

Minutes of Meeting
Auditor
March 28, 2023
1:30 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Treasurer Steve Matheson, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Sierra Hansen.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 1:30 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Assigned Fund Balance Deliberations (Action)

Finance Director Brandi Falcon reviewed the Auditor's Office processes from the close of the prior fiscal year to determination of assigned fund balance for the coming fiscal year. She described the purpose of Emergency Reserve Funds and stated that there had been \$22.9 million in Emergency Reserve for last fiscal year. She said that projections would appear smaller this year because Solid Waste's would not be included.

Chair Duncan noted that the Board had previously agreed to hold two and a half months of gross expenses as Emergency Reserve for the coming fiscal year.

Treasurer Steve Matheson briefly described his point of view as Treasurer of the Emergency Reserve Funds. He noted that many entities see two months of emergency reserve as adequate and, in fact, that was the minimum amount recommended by the group he consulted: the Municipal Research Services Center in Washington. He indicated he would prefer more than two months be held in reserve.

Ms. Falcon went over the different areas to which surplus funds beyond the Emergency Reserve could be assigned. She asked the Commissioners to indicate the amounts they would like to place in each and said there was about \$4.6 million to apportion.

- IT Capital Planning – normally kept at \$1.5 million. About \$470,000 would be required to return it to that amount.
- Jail & Facilities 5 year Plan – also normally kept at \$1.5 million. About \$4,400 would be required to return it to that amount.
- Assigned for Master Plan – this would include projects such as the Justice Center Expansion and completion of the pods at the Jail. There was currently about \$8.9 million here and the Commissioners agreed to place an additional amount of about \$4.1 million, bringing it to about \$13 million.
- Capital Purchases – the remainder of the funds left, about \$130,000, would go here.

Chair Duncan asked about other pools of money which might be called upon for the major projects planned.

Ms. Falcon listed several, but cautioned that they should not be fully committed.

- There was about \$700,000 from the Federal Government, which was based upon the amount of Federal and Tribal Lands in Kootenai County.
- There was \$890,000 in the Restricted Fund Balance Account for District Court. Ms. Falcon remarked that, per Legal, this could not be used for space dedicated to the Prosecutor's Office or AMP (Adult Misdemeanor Probation).
- Finally, there was the Fund 45 District Court Account, which was split between the Elected Clerk (as overseer of the District Court Clerks) and the Trial Court Administrator. She explained the proportion of the fund that each could call upon, based on the number of square feet of space each would be given in the Expansion project. Another \$2.5 to \$3 million could be available here.

Chair Duncan remarked that the money in Fund 45 would also be drawn upon for repairs and other needs by the Juvenile Justice Center, the current Justice Center and the old Courthouse.

Ms. Falcon pointed out that all ARPA (American Rescue Plan Act) funds should be expended before the County used its own money for the projects. She reminded those present of the guidelines for use of those funds.

Chair Duncan asked Ms. Falcon to write up the results of this meeting in the form of a Resolution to be brought before the next Business Meeting. It was generally agreed that IT's and the Jail and Facilities' Funds would each be returned to \$1.5 million; the Master Plan account would total \$13 million and Capital Purchases would total about \$935,000.

No motions were required at this point.

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 Duncan adjourned the meeting at 1:48 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk