

Minutes of Meeting
Business Meeting
October 18, 2022
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Chris Fillios met to discuss the following agenda items. Also present were Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Director Sylvia Proud, Public Defender Anne C. Taylor, Chief Deputy Assessor Ben Crotinger, Assessor's Office Administrative Manager Shelly Amos, Solid Waste (SW) Director John (J.P.) Phillips, Finance Director Brandi Falcon, Resource Management Office (RMO) Director Jody Bieze, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Administrative Manager Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Kootenai County Public Defender Conflict Program Manager Scot Nass, Longwell Trapp Architects Representative Cory Trapp, LCA Architects Representative Ken Gallegos and Kootenai County Resident Diana Sheridan. Commissioner Fillios, Ms. Johnston, Ms. Bieze and Mr. Gallegos were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Kootenai County Public Defender Conflict Program Manager Scot Nass 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.

There were no changes to the agenda.

- E. Approve Meeting Minutes (Action)**

09/27/2022	Business Meeting
09/29/2022	Public Hearing: CUP22-0004 Ingle, AT & T & Smartlink/Community Development
10/04/2022	Solid Waste
10/05/2022	Parks & Waterways – Airport
10/06/2022	Deliberations and Updates/ZON 21-0002 Kellner; CUP22-0004 Ingle, AT & T Smartlink/Community Development

Commissioner Bill Brooks moved that the Board approve items one through five, the submitted minutes. Commissioner Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax-Valuation
Hayden Area Regional Sewer Board (HARSB) Payment Request Approval Form/Trindera/
Strata
Kennel License Renewal/Bolinger-Kootenai Kennels
Kennel License Renewal/Kahn-Kaniska Kennels
Human Resources PAF/SCF Report for FY2022 PP22 Week 1
BOCC Signatures for Indigent Cases: 10/06/2022 – 10/11/2022

Commissioner Brooks moved that the Board approve items six through eleven on the agenda, the Consent Calendar. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of October 10, 2022 through October 14, 2022 in the amount of \$1,677,900.98, with \$4,397.67 in jury payments. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

H. Business:

Solid Waste & Sheriff's Office MOU/Kootenai County Sheriff's Office/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval of an MOU (Memorandum of Understanding) between SW and KCSO. He explained that SW would pay KCSO \$92,957 for FY23 for one dedicated officer to cover the rural collection sites throughout the County. He stated that the fee would recur annually and would be adjusted as necessary during the yearly budget process. He added that the service had been included in their FY23 Budget.

Commissioner Brooks moved that the Board approve the Solid Waste and Sheriff's Office MOU as described. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Mr. Phillips exited the meeting at 2:04 p.m.

Jail Camera Project Contract/Access Unlimited/Information Technology (Action)

Information Technology (IT) Network Administrator Grant Kinsey requested the Board's approval of a contract with Access Unlimited & Security, Inc. for the Jail Camera Project. He said he could not give a firm completion date for the project, due to supply chain issues. He stated that, once the remaining materials were received, the project should only take two or three months to finish.

Commissioner Brooks moved that the Board approve the Jail Camera Project Contract with Access Unlimited for IT. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Mr. Kinsey exited the meeting at 2:06 p.m.

Signature Needed on License Agreement for FY23/AmeriBen/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested that the Board approve and sign the FY23 License Agreement with AmeriBen. She explained that the group provided HR with salary and benefit data used to determine appropriate salary ranges. She said that this item had been included in their budget and confirmed that the cost was \$2,500 per year.

Commissioner Brooks moved that the Board sign the License Agreement for FY23 with AmeriBen for Human Resources. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Conflict Contract/Public Defender/Devin Andrew Marks/BOCC (Action)

BOCC Administrative Secretary Teri Johnston requested the Board's approval of a Conflict Contract for the Public Defender's Office with Attorney Devin Andrew Marks.

Commissioner Brooks moved that the Board approve the Conflict Contract for the Public Defender with Devin Andrew Marks and the BOCC. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Board Approval Request: First Amendment to Independent Contractor Agreement for Project Management Services Hazard Fuel Treatment Fernan Lake Natural Area, 18WFM-Kootenai/Resource Management Office (Action)

Resource Management Office (RMO) Director Jody Bieze requested the Board’s approval of the First Amendment to the Independent Contractor Agreement for Project Management Services for hazardous fuel treatment at the Fernan Lake Natural Area. She explained that the contract had been extended to April 30, 2023. She confirmed that the project was grant funded.

Commissioner Brooks moved that the Board approve the First Amendment to the Independent Contractor Agreement for Project Management Services for Hazardous Fuel Treatment at Fernan Lake Natural Area 18WFM – Kootenai for the Resource Management Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Venue Rental Agreement Approval/Jacklin Arts Cultural Center/Public Defender (Action)

Public Defender Anne C. Taylor requested the Board’s approval for a Venue Rental Agreement at the Jacklin Arts Cultural Center for a holiday party for her office. She stated the price was \$850 and would be paid from funds set aside in her budget for the purpose.

Commissioner Brooks moved that the Board approve the Venue Rental Agreement with Jacklin Arts Cultural Center for the Public Defender’s Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Resolution 2022-76/Surplus Property/Delete Asset/Assessor (Action)

Assessor’s Office Administrative Manager Shelly Amos requested the Board’s approval of Resolution 2022-76, to surplus property and delete asset numbers.

Commissioner Brooks moved that the Board approve Resolution 2022-76, for the surplus of property and deletion of asset numbers for the Assessor's Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Public Defender Conflict Attorney Rate Increase/BOCC (Action)

Chair Duncan commented that this item had not been received in time to be included in the FY23 Budget, although it had been discussed at some length. She said she and Mr. Nass had met with Judge Cynthia Meyer in August to discuss the challenges the County was encountering in attracting and retaining Contract Conflict Attorneys.

BOCC Administrative Manager Leighanna Keiser stated that they had analyzed the FY22 hours which the Conflict Attorneys had worked and estimated the total cost at the new rates. She said the total increase requested was \$380,000, which would include a rate increase to \$150 per hour for Attorneys in all category cases and for Paralegals to \$50 per hour.

Mr. Nass described the information that the Public Defender Conflict Team had received and their staffing situation. He reported that the market price for similar private counsel services in the community was anywhere from \$250 to \$350 per hour. He added that the Public Defender's Office also refers cases to them when a backlog develops, even if there is no conflict present. He listed the many services provided by these attorneys to clients.

Chair Duncan pointed out that the \$383,000 was an estimate based on the number of hours worked by conflict staff over the past twelve months. She said that, with the increase in wages, the Public Defender's Office should be able to fill more of its vacancies and thus not have to pass backlog on to the Conflict Attorneys. She noted that some of the cost would be able to be drawn from salary savings but that the Auditor's Office had indicated how this expense could be paid from Fund Balance.

Chair Duncan stated that she supported the request for the increase.

Commissioner Brooks moved that the Board approve the request for the Public Defender Conflict Attorney Rate Increase with the BOCC. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Mr. Nass and Ms. Taylor exited the meeting at 2:23 p.m.

Assessor Bela Kovacs entered the meeting at 2:23 p.m.

Board Approval Request: Previously Excluded Furniture Items for Sale Kootenai Electric Building/BOCC (Action)

Chair Duncan explained that there were some additional items at the Kootenai Electric Building which the County would like to have. She said that she and BOCC Senior Business Analyst Nanci Plouffe had not yet finished their analysis, but she suggested that kitchen equipment in the breakrooms and some other things be included. She remarked that there were other items which she did not feel would be necessary to the County. She suggested a cap of \$25,000 for the additional items and said she and Ms. Plouffe would provide a complete list as soon as it was done.

Commissioner Fillios said he had considered whether the gym equipment might be beneficial in regards to health insurance costs, but that he did not have enough information to make a judgement on it.

In response to a question from Commissioner Fillios, Chair Duncan reported that IT was not normally in favor of purchasing used AV equipment. She said Mr. Kinsey planned to look at those pieces and would report to the BOCC on whether he thought any of it was suitable.

Chair Duncan moved that the Board offer to purchase some of the breakroom items from Kootenai Electric, with a cap of \$25,000. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Board Approval Request: ICRMP/Idaho Counties Risk Management Program Board of Directors Opening/District 1 Nomination/BOCC (Action)

Chair Duncan reported she had received a call from Dan Dinning in Boundary County, who had been on the ICRMP (Idaho Counties Risk Management Program) Board, and he told her he wanted her to take his place. She said she was willing to take on the responsibility, if the other Commissioners agreed. She explained that there would be a vote of the five involved counties before an appointment was made.

Commissioner Brooks moved that the Board nominate Leslie Duncan for the ICRMP Board of Directors opening. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Assessor Kovacs exited the meeting at 2:30 p.m.

Status Update Pending Items (Discussion)

Facilities Expansion

Longwell Trapp Architects Representative Cory Trapp provided an update on the progress of the Facilities Expansion project

LCA Architects Representative Ken Gallegos reported on the cost per square foot for different areas in the building.

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 Duncan adjourned the meeting at 2:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk