

**NORTH DAKOTA NATURAL RESOURCES TRUST
FINANCE COMMITTEE MEETING
APRIL 21ST, 2023
TEAMS VIDEO CONFERENCE & NDNRT MEETING ROOM – BISMARCK, ND**

Board members present were Duane Hauck, Finance Committee Chairman, Randy Renner, Vice-President, and Kristal Stoner. Trust staff members present were Keith Trego, Terry Allbee and Brenda Newton.

1:00 PM

Terry reviewed changes to the agenda. First discussed was the SEI metrics report and fiduciary training. The metrics report measures how the Trust is doing compared to other non-profits of the same size. The report will be presented at the May board meeting and will reflect the last 10 years. Since asset allocations were just changed, next year's report will reflect only the last 36 months. Fiduciary training will also be given at the May meeting and will last about 45 minutes.

Preference of SEI's in-person attendance in May and future meeting was discussed. The committee was in favor of in-person attendance at least once per year. For the other two meetings, the committee was fine with virtual attendance if that is more convenient for SEI. It was noted that the Trust board is a fiduciary board and complete detailed reports vs shorter reports were favored.

The committee was updated on a meeting Keith and Terry had with Starion to talk about CD options. Instead of locking money into a CD for a length of time, Starion agreed to raise the interest rate on the existing Intra-Fi accounts. The committee agreed this was a better option and concurred with the action. The committee also agreed that the interest rate should be revisited annually.

Terry reviewed the line of credit options from Bancorp and Starion. Both offered the same terms. Starion did require an origination fee upon borrowing. The committee and staff discussed the options. Keith and Terry recommended going with Starion since the Trust's other banking business is done with them and they have been a good partner. The committee agreed to go with Starion if a line of credit is need in the future. Duane motioned **"to approve the Starion proposal for a line of credit."** Kristal **seconded. All were in favor, motion carried.**

Terry presented on Trust cash flow. The spreadsheet factored in this year's starting balance, investment income, withdrawals, interest and ending balances for each month. Terry will continue to track these factors in real time, also incorporating grant reimbursements. The committee was happy with how Terry presented this. He next presented an internal expense tracking study. Terry showed all the financial activities for 2022 and what was offset by reimbursables. He found that with \$6.1 million in expenditures in 2022, only \$1.4 million was paid by Trust investment income. The rest was paid by other reimbursables such as grants. The committee thought this was a really positive message. It was noted that it would be good to sit down with staff and talk about this study and what it means for current and future Trust activities. This could also be used to identify areas that could be expanded or cut if needed.

Keith presented a salary range update and recommendation for Brenda. Her scope of work had greatly expanded since her hire in 2019. He showed the committee her current salary range and job description compared to current comparable positions that include the expanded duties she is presently doing. Data was used from state, federal and non-profit organizations. Keith also presented a table that combines the new comparable positions and averages them out to create a new pay range for Brenda. He displayed the old and new salary range. This new position description moves Brenda's duties from a technician-based position to a professional position. Keith also gave an overview of how the Trust's pay scale functions. It was enacted by the board in 2004-2005. The Trust initiates a salary survey every five years. He noted that each time a salary survey has been done, The Trust's positions have always been in line with other agencies with similar positions. Keith also reviewed how years of service works within as employee's pay scale. The committee thought this was a thorough analysis and didn't have any questions. Kristal moved **"to accept the recommendation to move the salary to the amount noted effective April 1st, 2023."** Randy seconded. All were in favor, motion carried.

Keith also reminded the committee the need to create spending rules for the ConservND account is still on the action items list. There is no hurry to complete these, but it would be good to get them started. He suggested putting them on next year's agenda. The committee agreed.

Duane motioned **"to adjourn the meeting at 2:11 PM."** Randy seconded; motion carried.



Keith Trego, Executive Director

8/31/23
Date



Duane Hauck, Finance Committee Chair

8-25-2023
Date