

NORTH DAKOTA LEGISLATIVE COUNCIL

Minutes of the

LEGISLATIVE MANAGEMENT COMMITTEE

Monday, March 11, 2002
Harvest Room, State Capitol
Bismarck, North Dakota

Senator Bob Stenehjem, Chairman, called the meeting to order at 9:00 a.m.

Members present: Senators Bob Stenehjem, Bill Bowman, Randel Christmann, Joel C. Heitkamp, Aaron Krauter; Representatives Wesley R. Belter, LeRoy G. Bernstein, Mike Timm

Members absent: Representatives Merle Boucher, Pam Gulleson, David Monson

Others present: Jim Hughes, Bryan Klipfel, Neil Johnson; Highway Patrol, Bismarck

Al Jaeger, Secretary of State, Bismarck

Curt Zimmerman, Facility Management Division, Bismarck

Jo Zschomler, Risk Management Division, Bismarck

Rod A. Backman, Office of Management and Budget, Bismarck

Warren Tvenge, Tvenge Associates, Architects & Planners, Bismarck

Dale Wetzal, Associated Press, Bismarck

Karen J. Mund, Maryann F. Trauger; Legislative Council, Bismarck

It was moved by Senator Bowman, seconded by Senator Christmann, and carried on a voice vote to approve the minutes of the November 6, 2001, meeting of the committee.

STATE CAPITOL SECURITY ARRANGEMENTS

Chairman Stenehjem recognized Mr. Curt Zimmerman, Director, Facility Management Division. Mr. Zimmerman reviewed security measures recently implemented in the State Capitol complex:

- All parcel deliveries are required to go through one entrance.
- All deliverymen are required to sign a login sheet.
- Vendor identification badges are being developed as well as a data base that contains pictures of vendors, so that persons walking throughout the Capitol are recognized as vendors or others.
- Card access is required for access through eight doors in the three buildings comprising the Capitol complex. In response to a question from Senator Krauter, Mr. Zimmerman

said the security cards are being used as well as can be expected. He said approximately 1,400 cards have been issued. He said the north entrance does have a camera and entryway activities are recorded. He said the logs of security card usage are reviewed weekly. With respect to use of cards after regular hours, he said, a door that is opened without use of a security card is checked immediately by security personnel.

- The Capitol Grounds Planning Commission has received information with respect to the south carport and tunnel. He said prior studies and the Capitol grounds master plan include recommendations for closing vehicular traffic through the tunnel. In response to a question from Senator Christmann, Mr. Zimmerman said if the tunnel is closed permanently, pedestrians will still be able to enter the Capitol through that entrance.
- All agencies open mail in secured areas, and all mail is opened before distribution.

The director said opening mail is an issue that legislators should address before the 2003 legislative session. He said mail for legislators is not opened in a secured area but is delivered to legislators at their desks in the chambers or the leaders' offices. He said a questionable substance found in mail could have severe consequences for the Legislative Assembly even if it were later determined it was a prank.

Mr. Zimmerman referred to the authorization granted by the Legislative Management Committee at its November 6, 2001, meeting for installation of video cameras on the legislative information kiosk in Memorial Hall. Since that time, he said, Electronic Communications has proposed a different device. He said a small camera can be placed on the bottom of the ceiling of the kiosk and the camera will provide video in all directions and has low-light capability.

In response to a question from Representative Timm, Mr. Zimmerman said the camera on the kiosk would be on all the time and the information would be digitally recorded. He said there is quite a bit of traffic in Memorial Hall, especially during the tourist season.

Senator Stenehjem inquired as to treatment of the west entrance as the result of an individual driving a

semitractor through the legislative entrance in the California Capitol. Mr. Zimmerman said the Capitol Grounds Planning Commission is looking at entrances that are subject to vehicular intrusion. He said he has checked crash barrier planters and one firm can provide 12 for approximately \$20,000. He said a local vault manufacturer was contacted, but its proposed planters resembled burial vaults. He said a number of options are being reviewed.

Senator Bowman inquired as to chances of something happening to or in the Capitol and whether additional security activity is overreaction. Mr. Zimmerman said prudent action should be taken to balance security issues with other issues. Representative Belter said he believes misguided individuals may pose as likely a threat as organized terrorist activities.

Senator Heitkamp said he is glad to hear that prudence and balance are being considered. He said if security is taken to the extreme, terrorists have won.

Mr. Zimmerman said if historical activities are reviewed, more action could have been taken in the past to bring Capitol security up to the level provided by other state capitols due to a capitol being the centralized location of high-profile state agencies, e.g., Governor, Attorney General, and Tax Commissioner.

Chairman Stenehjem recognized Colonel Jim Hughes, Superintendent, Highway Patrol. Colonel Hughes said the powers of the Highway Patrol under North Dakota Century Code (NDCC) Section 39-03-09 are to provide security and protection for the Governor, the Governor's immediate family, the officers next in order of succession to the office of Governor, and both houses of the Legislative Assembly while in session. He said the focus is protection of people.

Colonel Hughes said the Highway Patrol started stationing a trooper at the main entrance and the east entrance of the Capitol during the second week of October, but since the third week of January, security has been provided by Bismarck-Mandan Security. He said the Highway Patrol funds one security person and Facility Management Division funds the other.

Colonel Hughes said the Highway Patrol had staffed the magnetometer for the Supreme Court when the Supreme Court is in session, but that responsibility has been contracted to a private party. He said the Highway Patrol monitors security issues in the Capitol complex, especially with respect to disturbances and bomb threats. He said unattended vehicles are not allowed close to the buildings so as to reduce the impact of destructive devices in the vehicles.

In response to a question from Representative Timm, Colonel Hughes said he looks at issues on a particular day during a legislative session and on some days more patrolmen are made available than others.

In response to a question from Representative Belter, Colonel Hughes said the Highway Patrol receives information from various federal entities. He said the organization of all State Highway Patrol superintendents has a good information link relationship with the Federal Bureau of Investigation (FBI). He said the FBI has agreed to set up a secured computer line that the Highway Patrol can access to obtain information on a need basis. He said there are a lot of unanswered questions on where to go from here and who pays the cost.

Colonel Hughes said the Highway Patrol is involved with airport security, transportation security, highway security, and border security throughout the state. He said the big question remaining unanswered is the number of people needed for these areas. He said North Dakota is subject to just as big a threat as anyplace else. He noted North Dakota has a 300-mile border with Canada. He said the questions that need to be addressed are who has the capability to do something against North Dakota or North Dakota facilities, what is that capability, and what can be done to address that capability.

In response to a question from Senator Bowman, Colonel Hughes said the Highway Patrol does work with the United States Corps of Engineers and local sheriffs. He said more can be done in working with local citizens because local people generally know who drives what, who they are, and whether they belong in the area.

Senator Heitkamp inquired as to the morale of Highway Patrol officers who are providing security at doors rather than being assigned their normal responsibilities. Colonel Hughes said the officers who were stationed at the doors for limited periods of time responded enthusiastically to these responsibilities with respect to the time periods involved. He said morale is a factor to consider when adding responsibilities to Highway Patrol troopers.

STATE CAPITOL RISK MANAGEMENT

Chairman Stenehjem recognized Ms. Jo Zschomler, Director, Risk Management Division, Office of Management and Budget. Ms. Zschomler distributed a prepared statement concerning tort claims and lawsuits filed against the state and state employees. A copy of the statement is on file in the Legislative Council office.

Ms. Zschomler said the Risk Management Fund provides liability coverage for the state, its agencies, and its employees. She said NDCC Chapter 32-12.2 authorizes the state to pay damages caused by negligence or a wrongful act or omission on the part of the state or a state employee. Since the inception of the fund on April 22, 1995, and until December 31, 2001, she said, there have been 1,498 claims filed against the fund. She said all but 66 of those claims have been closed. She said the fund has paid \$1,882,205 to settle claims and lawsuits and \$995,842 in

expenses related to claims. Of those amounts, she said, \$5,380 has been paid to settle claims associated with the operation of the Capitol complex and \$908 has been paid in expenses with respect to those claims.

Ms. Zschomler said the types of claims that have been paid in connection with the operation of the Capitol complex result from slips and falls inside the building--\$4,171; state equipment throwing debris or striking parked vehicles--\$1,510; and slips and falls on the sidewalks and parking lots--\$607. Of these amounts, she said, \$3,604 in claims was paid to an individual who missed a step in the Senate balcony and fell backwards and was injured.

Representative Timm inquired whether a stone chip to a windshield as a result of meeting a Department of Transportation vehicle is reimbursable. Ms. Zschomler said the Risk Management Division would investigate the claim and inquire of the department employee whether the employee had followed correct procedures with respect to loads and truck box wipedowns and if so the claim would not be paid.

USE OF LEGISLATIVE CHAMBERS

At the request of Chairman Stenehjem, the assistant director reviewed the *Guidelines for Use of Legislative Chambers and Displays in Memorial Hall, North Dakota State Capitol*. The assistant director said the guidelines authorize the director of the Legislative Council to grant approval for use of the legislative chambers if the Legislative Management Committee is not meeting at a time appropriate for granting such approval. He said five requests for use of the chambers have been received from organizations that have had their requests approved in the past:

1. The North Dakota Intercollegiate State Legislature - Use of the House and Senate chambers on Friday-Sunday, April 26-28, 2002.
2. The Hugh O'Brian Youth Foundation - Use of the House chamber on Saturday, June 1, 2002.
3. The North Dakota Silver-Haired Education Assembly - Use of the House chamber on Tuesday-Thursday, July 30-August 1, 2002.
4. The North Dakota High School Activities Association, 2002 State Student Congress - Use of the House and Senate chambers and Roughrider and Harvest Rooms on Friday and Saturday, November 1-2, 2002.
5. The North Dakota High School Activities Association, 2003 State Student Congress - Use of the House and Senate chambers and Roughrider and Harvest Rooms on Friday and Saturday, October 31-November 1, 2003.

The assistant director said the guidelines do not authorize use of the chambers with respect to any group that has employed a registered lobbyist or contracted for independent lobbying

services by a registered lobbyist within two years before requesting use of the chambers. He said the list of registered lobbyists and organizations on the Secretary of State's web site <http://www.state.nd.us/sec/RegLobbyists/lobbyistregmnu.htm> does not list any of the groups requesting use of the chambers.

It was moved by Senator Krauter, seconded by Senator Heitkamp, and carried on a roll call vote that the committee approve the five requests, subject to preemption in case of a legislative session during those dates. Senators Stenehjem, Bowman, Christmann, Heitkamp, and Krauter and Representatives Belter, Bernstein, and Timm voted "aye." No negative votes were cast.

LEGISLATIVE COUNCIL SPACE

At the request of Chairman Stenehjem, the director described current use of space by the Legislative Council staff. He said the third floor of the Legislative Council area was the top floor of what formally was the Supreme Court library. He said the space provides for one office and an open area and houses four information technology employees and two information technology consultants as well as network servers and personal computers in the process of being maintained or salvaged. He said there are no individual offices for five of the individuals. He said the Legislative Council staff is proposing renovation of the area to provide offices, better lighting, more network connections and wiring, individually controlled air-conditioning and heating, and better storage. He introduced Mr. Warren Tvenge, Tvenge Associates, Architects & Planners, who described the proposed renovation and distributed a remodeling plan for the area. A copy of the plan is on file in the Legislative Council office. Chairman Stenehjem recessed the meeting for a tour of the third floor and after the tour reconvened the meeting in the Harvest Room.

The director said the Legislative Assembly authorized the carryover of legislative funds at the end of the 1995-97 and 1997-99 bienniums. He said those funds are available for legislative use. He said the Legislative Council turned back \$1,036,303 at the end of the 1999-2001 biennium. He said part of that turn-back included funds appropriated for Phase 2 of the North Dakota Administrative Code conversion project which was to have been completed during the 1999-2001 biennium but was not because of extended work during the 2001 legislative session and work on other systems at the end of the session. With respect to the carryover funds, he said, approximately \$150,000 will be necessary to complete the next phase of the North Dakota Administrative Code conversion project. He said the remodeling of the third floor area should not exceed \$100,000. He said funds for the remodeling would necessarily need to come from the carryover funds that are available.

Mr. Tvenge said a preliminary estimate for the renovation project is \$55,000, which includes a 15 percent contingency but does not include mechanical work or electrical and network wiring.

In response to a question from Senator Krauter, the director said emergency access to the third floor is a concern and two stairwells would provide better access. However, he said, this would be a major renovation project and would severely impact the available space. He said the Legislative Council staff has looked at a fire escape plan that provided an exit to an adjoining roof which was approved by the State Fire Marshal but was not approved by local building inspectors. He said the elevator to the third floor is slower than other elevators in the Capitol because this elevator is a piston-driven, hydraulic elevator, which avoids a "penthouse" on top of the legislative wing roof.

Senator Krauter inquired as to the personal computers in storage on the third floor. Ms. Maryann F. Trauger, Information Technology Coordinator, Legislative Council, said the personal computers formerly used by legislators are being stripped down and cleaned up as quickly as staff time permits. She said all but a few of the legislators' computers are being sent to Surplus Property. She said a few of the Gateway computers will be retained because those are the only computers available which can be reconfigured as backup servers for the committee hearing monitor system, which is an aging system but is still in use as long as similarly aged hardware can be salvaged by staff for maintenance of the system.

It was moved by Senator Christmann, seconded by Senator Heitkamp, and carried on a roll call vote that the committee approve the remodeling of the Legislative Council third floor area with funding from carryover funds. Senators Stenehjem, Bowman, Christmann, Heitkamp, and Krauter and Representatives Belter, Bernstein, and Timm voted "aye." No negative votes were cast.

SESSION ARRANGEMENTS

Session Employee Orientation and Training

At the request of Chairman Stenehjem, the assistant director reviewed the proposed agenda entitled *Orientation and Training Sessions for Certain Legislative Employees*. He said this training is scheduled to be provided between November 25, 2002, and January 10, 2003. He said the training is similar to that provided before the 2001 legislative session, except for the journal reporters. He said one week of training for a new journal reporter probably is not enough and two weeks of training for an experienced journal reporter probably is too much. Rather than two weeks for both journal reporters, he said, the first week of training is scheduled for the House journal reporter and the second week of training is scheduled for the Senate journal reporter. If the House journal

reporter requires additional training, he said, that can be provided during the second week.

Legislator Training

The assistant director also reviewed the proposed agenda entitled *Training for Legislators*. He said this proposed schedule differs from that followed in 2000. In 2000, he said, new legislators were scheduled to receive computers and training on Monday, the day before the organizational session convened, and on Wednesday afternoon, Thursday, Friday, Saturday, and Sunday. He said that schedule did not allow enough time for computers that had been used by legislators whose terms expired as of December 1 to be cleaned up for distribution to new legislators on Monday, and no legislators selected training on Saturday or Sunday. He said the proposed schedule allows time for computers to be cleaned up and updated for new legislators by providing for distribution to new legislators after the organizational session and before Saturday.

Organizational Session Dates

The assistant director said if the organizational session would convene on Monday, December 2, and extend into Wednesday, December 4, rather than the normally scheduled Tuesday through Thursday, enough time would be available for computers to be updated for new legislators and a two and one-half block day of training would be available for new legislators to receive their computers before Saturday. He said training sessions similar to that provided during the organizational session in 2000 for veteran legislators could be scheduled during the two full days of the organizational session.

The assistant director said NDCC Section 54-03.1-02 was amended in 1999 to authorize the Legislative Council to determine when the organizational session convenes. If the committee accepts this proposed training schedule, he said, the recommendation would be to the Legislative Council to set December 2 as the date for convening the organizational session.

In response to a question from Senator Krauter, the director said the traditional Tuesday through Thursday provides for Monday and Friday travel. He said the Budget Section traditionally meets Thursday afternoon and Friday, but in recent years attendance on Friday has been declining. There is a possibility that the Budget Section could meet beginning late in the morning on Wednesday, take a shortened luncheon recess, and complete its meeting Wednesday afternoon.

Representative Bernstein said it is not fair that all legislators receive the same pay for the week of the organizational session--the day before the organizational session for travel, the three days of the organizational session, and the day after the organizational session for travel--when some legislators can travel

on those days, but other legislators attend the Budget Section meeting on the day after the organizational session. The director said NDCC Section 54-03-20 traditionally has been interpreted to provide that the day before and the day after the organizational session is a "travel day" for all legislators regardless of whether individual legislators actually travel on those days. He said the language in question is "a day, or portion of a day, spent in traveling to or returning from an organizational, special, or regular session" must be included as a calendar day for purposes of compensation and expense reimbursement.

The director said the alternatives appear to be eliminating travel day compensation for legislators who are not members of the Budget Section or paying Budget Section members additional compensation.

Senator Heitkamp said if Budget Section members receive additional pay, it would be seen as being paid double.

It was moved by Representative Bernstein, seconded by Senator Krauter, and carried on a roll call vote that the committee approve the proposed orientation and training sessions for legislative employees and legislators and recommend to the Legislative Council that the organizational session convene on Monday, December 2, 2002. Senators Stenehjem, Bowman, Christmann, Heitkamp, and Krauter and Representatives Belter, Bernstein, and Timm voted "aye." No negative votes were cast. The director reported that this recommendation would be submitted to the Legislative Council for its consideration.

LEGISLATIVE RULES

House and Senate Rule Differences

At the request of Chairman Stenehjem, the assistant director reviewed a memorandum entitled *House and Senate Rule Differences*. He said the major differences between the House and Senate rules are:

- House Rule 202 provides that the Speaker may appoint a member to preside in the Speaker's absence, while Senate Rule 202 provides that the President Pro Tem (who is elected by the Senate) is to preside in the absence of the President.
- House Rule 205 requires legislative guests to have passes, provides for the floor to be cleared from 12:00 noon to 1:00 p.m. on any legislative day, and provides for a designated area in the balcony for legislative guests who have passes, while Senate Rule 205 does not have similar provisions.
- House Rule 318 requires a majority vote of members-elect of the House for adoption of a clincher motion, while Senate Rule 318 allows adoption of a clincher motion by a majority vote of the members present.
- House Rule 318 lists four questions that require unanimous consent of the House, while Senate Rule 318 lists only one question requiring unanimous consent.
- Senate Rule 321 provides that if a member has not voted before the key is closed the member may vote before the vote is announced, while House Rule 321 does not so provide.
- Senate Rule 329 provides for referral of measures proposing a change in the audit or fiscal procedures of a state agency or institution to the Appropriations Committee, while House Rule 329 does not so provide.
- House Rule 331 provides that a measure may not be withdrawn after placement on the calendar after receipt of a committee report, while Senate Rule 331 does not so provide.
- House Rule 336 provides that the committee chairman, after consultation with approval of the Speaker of the House, may request the Majority Leader to set a time certain for floor debate, while Senate Rule 336 provides that the committee chairman, after consultation with and approval of the President of the Senate and the Majority and Minority Leaders, may set a time certain for floor debate.
- Senate Rule 341 provides that a member may change the member's vote for purposes of reconsideration after the vote is closed but before it is announced, while House Rule 341 does not so provide.
- Senate Rule 350 requires the chairman to recommend, by motion on the floor, whether to concur in amendments to a measure that was amended by the other house, while House Rule 350 is silent on whether a motion is to be the method of making the recommendation.
- House Rule 360 provides for the introduction of former members of the Legislative Assembly, while Senate Rule 360 provides for introduction of individuals of statewide, national, or international prominence and others at the discretion of the President.
- House and Senate Rules 402 contain different bill introduction deadline dates.
- Senate Rule 509 requires a motion for ordering a measure to be reported back to the Senate to be made by the Majority Leader or the chairman of the committee, while House Rule 509 only provides the ordering of a measure by a majority of the members present.
- House Rule 601 provides that when a committee fails to adopt any recommendation due to lack of a majority, the chairman is to report the bill to the floor with whatever minority reports individual committee members may request and provides that without

objection proposed amendments on the sixth order must be voted on in a single vote, while Senate Rule 601 does not so provide in either instance.

- House Rule 605 provides that if a conference committee report is to adopt recommended amendments, adoption of the report is adoption of amendments, and if the report is to reject recommended amendments, adoption of the report is rejection of the amendments, while Senate Rule 605 does not so provide.

2001 Legislative Process Questionnaire

At the request of Chairman Stenehjem, the assistant director reviewed a memorandum entitled *Results of 2001 Legislative Process Questionnaire*. The assistant director reviewed the responses that were provided on the 60 questionnaires that were returned by members of the House and Senate.

With respect to the comment by a member of the Senate as to whether the dress code for visitors (high school groups) could be enforced more rigorously, Senator Heitkamp inquired whether the school students were better dressed as a result of the dress code recommended by the Legislative Management Committee during the 1999-2000 interim. Representative Timm said he did not see any obscene T-shirts during the 2001 legislative session.

Senator Bowman inquired whether something could be done about the visitors in the balcony moving around during debate and thus distracting the speakers. Senator Heitkamp said the change in Senate Rule 360 with respect to only having one guest in the morning during a session and one guest in the afternoon during a session worked well to reduce distractions on the floor.

With respect to the comments about eliminating the smoking room, Senator Heitkamp inquired whether the smoking room is going to be continued. He said he understands both sides of the issue but is concerned about providing an indoor smoking area for legislators and not for other state employees. Senator Christmann said the key difference between legislators and state employees is that during the legislative session, legislators must be available on a moment's notice to vote. Senator Krauter said the smoke smell is pervasive throughout the Minority Leader's office suite. Senator Heitkamp said it is not just legislators who use the smoking room and if other individuals are allowed to use the room, all state employees should be able to use that room. In response to the director asking whether it was time to have an update on the legal status of designated smoking room requirements, Senator Heitkamp requested that this information be provided at the next meeting of the committee.

Representative Belter said there previously had been a Joint Constitutional Revision Committee to consider constitutional amendments but that

committee had been abolished in favor of referral of constitutional amendments to appropriate standing committees, probably the Judiciary Committees. He inquired whether this committee should be reinstated. The assistant director said a proposed rules amendment would be prepared that would establish the committee as it had been established in the past and would provide historical information on the committee.

Miscellaneous Matters

Senator Krauter said the committee has recommended that the Employment Committees adopt guidelines on the days for which each employee should be compensated, including any necessary work before the session and after the session. He requested that these guidelines be submitted to the Legislative Management Committee for its review at the next meeting of the committee.

Senator Heitkamp inquired about the procedure for assigning additional responsibilities to interim committees. The director said NDCC Section 54-35-02 authorizes the Legislative Council to study any subject, and under the *Supplementary Rules of Operation and Procedure of the North Dakota Legislative Council*, this authority has been delegated to the chairman of the Legislative Council.

At the request of Representative Belter, the assistant director reviewed a memorandum prepared for Representative Belter entitled *Presentation of Bills to the Governor*. The memorandum addresses the constitutional and statutory provisions on delivery of bills to the Governor by the Legislative Assembly and acceptance of those bills. The memorandum points out that although no judicial opinion in North Dakota directly addresses the issue of when the Governor must receive a bill presented by the Legislative Assembly, court decisions in other states support the position that regular presentment to the Governor constitutes delivery. The memorandum suggests that to clarify the issue in North Dakota, the Legislative Assembly could enact a statute similar to NDCC Section 54-07-01.5 to provide that the Governor must accept delivery of bills presented during regular business hours.

The assistant director distributed a memorandum entitled *Legislative Expense Reimbursement Policy*. He said the issue addressed by the memorandum is the reimbursement of lodging expenses incurred by legislators in light of a policy recently adopted by the Office of Management and Budget which provides that receipts for lodging must be from bona fide lodging establishments, which do not include relatives. He said that policy, if followed, would affect two areas for which legislators are reimbursed--many legislators rent homes in the Bismarck-Mandan area during a legislative session and during the interim a few legislators are reimbursed for lodging receipts

submitted by individuals or relatives with whom the legislators stay during committee meetings.

The director said another issue not raised by the memorandum is an Office of Management and Budget policy that to be reimbursed for the second quarter (12:00 noon-6:00 p.m.) and the third quarter (6:00 p.m.-12:00 midnight) travel must be started before one hour before the quarter begins and must extend beyond one hour after the quarter begins. He said NDCC Section 44-08-04 specifically provides that first quarter reimbursement may not be made if travel begins after 7:00 a.m. but is silent as to starting travel before 11:00 a.m. or 5:00 p.m.

Senator Heitkamp said he rents lodging from his sister when he attends committee meetings and proper receipts are submitted with his vouchers. Representative Timm inquired as to whether legislators are being challenged on these issues. The director said when questions are raised, the Legislative Council staff generally follows policies adopted by the Office of Management and Budget. Senator Krauter said the legislative branch is a separate and coequal branch of government and can establish its

own policies for expense reimbursement requirements. The director agreed and said that is why these issues are brought to this committee.

It was moved by Representative Belter, seconded by Senator Heitkamp, and carried on a voice vote that traditional policies for reimbursement with respect to lodging receipts and travel for legislators be followed until the committee adopts a written policy addressing these issues.

No further business appearing, Chairman Stenehjem adjourned the meeting at 12:15 p.m.

Jay E. Buringrud
Assistant Director

John D. Olsrud
Director