreach at the North Dakota State Fair, county fairs, ND Country Fest, and the McQuade Softball Tournament. DUI Enforcement All-Star events in Minot, Bismarck, and Dickinson recognized 35 officers for their commitment to removing impaired drivers from North Dakota roads, strengthening collaboration with law enforcement agencies.

Regional coordinators deliver significant impact through school presentations, Teen Maze events, workplace safety outreach, and large multi-county initiatives such as the T4 Summit. Their work—supported by consistent program management, professional development, and data-driven targeting—advanced Vision Zero's mission and reinforced a statewide culture of safe driving.

SERVICE REPORT: County Employer Group (CEG)

December 2025

(Report submitted to the Board of Directors by Michael, Jennifer and Patrick.)

PROGRAM UPDATE:

- Michael is finishing up with fourth quarter and annual LMS numbers for the 32 locations involved. Overall, the counties have been doing a great job on a quarterly basis. Approximately 4,500 safety classes have been taken in 2025 statewide. 2026 is looking great as we have at least six new locations that are getting involved with our LMS training. Counties involved in the LMS program that satisfy the program quarterly and annual goals receive a 5% premium reduction off their annual workers compensation premiums.
- Michael and Patrick worked together on putting together the game plan for our annual mandatory safety training on claims management and drug free workplace. The training comprised of opportunities for our county employees to take an online class or participate in one of six live training locations throughout the state. Our training is designed to reach all workers either live or recorded online so employees can attend on their timeline, no matter if they are in the office or shift workers. The training educates employees on safety and claims management, but also on their role in helping not only themselves but also the counties save money by following our CEG program steps put in place. By December 5th training will be conducted with our 7,000+ county personnel. Counties are eligible to receive a 5% premium reduction off their annual workers compensation premiums for this annual training.
- Michael has finished the work preparing the estimated premium billing statements for the 2026 premium year. Estimated premiums for 2026 need to be paid in January 2026.
- Jennifer is currently reviewing the medical and lost claims for CEG claims established by WSI. Jennifer makes recommendations to WSI on how to reduce reserves on individual claims when justifiable. This is important when it comes to experience ratings as reserves are treated as paid costs. Reducing the reserves reduces costs to the counties via lower experience ratings.
- Jennifer has worked tirelessly on claims management and getting employees back to work. The challenge of difficult claims issues is always relevant. With every reported injury comes the chance of it turning into a lost time claim. Through the efforts of our transitional work program, we can safely return employees to meaningful work during the recovery process and avoid the unnecessary payments of lost time benefits through WSI. This is both beneficial to the employee and the county. We have been helped by our risk managers, supervisors, department heads, and commissioners to support the claims management process after an

injury occurs. With continued persistence and safety communication, we can continue to control costs.

- Michael is just wrapping up the 2025 Safety & Ergonomic Initiative sponsored by the CEG. The annual program allows counties to receive much-needed safety and ergonomic equipment free of charge that counties may not have budgets to cover. By working with North Dakota and national vendors, we can secure advantage pricing, tax free, and no shipping costs on most items purchased for the counties. Our counties are so appreciative to receive the much-needed equipment. This is quite the task; learning the ins and outs of the purchasing process for all 56 locations offers a tremendous learning curve. We are glad to offer such a wonderful program to our county members.
- Jennifer has been working on gathering and finishing Designated Medical Provider agreements with counties and the multiple medical providers throughout the state. It is a very big project that ensures the CEG continues to qualify for discounts through WSI safety discount incentives.
- The CEG continues to work with counties to identify and address safety concerns via safety inspections of all county buildings (now conducted quarterly) and through accident investigations after injuries occur. Each county performs a wide variety of work duties; with these our employees face many dangers on a daily basis. It is more important than ever for us all to be diligent and that all employees take the proper precautions in their jobs, wearing the PPE provided and following safety procedures. It is imperative that commissioners, supervisors, department heads, and employees promote safety daily within their counties. By making county work sites safer, we can control costs more effectively.
- Michael is looking at the overall ergonomic assessment process for our county employees and looking to revamp the process, expanding and making it more efficient for counties. He is searching out counties, discovering the needs of each location, working with employees and their individual workstations, and developing a plan with risk managers to help reduce ergonomic injuries in our counties.
- Michael has worked with all locations on our first year of quarterly payroll and currently on the year end payroll for WSI. Overall, we have had a smooth transition process, helping counties navigate any issues that have come up within the year has been key to our success. Each quarter we are getting more efficient at providing the county payroll, both more accurately and in a timely manner.
- Remember to always promote a safe workplace and to encourage all employees to—**Work Smart ~ Work Safe.**

SERVICE REPORT: Financial Services Corporation

December 2025

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

PROGRAM UPDATE:

Nationwide Retirement Solutions

Nationwide Insurance continues to play a vital role in county employees' retirement plans and participant numbers and plan values have stayed fairly steady, even with the market volatility over the past few years. However, Nationwide has limited opportunities to offer individual on-site consultation, but efforts have been made to provide virtual one-on-one meetings with employees and our Nationwide partners. Nationwide continues to work with the ND Advisory Board and keep them updated on retirement opportunities and changes that will benefit its members.

<u>Participants</u>	<u>Plan Value Ending</u>
2018: 2569	2018: \$93,209,837
2019: 2682	2019: \$94,843,539
2020: 2738	2020: \$105,492,485
2021: 2783	2021: \$124,049,575
2022: 2747	2022: \$105,707,000
2023: 2694	2023: \$128,549,609
2024: 2724	2024: \$123,077,283

SERVICE REPORT: Member Services

2025 Annual Conference Report

December 2025

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

2025 CONFERENCE RECAP*:

420 County officials and employees (record high)
74 First-Time Attendees
53 Counties represented (100%)



OFFICIALS BREAKDOWN (includes deputies, staff):

Commissioners: 146
Auditors/Administrators/Finance: 60 (19 also Treasurers)
Highway: 36
Recorders: 29 (11 also Clerk or other)
Tax Directors: 29
Treasurers: 23 (7 also Recorders, Clerks, other)
Sheriffs: 22
Emergency Managers: 11
Human Service Zone Directors: 10
Public Health: 10
State's Attorneys: 9
Human Resources: 7
Clerks of Court: 5 (2 also Recorders)
OTHER - Weed Control, Risk Managers, PIO, P&Z, GIS, 911: 15

**Spouses and guests are not included in these numbers*

CONFERENCE EXHIBITORS & SPONSORS:

30 Elite Exhibitors
44 Traditional Exhibitors
4 Large Equipment Exhibitors
24 Sponsors

CONFERENCE INCOME & DIRECT EXPENSE COMPARISON:

These numbers refer only to direct annual conference revenue and expenses. Direct expenses do not include staff time dedicated to planning and organizing the conference.

	Revenue	Expense	Net
2023	218,949	175,523	43,426
2024	237,830	197,624	40,206
2025	266,000	228,900	37,100

SUMMARY OF NOTABLE EXHIBITOR EVALUATIONS:

Notably, only nine responses were received. Comments and ratings were largely very favorable. An interesting comment is that we should let folks know that there are giveaways at many booths – not just Elite. Although this may dilute Elite effort, it's worth discussing that we could somehow highlight this with an asterisk on the list or something?

SUMMARY OF NOTABLE MEMBER COMMENTS:

118 attendees responded to our evaluation request, incentivized by a chance to win one of 5 gift cards (a good use for leftovers).

- Keynote Adrienne Haslet was very well-received, with one comment that she was, “By far one of the best speakers I have heard in a long time!”
- Keynote Cliff Naylor was also well-received, although less enthusiastically. His content, although entertaining, was not very relatable to our lives or work.
- Food
 - Oof. Food comments ALWAYS vary, but we really got beat up this year. We tried a number of new things, some of which we never intended to repeat because they were specific to the theme; but overall, it did not go well. We shared the comments with the catering company and were discounted significantly on the charges. We'll do better next year!
- Entertainment
 - We tried to do too much with both a dunking booth and band, but generally speaking, people had fun. “The band deserved better” was an accurate comment.
- Transportation
 - Those who used it were very grateful for it.
- Workshops Sessions
 - Generally positive comments – AI and Talent Acquisition were highly praised, as were Budgeting and Energy Growth.
- Other Topics
 - The County Fair theme was a hit.
Lots of compliments generally that the conference and staff are great and the app is very well used and liked. There were over 150 new installations this year and the app was viewed over 6,000 times!

SERVICE REPORT: Legislative Services December 2025

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

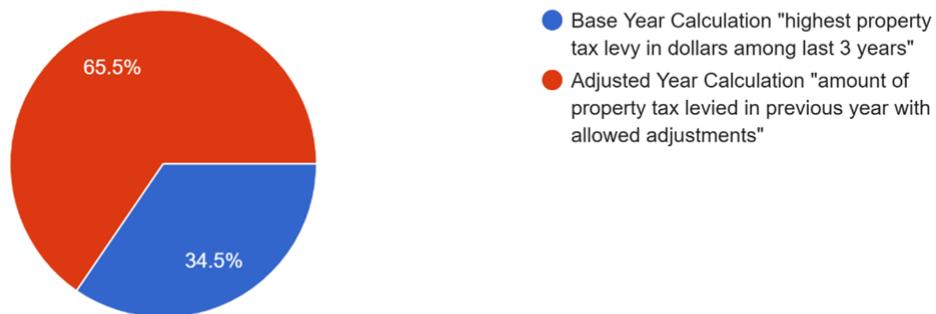
This meeting's Legislative Report contains information on the Impacts of Caps and an update on the interim committee activities.

Impacts of Caps

NDACo has spent the year working with counties on the implementation of HB 1176 which was the major property tax relief / reform bill. Staff have provided numerous presentations and have been a reliable, go-to source for questions and assist counties in working through the various questions and challenges. In an effort to capture the impacts of the 3% limitation on property tax revenues on county budgets, NDACo developed a survey for counties to complete. At this time, 47 counties have responded that includes answers from 44 auditors and 12 commissioners. This survey provides insight into how counties managed their budgets with the mandated limitations along with their outlook on how the caps will impact the health of the county in the future.

Did you calculate your cap based on Adjusted Year or Base Year?

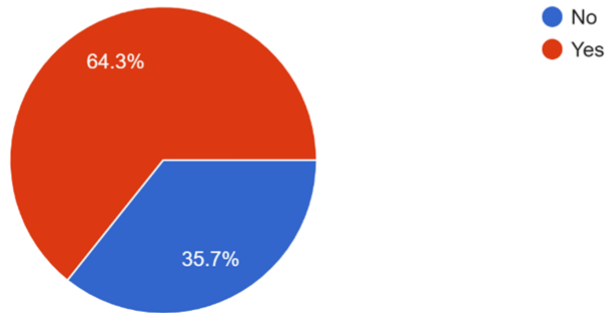
55 responses



In dollars the 3% cap limitation was equal to anywhere from \$18,000 in Slope County to \$1Million in Cass.

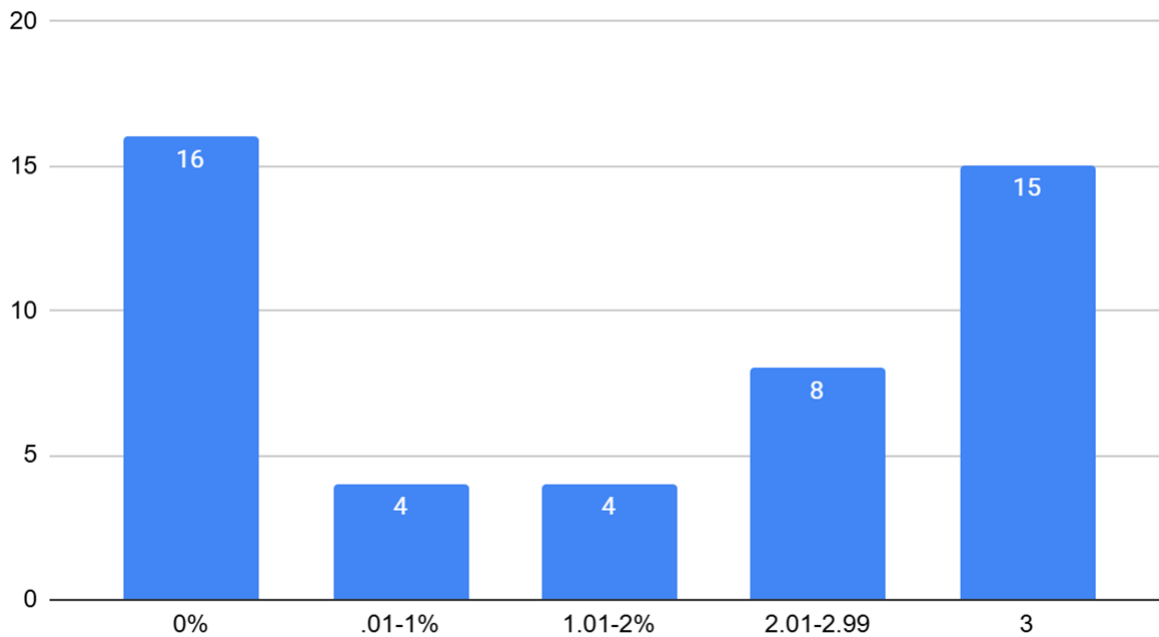
Do you plan to have excess cap percentage to carry forward for future years (Line 46 Cap Calculation Worksheet)

56 responses



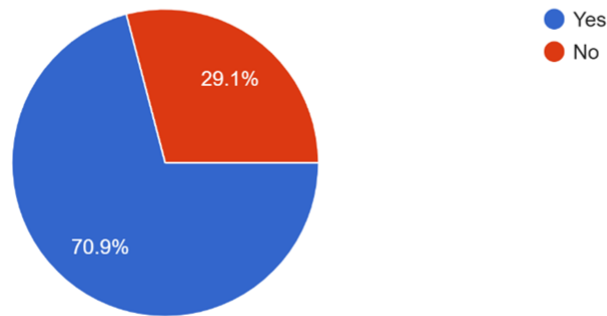
HB 1176 allows taxing districts to carry forward unused percentages of the 3% cap for up to 5 years. In 2025, 30 Counties approved budgets that will carry over a percentage of unused cap.

Percentage of Unused Cap to Carry Forward



Did you use reserves to cover 2026 budget expenses?

55 responses



Diving further into this data we learned:

- 30 counties had a percentage of unused cap to forward.
 - Of those 30 counties, 20 of them used RESERVES.
- 30 counties tapped their reserves to help with their budget.
 - 12 counties used reserves and all of the dollars allowed under the 3% cap (no carry over).

Other Financial Impacts Associated with HB 1176

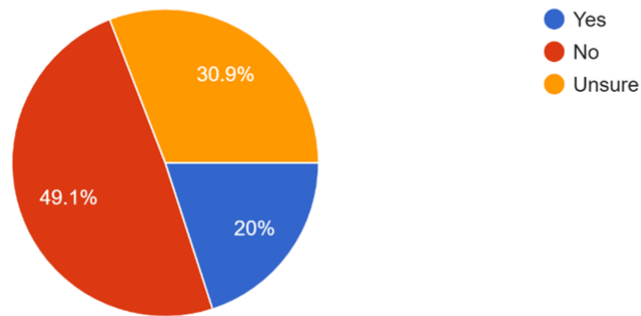
Counties experienced other financial impacts as a result of HB 1176. One area that wasn't taken into account with HB 1176 is that Election costs were not included in 2025 budgets, but counties would need to budget for that in 2026. Counties reported in the survey that this line-item alone totals over \$3 million statewide. The county impact is anywhere from \$4,300 Renville County to \$571,000 in Cass County.

Several counties saw costs for software and programming changes that were required to meet the legislative requirements in HB 1176.

We also found that the 3% levy impacted the ability for counties to obtain state grants.

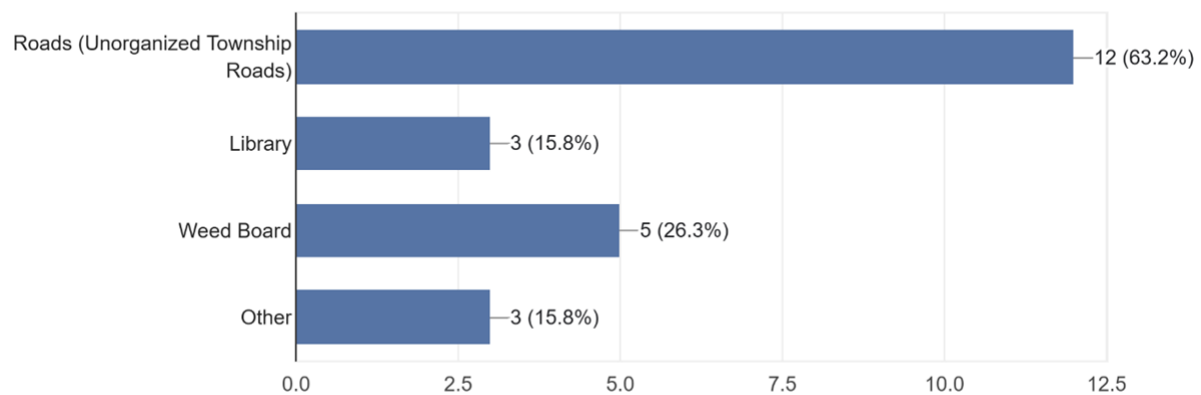
Were there software / programming costs as a result of passage of HB 1176?

55 responses



Did the 3% cap affect any levies tied to state grants? (Check all that apply)

19 responses

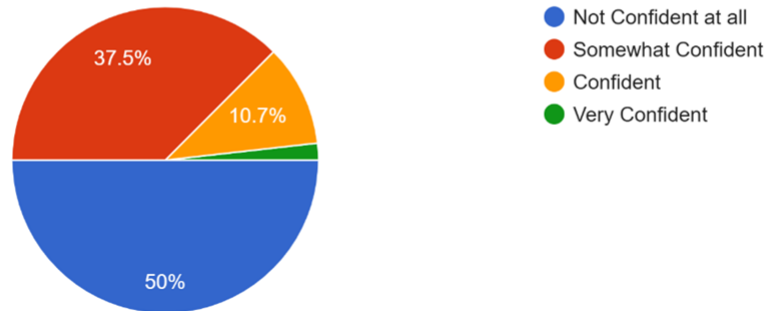


Overall, counties prepared their 2026 to the best of their abilities, but the comments and results of the survey illustrate a bleak outlook for budgeting and planning for the future.

Nearly 90% of respondents say they are NOT CONFIDENT AT ALL or SOMEWHAT CONFIDENT that under the 3% Cap environment the county can meet the NEEDS of residents in the next 5 years.

With the 3% cap restriction, how confident are you that your county can meet the NEEDS of your residents in the next five years?

56 responses



Top items Counties indicated they have cut due to the budget limitations:

- Salary increases
- Road projects
- Law enforcement
- Delay equipment purchases

Counties shared the following key concerns:

- Overarching comments about a deep concern for the future
- Expansion of exemptions for items like elections, health care costs, corrections and other unfunded state mandates or costs counties cannot control
- Cap needs to be adjusted upward to 5% or tied to inflation
- Depleting reserves in order to fill gap in funding is unsustainable
- Inability to provide adequate / competitive salary increases
- Inability to keep up with the cost to maintain or repair county buildings

NDACo 2025-26 Interim Legislative Activities

25-26 Interim Legislative Tasks	Committee	Date	Chair
Study feasibility, siting & development of advanced nuclear power plants in the state	Advanced Nuclear Energy	12/15	Sen. Patten
Consider studying water and wetlands regulations and the taxation of inundated lands in the state.	Agriculture & Water Mgt		Rep. Hauck
Approve DOT projects utilizing more than \$10m from flex fund	Budget Section	12/10/25	Rep. Vigesaa
Review Budget Data - REPORT	Budget Section		
Behavioral health beds grant funding - REPORT	Budget Section		
Attorney General technology grants to LE - REPORT	Budget Section		
Status of Flexible Transportation Fund - REPORT	Budget Section		
Status of Opioid Settlement Fund - REPORT	Budget Section		
DOCR prison population plan - REPORT	Budget Section		
Study various issues related to child custody	Child Custody Review Task Force	12/11	Sen. Clemens
Study volunteer emergency responder recruitment & retention	Emergency Response Services	12/17/25	Rep. Grueneich
Study grant funding for emergency services & public safety	Emergency Response Services		
Study evolving fire service operational & response needs	Emergency Response Services		
DES on Security threats posed by foreign adversaries - REPORT	Emergency Response Services		
DHHS on status of distressed ambulance service program - REPORT	Emergency Response Services		
Retirement program proposals	Employee Benefits Programs		Sen. Cleary
Review measures & proposals impacting NDPERS	Employee Benefits Programs		
Approve terminology adopted by PERS to comply with federal requirements	Employee Benefits Programs		

NDPERS Status of Defined Contribution plan - REPORT	Employee Benefits Programs		
Develop comprehensive statewide energy policy	Energy Development & Transmission		Rep. Novak
Study impact of large energy consumers including data centers on electrical grid, regulatory structure & economic development	Energy Development & Transmission		
Review state budget info	Government Finance	12/11/25	Rep. Hagert
Study costs & benefits of regional correctional facilities, deferred admission & prioritization	Government Finance		
Legacy Fund Earnings Status - REPORT	Government Finance		
DOCR on new minimum security prison - REPORT	Government Finance		
Study unmet oral health needs of low income children	Health Care		
DHHS on fentanyl deaths - REPORT	Health Care		
DHHS on legislative recommendations - REPORT	Health Care		
ND Legislative Health Care Task Force - REPORT	Health Care		
Study accessibility of state & local services for individuals deaf, hard of hearing as req by federal law	Human Services		Sen. Davison
Study laws, rules & policies relating to child care provider licensing	Human Services		
Evaluation of DHHS child care services program	Human Services		
Study of homelessness in state	Human Services		
Various REPORTS	Human Services		
Study fees collected for technology services including SIRN, 911, 988, emergency communications	Information Technology	12/2/25	Rep. Bosch
IID on Statewide Longitudinal Data System - REPORT	Information Technology		
Emergency Services Communications Coordinating Committee - REPORT	Information Technology		
Study court fines & fees including 24/7	Judiciary	12/18	Sen. Myrdal

Study costs & savings related to pre-trial services	Judiciary		
Study of sentencing, correctional & parole systems. Includes review of sentencing requirements	Judiciary		
DHHS on juvenile justice diversion services task force - REPORT	Judiciary		
Attorney General on Law Enforcement appreciation grant - REPORT	Judiciary		
Attorney General on civilly forfeited property - REPORT	Judiciary		
Status of recruitment program for rural attorneys - REPORT	Judiciary		
DOCR on tracking uniform data including proposal to develop portal related to medicaid status of offenders - REPORT	Judiciary		
DOCR & 3 pilot counties on prosecution-led diversion program - REPORT	Judiciary		
Develop recommendations for investments in Legacy Fund & Budget Stabilization Fund	Legacy & Budget Stabilization Fund Advisory Board		Rep. Warrey
Review with State Auditor updates to audit standards	Legislative Audit & Fiscal Review	12/9/25	Sen. Magrum
Study & review audit reports submitted by State Auditor	Legislative Audit & Fiscal Review		
Determine when State Auditor is to perform audits of political subdivisions	Legislative Audit & Fiscal Review		
Order State Auditor to audit or review political subs accounts	Legislative Audit & Fiscal Review		
Various reports from State Auditor related to policies and processes - REPORTS	Legislative Audit & Fiscal Review		
Study to identify areas to increase efficiency & methods to implement cost-saving measures	Legislative Task Force on Government Efficiency	12/3/25	Rep. Toman
Study state laws related to crimes against children	Protection & Victim Services	12/16/25	Rep. Satrom
Study human trafficking victim service and re-entry programs	Protection & Victim Services		
AG on human trafficking grant program - REPORT	Protection & Victim Services		

Office of Guardianship & Conservatorship Office - REPORT	Protection & Victim Services		
Federal Funding - Special Session Prep	Rural Health Transportation Committee		Sen. Bekkedahl
Impacts of HB 1176 - Property Tax Relief, Limitations & Implementation	Tax Reform & Relief Advisory	12/3/25	Sen. Bekkedahl
Study oil extraction tax exemption for stripper wells	Tax Reform & Relief Advisory		
Tax Commissioner on analysis of HB 1176 impacts - REPORT	Tax Reform & Relief Advisory		
Tax Commissioner on statewide property tax increases - REPORT	Tax Reform & Relief Advisory		
Study tribal-state issues includes human services & corrections	Tribal & State Relations		Rep. Holle
Study tribal land taxation issues	Tribal & State Relations		
Study establishing a wastewater project fund for grants	Water Topics Overview		Rep. Swiontek
Study management authority of waters to watershed vs political sub	Water Topics Overview		

**NDCCA Board Meeting
December 2025**

NDCCA Mailbag



**The NDCCA
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

Subject: FW: Commissioner Dick at WGA
Attachments: IMG_6699.JPG

From: Zeke Lee <Zlee@naco.org>
Sent: Thursday, November 20, 2025 3:33 PM
To: Aaron Birst <aaron.birst@ndaco.org>
Subject: Commissioner Dick at WGA

Aaron,

Commissioner Dick is representing North Dakota well. Secretary Burgum is also here.

Zeke Lee
Legislative Director
Public Lands | Western Interstate Region (WIR)
National Association of Counties



Michelle M. Tabbert

From: Miranda Schuler <mschuler@farmersagent.com>
Sent: Tuesday, December 2, 2025 5:46 PM
To: Aaron Birst; Michelle M. Tabbert
Cc: Joan Hollekim
Subject: Re: NDCCA New Board Member Orientation

Just finished the videos. Great way to get information out!

Get [Outlook for iOS](#)

From: Aaron Birst <aaron.birst@ndaco.org>
Sent: Tuesday, December 2, 2025 4:36:57 PM
To: Miranda Schuler <mschuler@farmersagent.com>
Cc: Joan Hollekim <kjhollekim@outlook.com>
Subject: NDCCA New Board Member Orientation

Miranda,

The orientation of new board members is a vital key in developing governing boards that excel. If done correctly, the orientation should give new members a basic understanding of the organization they will serve, inform them of their role, and equip them to participate in board meetings.

Rather than a formal half-day board orientation held at the NDACo County Office Building, we've developed a series of orientation videos that are available in the Board Area of the NDCCA website.* At your earliest convenience, we'd like you to review the videos that apply to your NDCCA Board service. See list of videos below. The videos are short (6 minutes or less) and can be viewed at your leisure. Instructions for logging into the Board Area are also listed below.

In order to answer any questions you may still have after watching the videos, we will schedule a time via Microsoft Teams for you, along with your mentor (Joan Hollekim, if she is available) to meet with myself and Board Liaison Michelle Tabbert. Please notify Michelle when you're finished reviewing the videos, so that a follow-up meeting can be scheduled if you would like one.

I cannot emphasize enough the importance of participating in the board orientation process. This is your ticket toward putting your best foot forward as a team player.

Thank you! I look forward to working with you on the NDCCA Board of Directors.

Aaron G. Birst

NDACo Executive Director
701-425-0808
aaron.birst@ndaco.org

NDCCA Board Orientation Videos

- Structure, Governance and Policy Development (6:14 minutes)
- Financial & Fiduciary Responsibilities (4:09 minutes)

- Board Meetings (3:14 minutes)
- Board Member Tools (5:27 minutes)

Board Area Login Instructions

1. Go to www.ndcca.org.
2. Click on **Board** in the blue banner on the home page.
3. Click on **Board Member Log-in** on the right side of the screen, just above the Board members' names and pictures.
4. Enter your Username, which is your first initial followed by your last name. Yours will be **mschuler**.
5. Enter your Password, which is **ndcca** for all Board members.
6. Click on **Board Orientation Videos**.
7. Select a video in the series to watch. ***Note: The videos can be watched in the small window or click the [] symbol in the lower right to expand full screen. To close full screen, click on the Escape (Esc) button on the top left of your keyboard.***

* Most of the videos are also available on our YouTube Channel, www.youtube.com/ndcounties.

Michelle M. Tabbert

Subject: Thank You!

From: KeAnna Piechowski <keanna.piechowski@bbrown.com>

Sent: Thursday, October 30, 2025 9:43 AM

To: Genny M. Dienstmann <gdienstmann@ndaco.org>

Subject: Thank You!

Hi Genny!

I just wanted to send a thank you to you and NDACO for putting on such a splendid conference this year! It was my first time attending and it was a blast, especially the theme-I honestly felt like I was at the fair with the music and food (those burnt ends Sunday night were AMAZING!!!!!!). I definitely should have just stayed another night and attended Monday evening, especially since the drive home to Fargo was rain all the way and just horrible. More fun would have been had with you all I'm sure!

The best part was seeing so many NDPHIT groups in person-I even received a hug! It was also great finally meeting you and Keith from NDIRF in person, although I'm sorry we didn't have more time to talk about our travels!

Again, really spectacular event and I can't wait for next year!

KeAnna Piechowski

Benefits Analyst

KeAnna.Piechowski@bbrown.com

O (801) 505-6500 | C (701) 409-5743 | F (801) 845-3173

257 East 200 South, Suite 700

Salt Lake City, Utah 84111

BBrown.com | NYSE: **BRO**



Michelle M. Tabbert

From: Aaron Birst
Subject: FW: Past Presidents Attendance at Annual Conference

From: Dan Stewart <dstewart@westriv.com>
Sent: Wednesday, November 5, 2025 3:00 PM
To: Aaron Birst <aaron.birst@ndaco.org>
Subject: Re: Past Presidents Attendance at Annual Conference

Thank you all for hosting us. It was so good to catch up with so many wonderful people. God bless and keep up the good work Dan and Jackie Stewart.
Sent from my iPhone

On Nov 5, 2025, at 11:07 AM, Aaron Birst <aaron.birst@ndaco.org> wrote:

What an amazing group of board members! Thank you all for coming out. NDACo and county government owes you all a debt of gratitude.
AGB

From: Michelle M. Tabbert <Michelle.Tabbert@ndaco.org>
Sent: Wednesday, November 5, 2025 9:05 AM
Subject: Past Presidents Attendance at Annual Conference

Past Presidents,

Thank you for joining us last Monday at the NDACo Annual Conference. It was nice to see all of you. We hope you had a nice visit with others you haven't seen in a while. Attached is a copy of the picture that was taken. Unfortunately, some of you had already left, but we wanted to share the picture with all who attended.

Thanks again for joining us and have a great day!

Michelle Tabbert

NDACo/NDCCA Board Liaison
701-425-0822
michelle.tabbert@ndaco.org

<image001.png>

Michelle M. Tabbert

Subject:

FW: Past Presidents Attendance at Annual Conference

From: Cindy Schwehr <cindy.schwehr@smphs.org>

Sent: Wednesday, November 5, 2025 10:08 AM

Subject: Re: Past Presidents Attendance at Annual Conference

It was so fun. Great to see everyone. God bless you all and have a great winter season.

Get [Outlook for Android](#)

From: Linda Svihovec <Linda.Svihovec@ndaco.org>

Sent: Wednesday, November 5, 2025 9:55:04 AM

Subject: RE: Past Presidents Attendance at Annual Conference

Thank you Michelle – it was so great seeing you all. Scary that I actually know each and every one of you



Linda Svihovec

ND Association of Counties

Cell: 701-570-0082

From: Michelle M. Tabbert <Michelle.Tabbert@ndaco.org>

Sent: Wednesday, November 5, 2025 9:05 AM

Subject: Past Presidents Attendance at Annual Conference

Past Presidents,

Thank you for joining us last Monday at the NDACo Annual Conference. It was nice to see all of you. We hope you had a nice visit with others you haven't seen in a while. Attached is a copy of the picture that was taken. Unfortunately, some of you had already left, but we wanted to share the picture with all who attended.

Thanks again for joining us and have a great day!

Michelle Tabbert

NDACo/NDCCA Board Liaison

701-425-0822

michelle.tabbert@ndaco.org



Michelle M. Tabbert

From: hjalmercarlson@gmail.com
Sent: Wednesday, October 29, 2025 9:10 PM
To: Michelle M. Tabbert
Subject: Convention 50th

Thank you for including us - Hjalmer & Karen Sent from my iPad

From: Claus Marsha Lembke <clausmarsha@gmail.com>
Sent: Tuesday, October 28, 2025 5:15 PM
To: Michelle M. Tabbert <Michelle.Tabbert@ndaco.org>
Subject: Re: Past Presidents at the 2025 NDACo Annual Conference

Thank you for an Awesome evening.
Claus and Marsha

On Thu, Oct 23, 2025 at 4:53 PM Michelle M. Tabbert <Michelle.Tabbert@ndaco.org> wrote:

NDACo & NDCCA Past Presidents,

We're looking forward to having you join us this coming Monday for the Social and/or Dinner & Evening Entertainment at the NDACo Annual Conference at the Bismarck Event Center. The Social runs from 5:15 – 6:30pm and the Dinner & Evening Entertainment will run from 6:30 – 10:00pm. When you arrive please come to the Registration Desk and we'll provide you with your name badge(s) and complimentary drink ticket(s). We will have Reserved tables in Hall A, so that you can sit together and visit. Below are a few things we wanted you to know.

We plan to acknowledge your presence and may even have your individual names announced. You may be asked to stand or wave.

- We raise money for the NDACo Scholarship on Monday evening. We do a 70/30 fundraiser, where 70% of the dollars raised go to the scholarship and the remaining 30% is given away to those who contribute. You don't have to participate, but you are eligible to do so. Tickets are sold for \$1 each and staff members come to the tables to sell tickets. There will also be a dunk tank to raise scholarship dollars. \$5 buys you three balls.
- We want to get a picture of all the Past Presidents in attendance. We'll get a copy sent out to all of you after the conference.

If you have questions on anything, feel free to reach out to me on my cell, 701-400-5412. I look forward to seeing you on Monday!

Michelle Tabbert

NDACo/NDCCA Board Liaison
701-425-0822
michelle.tabbert@ndaco.org

Michelle M. Tabbert

Subject: NDACo Annual Conference Invitation - RSVP Deadline: Tuesday, October 14th

From: Crothers, Justice Daniel J. <DCrothers@ndcourts.gov>
Sent: Wednesday, October 8, 2025 10:22 AM
To: Aaron Birst <aaron.birst@ndaco.org>
Cc: Michelle M. Tabbert <Michelle.Tabbert@ndaco.org>
Subject: RE: NDACo Annual Conference Invitation - RSVP Deadline: Tuesday, October 14th

Aaron,

Thank you for the invitation. I do and have always appreciated your organization giving us a chance to meet and talk to your members. Unfortunately, I have plan to be out of town on Monday the 27th so I cannot attend. Good luck on what I am sure will be another successful meeting.

Dan

Daniel J. Crothers, Justice
North Dakota Supreme Court
600 East Boulevard Avenue
Bismarck, ND 58505-0180
701-328-4205 (O)

From: Aaron Birst <aaron.birst@ndaco.org>
Sent: Wednesday, October 8, 2025 9:39 AM
To: NDACo <ndaco@ndaco.org>
Subject: NDACo Annual Conference Invitation - RSVP Deadline: Tuesday, October 14th

Please accept this invitation to attend the NDACo Annual Conference and Expo, scheduled for October 26-28 at the Bismarck Event Center. Along with NDACo President Trudy Ruland and NDCCA President Joan Hollekim, I welcome you to attend any of the conference workshops and general sessions. County officials appreciate the profound value of their relationships with state government officials. This conference provides a unique opportunity for you to interact with many county officials and strengthen these relationships.

You can find our conference agenda at <https://www.ndaco.org/annual-conference/>. This year's theme is *County Fair*, and our workshops and general sessions promise to inform and entertain.

In addition to attending any workshops and general sessions at no charge, you are also invited to attend the Social and/or Dinner & Evening Entertainment (County Fair Games and The Band NOVA) on Monday evening, October 27th. The Social begins at 5:15 pm and the Dinner & Evening Entertainment at 6:30 pm.

To assist in our meal counts, we ask that you **RSVP by Noon on Tuesday, October 14th**, if you plan to attend the Monday Dinner. Please RSVP to Michelle Tabbert at michelle.tabbert@ndaco.org or (701) 425-0822. When you arrive, please stop by the Registration Desk for your name badge and complimentary ticket. You are welcome to purchase tickets for other meal functions.

If you have further questions, please contact our office at 701-425-0808. I hope to see you at the conference!

Sincerely,

Aaron G. Birst

NDACo Executive Director

701-425-0808

aaron.birst@ndaco.org



Subject: Happy VZ Outreach Anniversary

From: Wilson, Sandy J. <swilson@nd.gov>
Sent: Tuesday, September 30, 2025 12:13:57 PM
To: Ryan Gellner <rgellner@ndaco.org>
Cc: Wahlman, Lauren R. <lwahlman@nd.gov>
Subject: Happy VZ Outreach Anniversary

Ryan,

I forgot to wish you a happy work anniversary – on October 1, 2011, you started as an Outreach Coordinator for the HSD. Bringing you on board was one of the best decisions the HSD could have made. You did an outstanding job when you did this program alone and have developed the VZOP into the success it is today. You have trained six phenomenal coordinators who represent the Vision Zero mission well. Thank you for all that you do, and I am grateful I have had the opportunity to work alongside you for the past several years.

Take care – and wishing you another 14 years of success.

Sandy Wilson
Program Manager

701.328.2899 • swilson@nd.gov • dot.nd.gov

NORTH
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Be Legendary.

Michelle M. Tabbert

Subject: Renville/Mill levy calc sheet

----- Original message -----

From: "Pollman, LeAnn M." <lpollman@nd.gov>
Date: 9/8/25 1:03 PM (GMT-06:00)
To: Linda Svihovec <Linda.Svihovec@ndaco.org>
Subject: RE: Renville/Mill levy calc sheet

Thank you so much! You are always a great reassurance to me and a great source of trusted information!

LeAnn M. Pollman
Renville County Auditor
701.756.6301

From: Linda Svihovec <Linda.Svihovec@ndaco.org>
Sent: Monday, September 8, 2025 12:41 PM
To: Pollman, LeAnn M. <lpollman@nd.gov>
Subject: RE: Renville/Mill levy calc sheet

Yes LeAnn you are correct that an increase in value caused by reassessment would not be included on Line 13 on Maximum Levy Worksheets. See MLW Instructions below.

Page 2

No. 11. Enter taxable value of taxable and exempt* property removed from the taxing district since the base year. Examples of reasons why the property no longer exists in the taxing district include the following: destruction of property, demolition, removal of structures or improvements, loss by annexation to another district, wind turbines that convert from a centrally assessed value to assessment as a payment in lieu of property tax. **DO NOT** include any change in value caused by reassessment, change in classification, change in value made by any board of equalization, or loss in value caused by taxable property becoming exempt. *

No. 12. Adjustment for property no longer in the taxing district (No. 10 times No. 11).

No. 13. Enter taxable value of taxable and exempt* property added to the taxing district since the base year. Examples of property added include: new construction and property added by annexation. **DO NOT** include any change in value caused by reassessment, change in classification, change in value made by any board of equalization, or increase in value caused by exempt* property becoming taxable.

Linda Svihovec
ND Association of Counties
Cell: 701-570-0082

-----Original Message-----
From: Pollman, LeAnn M. <lpollman@nd.gov>

Sent: Monday, September 8, 2025 10:51 AM
To: Linda Svihovec <Linda.Svihovec@ndaco.org>
Subject: Renville/Mill levy calc sheet

Linda - I forgot the attachment!!

LeAnn M. Pollman
Renville County Auditor
701.756.6301

-----Original Message-----

From: no_reply@renvilleauditor.com <no_reply@renvilleauditor.com>
Sent: Monday, September 8, 2025 10:57 AM
To: Pollman, LeAnn M. <lpollman@nd.gov>
Subject: Scanned image from BP-70M45

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

Reply to: Renville Cty Auditor <no_reply@renvilleauditor.com> Device Name: Not Set Device Model: BP-70M45
Location: Not Set

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.



Michelle,

Thanks so much for allowing us to host your NDACo Board dinner. Our small business really appreciates the repeat business. We hope you and your team enjoyed their evening.

-Payton + The Paddle Trap Team

SERVICE REPORT: National Participation December 2025

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

PROGRAM UPDATE:

NACo Fall Board Meeting

NACo's Fall Board of Directors Meeting was held December 4-6, 2025, in Wise County, TX. Stanley Dick attended in person. Robert Wilson attended virtually due to a last-minute family matter that prevented him to travel.

Below is Stanley's report.

The theme of the NACo Fall Board Meeting was "Counties Telling Their Stories." Board members were educated on the art of telling our stories to state and federal officials. How do the policies that are made affect county government. The big elephant for all counties was, and is, property tax reduction and/or reform. How do we let state and federal leaders know how it affects counties without using data. Use real-life personal stories which not only show personality and living situations but also show emotion. NACo is experiencing a real disconnect between our different government partners. Therefore, adding emotion and feelings seem to be one of the best ways to connect on either good or bad policies.

Below is Robert's report.

Finances

- The Association continues to be in good shape as it continues to work through several years of planned deficit spending after the sale several years ago and planned investments to grow several NACo Edge revenue generating product lines.
- Thanks to strong interest growth, the association is about \$4M to the positive of where they expected to be currently.
- Revenue generation extremely important to NACo:
 - NACo has 17 staff working on legislative & advocacy issues.
 - National League of Cities – 4.

Upcoming Initiative – 'We are Counties'

- Multi-media campaign
 - Short documentaries
 - Social media
 - Podcasts
- Designed to elevate the brand of counties
- Leverage members as foot-soldiers
- Primary target audience is legislators and the general public. "Who in here thinks your legislators understand all that counties do?"
- Initial 3-year investment
- Collaborate with State Associations

Western Governors' Meeting

Stanley was invited to attend and present at the Western Governors' Association meeting in Scottsdale, AZ, in November. His time was spent mainly on agriculture and the Farm Bill. We are currently on Year 8 of a five-year Farm Bill passed in 2018. We have just added another one-year extension. Some positives to the extension are that we received higher reference prices, better fed crop premium subsidies, and SNAP funding through the end of September 2026. There are still ten federal departments that were only extended until January 26, 2026, so there is urgency to get all of government funded before then to avoid another government shutdown.

Western Interstate Region (WIR)

Scott Ouradnik is working with Zeke Lee at NACo to get the WIR Conference in Medora, ND. He's shooting for 2028, but we may need to be flexible on the date as other states have shown interest in hosting in 2028 as well.

Future NACo Conferences

Following are the dates and locations of the 2026 NACo Conferences:

- | | | |
|-----------------------------|----------------|----------------|
| ○ Legislative Conference | February 21-24 | Washington DC |
| ○ Western Interstate Region | May 5-8 | Maui HI |
| ○ Annual Conference | July 17-20 | New Orleans LA |

SERVICE REPORT: County Tours

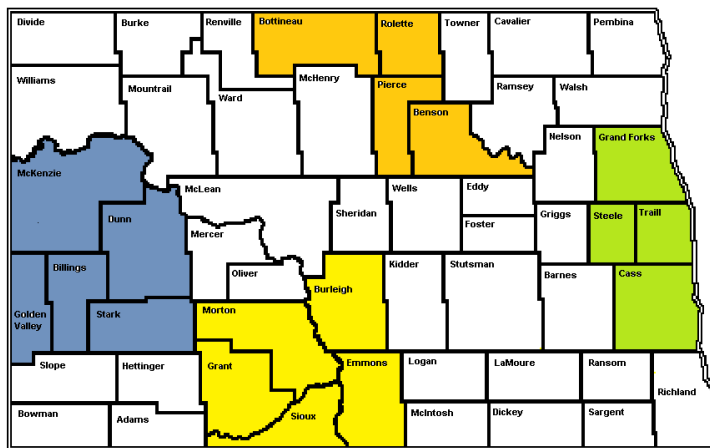
December 2025

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

PROGRAM UPDATE:

- Below is a list of the counties that were visited in the four county tours conducted in 2025, as well as maps showing the counties to be visited in 2026 and 2027.
 - June 2025** – Cavalier, Pembina, Towner and Walsh
 - July 2025** – Burke, Divide, Mountrail and Williams
 - September 2025** – Eddy, Foster, McHenry, Sheridan and Wells
 - October 2025** – Kidder, Logan, McIntosh and Stutsman

2026 County Tours – *Proposed*



2027 County Tours – *Proposed*

