

**Minutes of Meeting
Auditor's Office
February 11, 2019
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 item. Also present were Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Treasurer Steve Matheson, Finance Director Dena Darrow, Staff Accountant Michelle Chiaramonte, Human Resources Director Sylvia Proud, Building & Grounds (B&G) Director Shawn Riley, Resource Management Office (RMO) Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Opening the Budget (Action)

Clerk Jim Brannon thanked the Board for allowing the Auditor's Office to come before them to move through the Budget process and stated they were all going to cooperate and get things done for the good of the taxpayers. Further, if there were any questions during the budget process, the Auditor's Office was available for questions.

Finance Director Dena Darrow pointed out that she would provide a brief overview of the documents in the budget book she had given to the Commissioners the week prior. She provided the statute, budget calendars that included key dates and deadlines, a timeline of the process and several other documents that would assist the BOCC during the budget process. Ms. Darrow then asked the BOCC for their approval on the dates she had set aside for budget deliberations; if they were amenable to the blocks allotted, and then she would work with the BOCC staff to add them to the Commissioners calendars.

Ms. Darrow then asked the BOCC to begin thinking about what kind of trend they would like to see during the budget process – a three-year trend or a five-year trend. She then asked if for the sake of opening the budget, if they wished to open it with a 3% tax increase or a 0% tax increase. Commissioner Leslie Duncan said she was open to either option and Chairman Fillios suggested starting at 3% while Commissioner Bill Brooks suggested 0%.

Ms. Darrow moved to trend data; Chairman Fillios suggested a three year trend and Commissioners Duncan and Brooks agreed. They also agreed to open the travel budgets at zero, personnel at a 2% merit increase, full new growth, and health insurance at an 8% increase. Ms. Darrow pointed out that they would discuss capital expenses during a separate meeting in which they would assign a portion of the County Fund Balance to specific projects.

Commissioner Duncan asked if they could revisit opening the budget at 0% versus 3% property tax increase. She said that she needed to see both numbers; if they started at 0%, she wanted to know what the 3% cap would be. RMO Program Manager Kimberli Riley pointed out that if they did begin with 3%, the citizens that were following along with the budget process would see their efforts in trying to lower the percentage. Commissioner Brooks decided in favor of the 3% starting point. Clerk Brannon said that they would still provide both numbers for their observation.

- 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 were no public comments.

- E. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
