

**Minutes of Meeting**  
**BOCC Planning Study Interview**  
**May 7, 2019**  
**1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda item. Also present were BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, Teater Crocker Representative Dave Teater and Architects West Representative Scott Fischer. Commissioner Bill Brooks was excused.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 1:04 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Review of BOCC Administrative Office Space Needs with Dave Teater (Teater Crocker) and Scott Fischer (Architects West) (Discussion)**

Architects West Representative Scott Fischer explained that he and Teater Crocker Representative Dave Teater were present to gather information on the space needs for the BOCC Administrative Office staff as part of their overall research. He said this would be used to help plan future building projects.

Mr. Teater discussed the responses the Commissioners had submitted to questions they had been given. The Commissioners discussed a number of topics with him: the BOCC employees that currently needed to be housed, public spaces, such as meeting rooms and a waiting room, a larger Boardroom, a break room, a bathroom, and equipment and storage spaces. They also considered associated departments that would benefit from physical proximity to the BOCC offices, including the Auditor, the Clerk, and the Civil Legal Division. They determined that other departments, such as Information Technology, Resource Management, the Assessor, Reprographics, and Community Development, did not need as much proximity to encourage smooth operations.

Mr. Teater encouraged the Commissioners to consider future space needs and potential increases in staff. He photographed his sketches on the whiteboard to preserve the information for later discussions.

**D. Public Comment (Discussion):** 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 was no public comment.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 1:57 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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