

Minutes of Meeting
Debriefing Continuation
April 10, 2013
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Network Administrator Grant Kinsey, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:04 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**
Network Administrator Grant Kinsey presented a PowerPoint presentation to explain a proposed Information Systems storage upgrade. The presentation included clarification of existing challenges, funding and expenditure options, and long-term storage solution benefits. Specifically, Mr. Kinsey stated that he hoped to address storage issues relating to the digitizing project being initiated by the Recorder's Office, as this was not in the scope of the Information Systems FY2013 budget process. Chief Deputy Clerk Pat Raffee declared that it was her understanding that funds for this purpose have been available since 2010, and that plans were initiated in 2011, without explanation that storage space had not already been addressed in the original planning stages. Chairman Tondee provided a history of this project, to clarify the funding structure and intent of this endeavor. Financial Director Dave McDowell clarified that only new, incoming documents have been digitized to date, with current plans and efforts being focused on the digitization of archived documents. Mr. Kinsey noted that storage needs were considered prior to the conversion of documents stored on microfiche, but that storage was not reevaluated prior to moving forward with the next phase of the project. Mr. Kinsey presented a long-term storage solution that would require minimum funding of \$75,000, and which would benefit the County as a whole for a period of at least five (5) years, as well as creating the optimal system for the Recorder's Department. Additional information was provided, detailing the history of storage and upgrade costs from 2005 to the present, storage consumption ratios between departments, and estimates of future storage needs due to the Recorder's digitization plan. Mr. McDowell asked if other options exist that might be more economical, such as systems that provide backup without immediacy of access. Ms. Raffee inquired about various funding alternatives, including recapturing funds collected in previous years, or delaying purchase of additional storage until the next fiscal year to allow for collaborative budget planning between Information Systems and Recorder's Departments. Mr. Kinsey explained that a major upgrade agreement would provide annual cost maintenance savings that would help offset a significant portion of the upgrade fees. The group discussed off-site storage solutions, alternative funding options, and timing considerations. Mr. Kinsey recommended a comprehensive, one-time upgrade with a maximum cost of \$135,000, which would provide a storage solution for a minimum of five (5) years, as well as address backup concerns. Ms. Raffee cautioned that the immediate concern should be ensuring digitization of records that could not be replaced if damaged, with additional backup solutions as a secondary concern. The Board directed Mr. Kinsey to gather additional information about the proposed storage solutions, and to continue negotiations in an attempt reduce the total expenditure amount, including long-term maintenance costs.

The Board asked Mr. McDowell for clarification of the Contingency and Capital Projects Fund Report estimates for the balance of the current fiscal year. The Board asked questions regarding specific expended and available fund percentages. Mr. McDowell stated that the initial intent of replacement reserve funds was for capital assets, but that those funds can be redirected by the Board. The group also discussed an anticipated Justice deficit, the estimated expenditure associated with the upgrading of security in the County Administration Building, and considerations related to unanticipated revenues and year-end budget adjustments.

The Board reviewed an updated proposal from Architects West, which was submitted in response to the Board's request to move the Reprographics Department into the proposed Building and Grounds Facility. Mr. McDowell noted that Acquisition Funds could be used toward this proposal. The Board agreed to give approval for the architects to move forward with generating a final proposal, including a contract for Board consideration.

In closing, Ms. Raffee requested input regarding any mandatory budget increases, as well as high, medium, and low priority increases for all Board departments, so that the Elected Officials had the full range of County needs while planning the budget for FY2014.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk