

**Minutes of Meeting
Business Meeting
September 13, 2022
2:00 p.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Captain Kevin Smart, KCSO Lieutenant William Klinkefus, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Staff Accountant – Grants Julina Hildreth, Chief Deputy Treasurer Jill Smith, Resource Management Office (RMO) Director Jody Bieze, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Human Resources (HR) Director Sylvia Proud, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Civil Deputy Prosecuting Attorney R. David Ferguson, Deputy Trial Court Administrator Samantha Wallis, Trial Court Administrative Assistant Acacia Hildreth, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Coeur d’Alene Press Reporter Kaye Thornbrugh and Mike White Ford Representative Michael Hedden. Ms. Bieze was present via teleconference. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Deputy Trial Court Administrator Samantha Wallis led the Pledge of Allegiance.
- D. Changes to the Agenda: (Action):**

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.

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder asked that an emergency item be added to the agenda. He explained that there had been some challenges encountered with previous arrangements to purchase a vehicle and that he had located one that was suitable. He said that they would have to act on it immediately or risk losing it.

Commissioner Bill Brooks moved that the Board add the Parks & Waterways item to the agenda as an emergency item. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

E. Approve Meeting Minutes (Action)

08/01/2022 Justice Center Expansion
08/03/2022 Requests for Cancellation of Taxes
08/08/2022 Justice Center Expansion
08/09/2022 Business Meeting
08/31/2022 Impact Fees
08/31/2022 Kootenai County Prosecutor Appointment

Commissioner Brooks moved that the Board approve items one through six on the agenda, the submitted minutes for approval. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

F. Approve Consent Calendar (Action)

Short Form of Agreement/Professional Services/Welch Comer & Associates/Hayden
Area Regional Sewer Board
Letter to Kootenai County Republican Central Committee re: Appointment of
Mortensen/Prosecutor
Kennel License Application/Mattern
Kennel License Renewal/Thomas
BOCC Signatures for Indigent Cases: 9/1/2022 – 9/7/2022
Human Resources PAF/SCF Report for FY22 PP19 Week 2
HARSB August Construction Bills for Approval/Century West
HARSB August Construction Bills for Approval/Pump Tech
Canvass of Elections August 30, 2022/School Elections

Commissioner Brooks moved that the Board approve items seven through fifteen on the agenda, the Consent Calendar. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of September 5, 2022 through September 9, 2022 in the amount of \$568,125.20, with no jury payments. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

H. Business:

Parks & Waterways Emergency Item (Action)

Mr. Snyder explained that Ford Motor Corporation had deferred the County's order of vehicles to the next model year, which could take 16 months or more for delivery and cost an additional \$8,000 to \$10,000. Since his department did not require a law enforcement level vehicle, he said he had looked elsewhere and found something suitable to their needs in Seattle. He asked the Board's approval to make the purchase.

Mr. Snyder stated that he had consulted Finance Director Brandi Falcon and she confirmed that their fund balance was sufficient to cover the difference in cost of \$10,309. He suggested that the money be taken from the Boat Launch User Fee Account. He said the total cost was \$45,110.50, of which the Board had previously approved \$34,810.

Chair Pro Tem Duncan moved that the Board approve the purchase of the vehicle as presented by Parks & Waterways for a total cost of \$45,110.50. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Snyder exited the meeting at 2:07 p.m.

Second Amendment to Recyclable Processing Agreement/Waste Management of Idaho dba Bluebird Recycling/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval of a second amendment to the Recyclable Processing Agreement with Waste Management of Idaho dba Bluebird Recycling. He explained this was a contract extension, written by Civil Deputy Prosecuting Attorney Jamila Holmes, with the same pricing as quoted for last year. He said the term was October 1, 2022 through September 30, 2023. He added that the cost had been included in their budget.

Commissioner Brooks moved that the Board approve the second amendment to the Recyclable Processing Agreement with Waste Management of Idaho dba Bluebird Recycling and Solid Waste. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

First Amendment to Lead-Acid Battery Recycling Agreement/Interstate Batteries/Solid Waste (Action)

Mr. Phillips requested the Board's approval of the first amendment to the Lead-Acid Battery Recycling Agreement with Interstate Batteries. He stated that this was also a

contract extension written by Ms. Holmes, with a term of October 1, 2022 through September 30, 2023. He said this was a no-cost contract.

Commissioner Brooks moved that the Board approve the first amendment to the Lead-Acid Battery Recycling Agreement between Interstate Batteries and Solid Waste. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Phillips exited the meeting at 2:09 p.m.

Financial/Budget: Request to Move Funds from B Budget to C Budget/Adult Misdemeanor Probation/Adult Misdemeanor Probation (Action)

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board's approval to move funds from "B" (Operations) Budget to "C" (Capital) Budget. He explained that they wished to move \$1,719.18 to cover adjustments to equipment added to a vehicle in order to protect the unit's K-9.

Commissioner Brooks moved that the Board approve the request to move funds from the B Budget to the C Budget for Adult Misdemeanor Probation, as described. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Board Approval Request: Idaho Opioid Settlement Acceptance/Voluntary Reallocation/Resource Management Office (Action)

Resource Management Office (RMO) Director Jody Bieze asked whether the Board were prepared to reallocate the Idaho Opioid Settlement funds to Panhandle Health District.

Chair Pro Tem Duncan indicated that she was not prepared to reallocate the funds at this time and that she would like to review the situation further.

No motion was required.

Board Approval Request: Spending of Restricted Donations/Office of Emergency Mgmt (Action)

Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield requested the Board's approval to spend a donation they had received on their Passport to Preparedness event this year.

Commissioner Brooks moved that the Board approve the request for spending of restricted donations as described by the Office of Emergency Management. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Board Approval Request: Assessor Budgetary Allocation Request/Postage & Travel Costs/Assessor (Action)

Chief Deputy Assessor Ben Crotinger reported that the Assessor's Office had a "B" Budget deficit of \$5,032 for postage, \$2,054 for airfare, \$562 for automobile rentals and \$2,178 for seminars and professional association fees. He asked the Board to approve a transfer from the DMV (Department of Motor Vehicle) and Surveyor's "B" Budgets to cover these. He noted that both of these accounts had sufficient unused funds.

Commissioner Brooks moved that the Board approve the request from the Assessor's Office the Budgetary Allocation for postage and travel costs. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Outside Independent Legal Services – Assessor/Bela Kovacs, Assessor/Assessor (Action)

Assessor Bela Kovacs requested the Board's approval to seek independent legal services because the Prosecutor's Office had indicated that there was a concern regarding conflict and rules of professional conduct.

Chair Pro Tem Duncan asked whether County legal services were sufficient to handle the day-to-day needs of the Assessor's Office.

Assessor Kovacs admitted that they were, however the situation for which he was seeking legal advice was not part of those needs.

Chair Pro Tem Duncan said she did not feel this was an appropriate use of taxpayer funds. Commissioner Brooks voiced his agreement.

No motion was required.

Assessor Kovacs exited the meeting at 2:23 p.m.

Resolution 2022-65/FFY22 Title III/Auditor (Action)

Auditor’s Office Staff Accountant – Grants Julina Hildreth requested the Board’s approval of Resolution 2022-65, regarding percentages designated for the Sheriff’s Office Title II and Title III accounts.

Commissioner Brooks moved that the Board approve Resolution 2022-65 for the FFY22 Title III for the Auditor’s Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Police Fleet Vehicles (Discussion)

KCSO Captain Kevin Smart explained the difficulties that had arisen regarding ordering fleet vehicles from Mike White Ford. He said that Ford Motor Company had discontinued the 2022 models sooner than expected and this had impacted the plans the County had made.

Mike White Ford Representative Michael Hedden provided additional details of the situation.

Chair Pro Tem Duncan pointed out that the Sheriff’s Office had plans to finish the two pods that were currently just shells at the Jail, which would place demands on their budget. She asked that additional information be presented to the Board as soon as possible so that a decision could be made regarding purchase of vehicles.

Status Update Pending Items (Discussion)

Chair Pro Tem Duncan stated that there was no updated information to present at this time.

- I. **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 were no public comments.

- J. **Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 2:34 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk