

**Minutes of Meeting**  
**BOCC Departmental FY21 Budget Review**  
**May 6, 2020**  
**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 Public Defender Anne C. Taylor, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, IT Senior Applications Systems Manager Carrie Cole, Community Development Director David Callahan, Buildings & Grounds (B&G) Operations Manager Greg Manley, B&G Maintenance Supervisor Tom Reed, BOCC Communications Manager Nancy Jones, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:03 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Item):**

**Fiscal Year 2021 Budget Review – Board of County Commissioners**

**Public Defender**

Public Defender Anne C. Taylor reported that her department had no additional requests at this time. She said that the 2% general increase for the “B” Budget was sufficient for them.

Commissioner Leslie Duncan asked how the Public Defender’s Office’s space needs were at the moment.

Ms. Taylor said that they were at capacity, with no space left to fit in additional people.

Commissioner Bill Brooks commented that departments would not be able to just accept the “B” Budget 2% increase in this difficult budget year. He said that all departments would need to look for additional ways to cut and try to come in under the 2%.

Ms. Taylor exited the meeting at 1:07 p.m.

**Community Development**

Community Development Director David Callahan reminded the Commissioners that the \$260,000 for new tracking software for his department would be covered by the IT (Information Technology) Budget. He said their request for two all-wheel drive vehicles had been approved by Fleet Management.

Mr. Callahan stated that his staff would continue to work from home where possible, which would reduce their need for additional space. He said that his department's efficiency had been enhanced by tele-working; both Building Inspection staff and Planners seemed to be getting more done.

Airport Director Steven Kjergaard entered the meeting at 1:08 a.m.

Mr. Callahan exited the meeting at 1:10 p.m.

### **Airport**

Mr. Kjergaard reported that the Airport was requesting two staff positions under the "A" Budget, but had remained within the 2% increase allowed for "B" Budget. He noted that they were requesting \$250,000 for planning and design for the Snow Equipment Storage/Administrative Building. He remarked that most of the cost of the building itself would come from grants, but the \$250,000 was required for grant preparation.

Commissioner Duncan asked whether the Airport might use an existing structure instead of having one built, such as, the one owned by Kootenai Electric. Mr. Kjergaard replied that its layout and size were not suitable to their needs.

Commissioner Duncan asked whether the Airport was fully staffed at this time.

Mr. Kjergaard stated they were, but noted that coverage for services outside normal business hours needed to be considered. He said a complete reorganization of his department would be necessary to fund the additional service without increasing his budget. He explained that the retiring Assistant Director's duties would be reallocated and a Part-Time Mechanic slot could be cut to yield about \$100,000 in personnel savings. He said this would be enough to cover the two staff positions he had mentioned. He provided the Commissioners with an updated organizational chart for the Airport and explained how the additional coverage would be managed. He stated this would allow them to offer services to clients seven days a week, 5 a.m. to 1 a.m.

Mr. Kjergaard added that they would need to start thinking about succession planning against the day he left the Airport as Director.

Finance Director Dena Darrow suggested that his proposals be evaluated and estimated costs assigned before they were brought back to the Board for additional review.

Chairman Fillios asked if Mr. Kjergaard had made plans to use the \$69,000 that would be coming from the COVID-19 grant.

Mr. Kjergaard replied that he planned to remove the Toolcat (a small, multi-purpose vehicle) from his budget request and use some of the funding for that. He said he would also like to purchase some software for about \$15,000 that would help them better manage their leases.

Mr. Kjergaard commented that the Airport would increase its revenue by introducing two new fees, the facility use fee and the car rental fee, as soon as a public hearing could be held.

Mr. Kjergaard exited the meeting at 1:25 p.m.

### **Information Technology**

Information Technology (IT) Director James Martin stated that he had no new personnel requests for FY21, the requested Operating Budget ("B" Budget) was about the same as last year and that they were making an additional Capital request of \$492,000. He explained that this included \$260,000 for software for Community Development and a Spillman cellphone app for KCSO. He said that their total Capital request would be \$785,000.

Commissioner Duncan inquired whether the \$32,000 Spillman app was critically necessary. Mr. Martin agreed that it was the least urgent item on the list. There was general agreement among the Commissioners that the item would be removed.

IT Senior Applications Systems Manager Carrie Cole explained their department's request to purchase the OnBase information platform to replace the Paperclip imaging system. She stated that Paperclip would not be useable after Windows 10 was implemented. She said this gave IT four to five years to replace that system or they would lose access to the information previously saved. She described all the additional functions OnBase would offer the County and stated that most of the expense would be from conversion of the old files to the new system.

Ms. Darrow stated that OnBase would enable automation of much of the County's form based operations.

Ms. Cole confirmed that it would be \$123,000 for the first year and an additional \$30,000 to \$40,000 per year for support, after the conversion expenses were covered. She predicted the conversion would take several years at about \$100,000 per year.

IT Network Administrator Grant Kinsey offered details on another proposed purchase: SO 911 SAN (Storage Area Network), which he described as a giant hard drive. He said this would improve uptime and resiliency for all the Sheriff's departments and provide a centralized storage system for all their data. He explained that it did not qualify for coverage under the 911 Restricted Fund, despite its name, because it would be used by all the departments.

Mr. Kinsey said they also needed to replace the email firewall; the current system was over eight years old and no longer met the County's needs. He remarked that email was the most vulnerable entry point for malicious code, so improved protection was important.

Mr. Martin, Ms. Cole and Mr. Kinsey exited the meeting at 1:37 p.m.

## **Buildings & Grounds**

Buildings & Grounds (B&G) Operations Manager Greg Manley listed items that could be removed from his budget request:

- ADA (Americans with Disabilities Act) doors and a walkway project had been moved to the Assessor's budget.
- JJC (Juvenile Justice Center) Chiller for \$140,000 would be covered by restricted funds.
- JDC (Juvenile Detention Center) HVAC replacement units would go under the Five Year Plan.
- B&G would receive a Skid Steer from the Airport, saving \$30,000
- Sliders, at about \$27,000 each would go under the Five Year Plan.

Commissioner Duncan asked if some of their requests could be covered with money left in the FY20 Five Year Plan.

Contractor Shawn Riley reported that there was about \$140,000 left in that fund and suggested that they use it for items that could be ordered now and received before the end of September 2020.

It was generally agreed that Mr. Riley would work with Ms. Darrow to determine what could be appropriately purchased with the remaining FY20 money and those items would be removed from the FY21 Budget requests.

Mr. Manley said they did need to plan for an ADA compliant ramp cover at the Sheriff's Office. He also requested that the frozen position they had on their budget be retained, not cut.

Mr. Manley and Mr. Reed exited the meeting at 1:48.

## **Administration**

BOCC Administrative Supervisor Leighanna Keiser reviewed the five different budgets for which her department was responsible.

Administrative Office—Ms. Keiser stated there were no additional increases requested in this area, but they would use the full 2% allotted to the "B" Budget.

General Accounts—Ms. Keiser reported a total decrease in the 10.1.003 account of about \$42,000. She explained that DMV (Department of Motor Vehicles) mailings were now being paid for by the state, for a savings of about \$153,000. She said part of the savings would be used to offset \$100,000 to the contingency reserve, in case the General Election this fall had to be done by mail-in ballot. She listed other requests: \$12,000 for Indigent Unclaimed Bodies, \$8,523 for the University of Idaho and \$4,000 for the Soil & Water Conservation District.

Justice Fund—Ms. Keiser said they were requesting an increase \$30,000 for the Litigation Fund, which was used to cover lawsuits related to property valuations.

Panhandle Health District—Ms. Keiser reported that Panhandle Health was requesting \$824,859 for FY21, about \$21,000 more than last year.

Aquifer Protection District (APD) – Ms. Keiser reminded the Board that APD had its budget hearing coming up in June 2020, after which they would meet with the BOCC to review their budget request. She noted that their preliminary estimate was \$587,000.

Prosecutor Barry McHugh entered the meeting at 1:52 p.m.

In closing, Ms. Darrow urged the Board to consider what might be needed for the temp pool fund and sick leave termination fund. She reported that she had learned the Post Falls Seltice URD (Urban Renewal District) would be closing as predicted, so the Budget would have access to that additional revenue. She stated that the Preliminary Summary would be updated and made available.

Ms. Darrow announced that the Board had only about \$6.4 million that needed to be cut from the initial Budget requests, a much better situation than last year at this time.

**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 2:08 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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