

**Minutes of Meeting
Commissioners' Status Update
January 10, 2023
10:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Finance Director Brandi Falcon, BOCC Communication Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Frank O'Connell.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Advisory Board Appointments Airport/Waterways/Snowmobile (Discussion)

Chair Duncan stated that there were openings on the Airport, Waterways and Snowmobile Advisory Boards. She said there were also opening on the Historic Preservation Commission and the Planning & Zoning Board. She explained that the BOCC usually asked the Chair of the given Advisory Board and the Director of the relevant department for suggestions on prospective members.

Chair Duncan remarked that there were different ways that they could proceed, such as selecting from people who had previously applied or opening application opportunities to the public once more. She reminded those present that the prior Board had asked most Advisory Board Members to reapply in the recent past.

Commissioner Bruce Mattare said he liked the idea of first evaluating the current Advisory Boards and their membership, then interviewing the existing candidates for each open position. He added that they could consider whether there was a need to have all members reapply in the future, based on what they find. He said he would work with Mr. Gillham on reviewing the available information.

Commissioner Bill Brooks said he had no objections.

Chair Duncan pointed out that the Airport Advisory Board was supposed to meet tomorrow, January 11, 2023, to select the Chair and Vice Chair.

Commissioner Mattare said he felt they should proceed with their meeting as planned but, if necessary, their choices could be revisited after the open positions were filled.

How to Handle Unbudgeted Item & Over-Budget Line Items (Discussion)

Finance Director Brandi Falcon provided the Commissioners with copies of Policy 930 and explained its provisions. She stated that Budgeted expenses were divided into three

categories: “A” (Personnel), “B” (Operating) and “C” (Capital). She said the Policy was that funds budgeted for “A” can only be spent for “A” expenses and the same for “B” and “C.” She stated that, if funds in one category were overspent, the department would need to come before the Board for direction; the Auditor’s Office would stop making payments on additional expenses for that department until Board approval was given.

Ms. Falcon stated that the Auditor’s Office required Board approval for anything that fell outside the dictates of Policy 930 and purchases in excess of \$10,000.

Ms. Falcon explained that, in the case of unbudgeted or over budget line items, she would require the department head to notify the Board in an email or memo. She said the Board could then choose to approve the request through email or have it brought before a Business Meeting.

Chair Duncan gave examples illustrating how Policy 930 worked in practice. She asked how the other Commissioners wished to handle variants on unbudgeted or over budget expenses.

Clerk Jennifer Locke provided additional details on the working of Policy 930, such as that budgeted funds from one department could not be transferred to another department, even if they were both under the same Elected Official. She used her supervision of both County Assistance and the Auditor’s Office as examples. She noted that the policy did not apply down to the level of line items.

Ms. Falcon explained more of the inner workings of Policy 930 as seen by the Auditor’s Office and said she would send more information to Commissioner Mattare.

Commissioner Brooks remarked that he felt this process was working well as it currently stood.

Next Steps for Justice Center Expansion (Discussion)

Chair Duncan said that two subjects were discussed at the end of each Business Meeting: Justice Center Expansion and Impact Fees. She stated that the ARPA (American Rescue Plan Act) money had been allocated, the construction company had been hired and now a pre-kickoff meeting was being scheduled. After that, she said that the Board would hear from Bouten Construction, after which Bouten would begin working with the architects to manage the projected costs of the project.

Commissioner Brooks reminded those present that his objections to the Justice Center Expansion were based on the cost; he would give his approval if the project were to cost \$20 million or less. He said he did not like the way the ARPA money was allocated.

Chair Duncan confirmed that any ARPA funding set aside for the Justice Center Expansion which was not used would be placed into contingency funds for the other approved ARPA projects.

Clerk Locke said that plans on how to use the ARPA funds had to be set by 2024 and the money had to be spent by 2026.

Additional information was provided on how any excess ARPA funds would be handled.

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 10:28 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk