

Minutes of Meeting
Business Meeting
March 14, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Chief Deputy Treasurer Jill Smith, Chief Deputy Coroner Lynette Acebedo, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Reprographics/Mail Center Manager David Reid, Solid Waste (SW) Operations Manager Doug Goodwin, Resource Management Office (RMO) Transit Program Manager Chad Ingle, RMO Grants Technician Kaitlin Smith, Civil Deputy Prosecuting Attorney R. David Ferguson, KCSO Accounting/Personnel Technician Bridget Gernns, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Coeur d’Alene Press Reporter Kaye Thornbrugh. Ms. Gernns and Ms. Smith 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:** Human Resources (HR) Director Sylvia Proud 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.

Chair Duncan noted that item 17, “Financial/Budget: Postal Mail Machine Budget FY2024/Mail and Reprographics Center (Action)” had been pulled.

- E. Approve Meeting Minutes (Action)**

02/22/2023	Idaho State Public Defense Commission
02/23/2023	Parks & Waterways
02/28/2023	Business Meeting
02/28/2023	Human Resources
03/01/2023	Requests for Cancellation of Taxes

Commissioner Bruce Mattare moved that the Board approve items 1 through 5, the submitted minutes. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:	Aye
Commissioner Mattare:	Aye
Chair Duncan:	Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Yield Tax Charge Correction
Assessor Allow Homeowner Exemption
Hayden Area Regional Sewer Board (HARSB) Payment Request Approval Forms/Citi
Costco/TML Construction, Inc./J-U-B Engineering/Panhandle Health District/Trindera
(Century West)/Aqua Engineering
BOCC Signatures for Indigent Cases: 03/02/2023 – 03/08/2023
Human Resources PAF/SCF Report for 2023 PP6 Week 2

Commissioner Brooks moved that the Board approve items 6 through 10 on the agenda, the Consent Calendar. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board accept the Payables List for the week of March 6, 2023 through March 10, 2023 in the amount of \$1,018,206.38, with \$608.25 in jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

H. Business:

Financial Budget: Purchase Approval of Loader Tires/Solid Waste (Action)

Solid Waste (SW) Operations Manager Doug Goodwin requested the Board’s approval for the purchase of four tires for their loader from Setco at a cost of \$30,387.74. He noted that the expense had been included in their FY23 Budget.

Commissioner Brooks moved that the Board approve the purchase of loader tires for Solid Waste. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Kootenai County CLFRF Subaward Agreement/Kootenai County Emergency Medical Services System/Resource Management Office (Action)

Resource Management Office (RMO) Grants Technician Kaitlin Smith requested the Board's approval of the CLFRF (Coronavirus Local Fiscal Recovery Funds) Subaward Agreement with Kootenai County Emergency Medical Services System (KCEMSS) in the amount of \$14,087. She noted that this would be used for reimbursement for PPE (Personal Protective Equipment) and supplies for testing, treatment, prevention and sanitization related to Covid-19.

Chair Duncan stated that she was on the KCEMSS Board and had recused herself on their vote related to this item, since she felt it was inappropriate to participate on both sides, giving and receiving.

Commissioner Mattare moved that the Board approve the Kootenai County CLFRF Subaward Agreement with Kootenai County Emergency Medical Services in the amount of \$14,087. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Amended Professional Services Agreement Cougar Gulch Reconnaissance Survey (2021) Development of Comprehensive Historic Context/Sharon Boswell/Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board's approval of an amendment to the Professional Services Agreement with Sharon Boswell on the Cougar Gulch Reconnaissance Survey (2021) Development of Comprehensive Historic Context. He reminded those present that the Board had approved a grant agreement on January 21, 2023 between Idaho State Historic Preservation Office and Kootenai County, which included the consultant fees in the amount of about \$15,165.32, for a follow-up on the 2021 survey. He stated that the performance period had been extended to March 31, 2023.

Commissioner Brooks moved that the Board approve the Amended Professional Services Agreement for the Cougar Gulch Reconnaissance Survey (2021) Development of Comprehensive Historic Contest with Sharon Boswell, for RMO. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Board Approval Request: Public Transportation Agency Safety Plan (PTASP)/Resource Management Office (Action)

Mr. Ingle requested the Board's approval of the updated Public Transportation Agency Safety Plan, as presented. He explained that this plan was renewed annually and updated

with any operational changes and regulatory requirements. He added that Legal had reviewed and approved the plan.

Commissioner Mattare moved that the Board approve the Public Transportation Agency Safety Plan dated February 2, 2023. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Challenge Paper Cutter Purchase/Mail and Reprographics Center (Action)

Reprographics/Mail Center Manager David Reid requested the Board’s approval of the purchase of a Challenge Paper Cutter. He explained that the one they had was bought in 1997 and no longer worked properly. He said he had spent \$1,500 on unsuccessful repairs; the next step would be to spend \$2,500 and hope for the best. He added that the device had other issues and would be out of service for both parts and support in 2026, so he felt that it would be better to buy a new one now.

Mr. Reid said the cost of a new Paper Cutter would be about \$24,000 and he felt confident that he could cover it out of his 2023 Budget.

Chair Duncan stated that there was enough in the Reprographics “B” (Operations) Budget for this; the Auditor would just need to transfer the funds to his “C” (Capital) Budget.

Commissioner Brooks moved that the Board approve the request to purchase a Paper Cutter for Reprographics. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Financial/Budget: Postal Mail Machine Budget FY2024/Mail and Reprographics Center (Action) - Pulled

Request to Display Signage/Coroner (Action)

Chief Deputy Coroner Lynette Acebedo requested the Board’s approval to improve security at the Coroner’s Office. She explained the need to keep their door locked and said they would like to put a sign up saying, “Authorized Personnel Only.” She said this was a safety issue.

Commissioner Brooks moved that the Board approve the request to display signage at the Coroner's Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

COLA Calculation for FY24 Budget (Discussion)

Finance Director Brandi Falcon reminded those present that, in the first 2024 Budget Meeting, she had been directed not to perform a COLA calculation yet for FY24. She said that Commissioner Brooks had not been present at the meeting and had later asked her to prepare such a calculation, however it would require the authorization of two Commissioners to proceed. She asked for direction from the Board.

Commissioner Brooks stated his reasons for supporting a COLA for County employees for 2024.

Chair Duncan said that she would like to focus on funding a movement of one Step for County employees and correcting compensation for employees that were not currently placed on the right Matrix Step.

Commissioner Mattare indicated he was more interested in the Step proposal at this time.

Ms. Falcon acknowledged that she had been directed to do the Step calculation only at this time and defer any COLA determinations.

Mr. Reid exited the meeting at 2:16 p.m.

Advisory Board – Appointment/Don Bradway/Noxious Weeds – Term Expiring 12/31/2024/BOCC (Action)

Commissioner Brooks moved that the Board appoint Don Bradway to the Noxious Weeds Advisory Board, for a term to expire December 31, 2024. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Resolution 2023-32/KCSO Classify Records/Sheriff (Action)

Resolution 2023-33/KCSO Destroy Records/Sheriff (Action)

Chair Duncan suggested that items 21 and 22 on the agenda be handled together.

KCSO Accounting/Personnel Technician Bridget Gernns requested the Board's approval of Resolutions 2023-32 and 2023-33, for the classification and destruction of records which KCSO was no longer required by statute to maintain.

Commissioner Mattare moved that the Board approve Resolutions 2023-32 and 2023-33, for the classification and destruction of records by KCSO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Resolution 2023-35/Approval of Revised Unpaid Personal Time Off Policy 321/Human Resources (Action)

Ms. Proud requested the Board's approval of Resolution 2023-35, for the revision of Policy 321 regarding unpaid personal time off. She explained that employees who normally worked more than an 8 hour daily shift would not need to totally exhaust vacation and compensatory time before using unpaid personal time off. She added that a stipulation had been added that, if employees had a balance of 200 or more hours in accrued vacation, they would not be eligible to use unpaid leave. She asked that the effective date of the Resolution be made February 16, 2023 to allow for the Presidents' Day holiday for this year.

Commissioner Mattare moved that the Board approve Resolution 2023-35, for the Revised Unpaid Personal Time Policy 321, effective February 16, 2023. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Treasurer Steve Matheson entered the meeting at 2:21 p.m.

Resolution 2023-37/Surplus Transit Vehicles and Equipment/Resource Management Office (Action)

Mr. Ingle requested the Board's approval of Resolution 2023-37, to declare Transit vehicles and equipment surplus. He stated this would allow RMO to transfer three vehicles to the Coeur d'Alene Tribe and four vehicles to be sold at public auction. He said these assets were of no further use to the County.

Commissioner Brooks moved that the Board approve Resolution 2023-37, to surplus transit vehicles and equipment for RMO. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Resolution 2023-38/Resolution for Treasurer and Chief Deputy Treasurer to Waive Penalty and Interest/Treasurer (Action)

Chief Deputy Treasurer Jill Smith requested the Board’s approval of Resolution 2023-38, to allow the Treasurer and Chief Deputy Treasurer to waive penalties and interest on tax accounts. She explained the parameters of the permission requested.

Commissioner Mattare moved that the Board approve Resolution 2023-38, for the Treasurer and Chief Deputy Treasurer to waive up to \$1,000 in penalties and interest. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Status Update Pending Items (Discussion)

Facility Expansion

Chair Duncan reminded those present that there was a meeting scheduled for March 16, 2023 to discuss possible cost savings.

Impact Fees

Commissioner Brooks indicated that Anne Wescott and Civil Deputy Prosecuting Attorney Pat Braden had taken the lead on addressing this issue. He said he was waiting for developments.

- 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 2:23 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk