

Minutes of Meeting
Auditor
March 11, 2022
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios asked Commissioner Leslie Duncan to act as Chair Pro Tem for the meeting. Chair Pro Tem Leslie Duncan called the meeting to order at 1:02 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Assigned Fund Balance Policy Discussion with Finance Director Dena Darrow (Discussion)

Treasurer Steve Matheson entered the meeting at 1:03 p.m.

Finance Director Dena Darrow reminded those present of the yearly routine of managing the Assigned Fund Balance. She stated that the policy required them to look at the amended budget for the current year, the projected actual budget for the current year and last year's amended budget. Then, of those three, the highest figures would be taken for Personnel and Operating Expenses to determine what cash flow reserve should be in the Unassigned Fund Balance. She called attention to the spreadsheet she had provided which illustrated the task.

Ms. Darrow stated that the current policy provided for a two month's reserve to be held but that they were considering increasing that amount to two and a half months. She said any extra, beyond that reserve, would be placed in the Assigned Fund Balance.

Ms. Darrow said that, based on a two and half month reserve, they had an extra \$4.4 million to apply to the Assigned Fund Balance. She noted that this would be used for capital planning, mid-year emergencies and similar needs. She coached the Commissioners through moving funds to General Fund, Fund 11 (Capital Projects) and the Justice Fund. She explained the procedures to be following in moving the balances around.

Ms. Darrow asked where the Commissioners would like to place the funds.

Chair Pro Tem Duncan suggested beginning with moving the required amount to fulfill the two and a half months of reserve. She remarked that Buildings & Grounds (B&G)

Operations Manager Greg Manley should be informed that there was \$1.5 million in the Facilities Five Year Plan. She indicated she thought this would be sufficient, but that she would discuss it with him. She said she would like to see the remaining amount, about \$3 million, placed in the Capital Construction fund for the Justice Center Expansion.

Ms. Darrow confirmed that the amounts they were discussing did not include any funds from ARPA (American Rescue Plan Act) grants.

Treasurer Steve Matheson said he felt the Board's ultimate target of three months would be desirable. He remarked that the Commissioners would have to decide what level of liquidity they wanted. He stated that their compromise of two and half months this year seemed reasonable. He commented that, from his point of view, holding more would be better, against uncertainties.

Commissioner Bill Brooks said he would like to see a real push made to achieve three months reserve next year.

Ms. Darrow said the next step would be for a resolution to be prepared and brought to a Business Meeting for approval.

- 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. There were no public comments.
- E. Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 1:15 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk