

**Minutes of Meeting**  
**Auditor**  
**January 26, 2021**  
**10:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Coroner Warren Keene, M.D., Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Court Services Director Marissa Garza, Court Services Manager Kally Young, Administrative Assistant Ronnie Davisson, Prosecutor Barry McHugh, KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, Solid Waste (SW) Principal Planner Laureen Chaffin, Assessor’s Office Administrative Manager Reba Grytness, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Brooks was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:02 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

**2022 Budget Discussion Including Processes and Direction**

KCSO Sergeant William Klinkefus entered the meeting at 10:04 a.m.

Finance Director Dena Darrow asked the Board to offer guidance to her department as they began the preparations for the 2022 Budget. She said she would be asking for their input in a number of key elements. She added that the planned Attorney Center’s expenses would be a driving factor in the calculations.

Under the “A” Budget, which covered personnel expenses, Ms. Darrow first asked the Commissioners about their reactions to requests for new positions.

Commissioner Leslie Duncan remarked that she would prefer to see previously frozen positions opened and new positions created only if they would be covered by restricted funds.

Chairman Fillios said he felt consideration of new positions might be a bit premature at this point, but that he would be willing to consider opening previously frozen ones.

Commissioner Bill Brooks stated that he felt all requests needed to be considered individually.

Regarding COLA (Cost of Living Adjustment), Chairman Fillios commented that he felt they should use local CPI (Consumer Price Index) figures, rather than national ones. He also noted that Human Resources (HR) Director Sylvia Proud had been working on a matrix for the General Pay Plan, which would be brought to a future meeting.

Treasurer Steve Matheson entered the meeting at 10:10 a.m.

Ms. Darrow asked how the Board would like to approach overtime costs.

There was general agreement among the Commissioners that all departments should carefully review their overtime requests based on current data rather than what had been used as baselines in the past.

Ms. Darrow asked how the Commissioners would like to address the "B" Budget, operating expenses. She suggested that, rather than giving an across-the-board 2% increase as was done last year, that some areas be treated as zero-based.

Commissioner Duncan agreed, with the exception of one-year purchases that needed to be funded.

Commissioner Brooks stressed that all departments would be expected to trim their requests to the minimum, since it was going to be a very tight budget year.

Ms. Darrow asked the Commissioners how they would like to begin on "C" Budget items, which were the Capital items.

Commissioner Duncan commented that she felt they should fund the new building projects, purchase any critically necessary vehicles, IT (Information Technology) items that would help efficiency and try to maintain the Buildings & Grounds 5 Year Plan.

Chairman Fillios voiced his support for IT expenses and pointed out the people working from home were dependent on IT infrastructure.

Commissioner Brooks asked that caution be exercised when considering software purchases, since they were often so expensive.

It was generally agreed that as many vehicle needs as possible would be handled through Fleet Management, but urgent needs would be covered outside that process if necessary.

Commissioner Duncan commented that she would view any new programs that could self-fund through fees charged more favorably.

There was general discussion and speculation about the Legislature's actions and the resulting impact on County Revenue.

It was agreed that Ms. Darrow would start calculations based on a 4% maximum increase.

Both Commissioner Duncan and Commissioner Brooks expressed their reluctance to consider using foregone taxes in any circumstance.

Ms. Darrow commented that the County would need to find other ways to fund operations, if revenues were capped by the Legislature. She said that several departments were reviewing fees and that KCSO, in particular, had a number of contracts

for their services to different entities that had not been updated in between five and ten years.

Commissioner Duncan expressed her support for departments examining fee increases, especially if a given fee had not been increased in the past three years.

Commissioner Brooks said he was particularly interested in raising fees for things like out-of-state boating. He indicated he would support up to \$500 per year total cost for out-of-state boaters.

Chairman Fillios noted that both Waterways fees and Community Development fees had recently been increased.

All three Commissioners voiced agreement when Ms. Darrow asked if departments should look into creating new fees also.

Assessor Bela Kovacs entered the meeting at 10:30 a.m.

Commissioner Duncan reminded those present that she had signed on to a letter from IAC (Idaho Association of Counties) regarding ways to save taxpayer money other than cutting county tax revenues.

Ms. Darrow listed some miscellaneous suggestions she had developed for departments to consider such as reallocation of resources from non-mandated services. She reviewed the current foregone balance and asserted that its steady growth over the past years showed that the BOCC had been good stewards of the County's tax dollars.

- D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

Prosecutor Barry McHugh asked for clarification of the Board's definition of self-funded programs.

Commissioner Duncan offered an example from District Court to illustrate.

Prosecutor McHugh asked how much in unspent funds from last fiscal year were returned and whether there was an estimate for this fiscal year.

Ms. Darrow responded that her department would be doing the Assigned Fund Balance Resolution in the near future, so she should be able to provide more accurate figures at that time.

Commissioner Duncan said her guess for FY2020 was that it was substantially under \$1 million.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 10:44 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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