

**Minutes of Meeting**  
**FY19 Budget Deliberations**  
**June 1, 2018**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios, and Commissioner Bob Bingham met to discuss the following agenda item. Also present were Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Undersheriff Dan Mattos, Lieutenant Stu Miller, Sergeant Rikki Hinchee, Administrative Assistant Tamara Exley, Building & Grounds (B&G) Director Shawn Riley, Assistant Manager Tom Reed, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Public Defender Anne Taylor, Administrative Supervisor Jamie Woods, Information Technology (IT) Director James Martin, Network Administrator Grant Kinsey, and Deputy Clerk Ronnie Davisson. Also present was CDM Catering Representative David Tyler and citizens Leslie Duncan and Dan Gookin.

- A. **Call to Order:** Chairman Marc Eberlein called the meeting to order at 9:01 a.m.
- B. **Introductions:** There were no introductions.
- C. **Changes to the Agenda:** There were no changes to the agenda.
- D. **Action Items:**

**KCSO FY19 Request Follow Up**

- **Work Release Center Remodel Design** – Undersheriff Dan Mattos presented a memo that discussed many of the reasons he felt the Detectives should be moved to the Work Release Center. He said it had been discussed extensively with Building and Grounds Director Shawn Riley and outlined the many advantages of the movement. Mr. Riley verified KCSO had set aside \$75,000 for design fees and acknowledged the Detectives Division was bursting at the seams. He also noted this would be the first of many phases of moves at KCSO.

Commissioner Bob Bingham asked Mr. Riley if he had an estimate of construction costs and Mr. Riley said upward of \$600,000-\$700,000, but it was hard to estimate given the project was a few years in the future. He said there might be ways to save money on some projects, which might help fund the Work Release Center Remodel in FY20. Chairman Eberlein suggested he set up a meeting to discuss a high-level overview of Facilities where the Board and Mr. Riley could discuss the possibility of future projects.

- **Jail Expansion Kitchen Equipment** – Undersheriff Mattos introduced CDM Catering Representative David Tyler to speak to the purchase of necessary kitchen equipment, which consisted of a convection steamer, a tilting skillet braising pan and an electric kettle. Undersheriff Mattos said that with the addition of 125 new beds to the Jail, they needed certain equipment to feed the inmates. Mr. Tyler said they were barely making it by with the kitchen equipment

they had and needed to add those items to accommodate the Jail Expansion; he also pointed out they were putting an extreme amount of pressure on the existing equipment and the additional pans would help lessen the load. Mr. Riley said there could possibly be some funds leftover from the FF&E for the Expansion and suggested the Board wait until the Jail Expansion was completed to see how much was available.

- **911 Elevator Maintenance Request** – Undersheriff Mattos said there was an elevator at the 911 Center that required maintenance and \$4572 had been requested during the FY18 Budget for the required maintenance and had asked for the funds again during FY19. Further, he explained it could become a safety hazard because the maintenance had not been performed in 25 years. Lieutenant Stu Miller said the hydraulic oil that runs the pump had never been changed and said it was the only ADA compliant elevator in the building. He also pointed out that all of their equipment that could not be carried was located in the lower level, which required frequent use of the elevator.

Chairman Eberlein suggested Mr. Riley reach out to Tyson Krupp, the manufacturer and inquire about the hydraulic oil and its maintenance.

### **Review of FY19 Budget Requests Received to Date**

#### **Deliberations and Decisions**

Information Technology (IT) Director James Martin discussed some of the IT-Sheriff's Office requests. He spoke to the Spillman Server Replacement explaining that the County's portion of the \$152,136 request would be approximately \$64,000. Finance Director Dena Darrow said there was money set aside for the IT 5-Year Plan and asked the Board if they were amenable to funding the server replacement out of the 5-Year Plan. Network Administrator Grant Kinsey said the IT 5-Year Plan had not been funded or put into motion; it was just Fund Balance that was funding the projects.

Mr. Kinsey spoke to the security camera system request for the Juvenile Detention Center. He said the \$75,000 would get the infrastructure up to date, install brand new cameras, and help with compliance. He said currently, the system would fail weekly and explained that the costs associated with him fixing the system would far outweigh the purchase of a new system. Commissioner Bingham said he believed the new system was necessary and there was way too much liability to not have the system. Mr. Kinsey agreed and inquired if the camera system could be funded by Lottery Funds. Ms. Darrow said the Auditor's Office would research if Lottery Funds could be utilized for the purchase.

Undersheriff Mattos, Lieutenant Miller, Sergeant Rikki Hinchee, Administrative Assistant Tamara Exley, Mr. Tyler and B&G Assistant Manager Tom Reed exited the meeting at 9:42 a.m.

The Board requested to fund all IT Sheriff requests with the IT 5-Year Plan.

Mr. Martin and Mr. Kinsey exited the meeting at 9:44 a.m.

The Board invited discussion with Public Defender Anne Taylor and Administrative Supervisor Jamie Woods. Chairman Eberlein asked Ms. Taylor how their requests would be funded and she said they were requesting some of the items be paid for by the Public Defense Commission Grant and the others to be paid for by the County. Commissioner Bingham said he believed it would behoove the BOCC to hold a parity discussion between the Prosecutor and Public Defender's offices and Ms. Taylor agreed to a discussion.

Ms. Taylor and Ms. Woods exited the meeting at 10:09 a.m.

The Board then discussed the Airport with Chairman Eberlein suggesting to fund the Toolcat and its attachments plus the Miles Lift Station out of Fund Balance. Chairman Eberlein said the Airport had generated some additional revenue from the US Forest Service by completing a project with them and said those funds had been put into the General Fund, which was the reason behind the suggestion.

Commissioner Bingham said he was amenable to Chairman Eberlein's suggestion for the first round and suggested the Auditor's Office keep a running total of how much was being spent out of Fund Balance.

The Board then discussed Fleet Management. Mr. Riley said the Fleet Management team had discussed all the vehicle requests and had opted to give the Sheriff's Office ten vehicles, based upon the mileage of some of the vehicles being at 120,000 miles or more. Clerk Brannon suggested rather than giving the Sheriff's Office a particular number of vehicles, to allocate a specific dollar amount in order to incentivize the Sheriff's Office to find a cheaper way to equip the cars. The Board agreed to allocate \$650,000 for the purchase of ten vehicles.

Citizen Leslie Duncan exited the meeting at 10:35 a.m.

AMP Director Keith Hutcheson exited the meeting at 10:39 a.m.

The Board made no additional decisions.

- E. 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.

Chairman Eberlein adjourned the meeting at 10:47 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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