

Minutes of Meeting
FY24 Budget – BOCC Departments
May 2, 2023
9:00 a.m. – 12:00 p.m.
1:00 p.m. – 4:30 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 Reprographics/Mail Center Manager David Reid, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 9:01 a.m.
- B. Changes to the Agenda (Action):** Agenda items were handled in the order most appropriate to the arrival of Elected Officials and Department Heads.
- C. Business:**

FY24 Budget Review – Board of County Commissioners’ Departments (Action)

Reprographics

Reprographics/Mail Center Manager David Reid explained that he had a Bulk Budget, which included paper, laminate and other supplies, which he ordered in large quantities to take advantage of discounts and then provided to other departments. He stated that inflation was having an impact there; paper alone had gone up by about 12% and other items had increased also.

Mr. Reid said that postage had been moved from the BOCC General Funds to his “B” (Operations) Budget last fiscal year. He reported that \$30,000 would be transferred from his postage account to Elections, so that they would be paying for sending absentee ballots themselves. He said he had discussed this with Clerk Jennifer Locke and Elections Manager Asa Gray and they had decided this would be more efficient.

Mr. Reid explained that he would need to get a new postal meter and stamping machine by December 2024. He said the reason was that the postal service changed their methods every so often and he had to update his equipment to match. He stated that he had included about \$20,000 in his budget for the new machine. He added that he had already received two quotes, both of which had been about \$18,000 but had tacked on a little extra to cover any price increases between now and October.

Mr. Reid exited the meeting at 9:08 a.m.

Resource Management Office (RMO) Director Jody Bieze, RMO Grants Manager Dorian Komberec and Contractor Kimberli Riley entered the meeting at 9:08 a.m. Ms. Riley was present via teleconference.

Resource Management Office

Ms. Bieze reported that RMO had worked with Human Resources to revise their job descriptions. She said that the requested personnel changes for FY24 had been sent to the Auditor's Office for projections for those positions currently compensated with higher duty pay. She stated that, if those changes were approved, they planned to freeze the Grant Technician position and reallocate those funds, along with those from the existing Senior Program Manager position, to fund their personnel needs at no additional cost to the County.

Ms. Bieze said that their overall "B" Budget request was flat for FY24. She noted that the Consultant Agreement had moved funds from the "A" (Personnel) Budget to the "B" Budget. She noted that this agreement for FY23 had been for nine months and would cover twelve months for FY24. She confirmed that there was a net zero change for both "A" and "B."

Historic Preservation

RMO Grants Manager Dorian Komberec stated that the proposed Budget was primarily focused on support of their ongoing and planned preservation projects. She said that their Budget request was \$7,800, which was about 3% less than FY23.

Ms. Komberec said that the Museum was requesting the same amount of \$20,000 as last year.

Ms. Bieze and Ms. Komberec exited the meeting at 9:13 a.m.

Chair Duncan asked for a short recess at 9:13 a.m.

Information Technology (IT) Director James Martin, Network Administrator Grant Kinsey, Senior Application Systems Manager Carrie Cole and Applications Systems Manager Matt Snow entered the meeting at 9:20 a.m.

Chair Duncan called the meeting back into session at 9:22 a.m.

Information Technology (IT)

Mr. Martin said the IT Budget would increase for FY24 by about \$43,000, including the Administrative, Sheriff, PC Control, Network Control, Imaging, GIS (Geographic Information Systems), and OnBase cost centers. He said the main "B" Budget increases were \$15,821 for the Executime Payroll Module, \$10,500 for new iPads for the DMV (Department of Motor Vehicles) and \$6,000 for the Travel/Training expenses. He listed the primary "C" (Capital) Budget expenses: \$400,000 for Mitel VOIP Phone Replacement, \$230,000 for Microsoft Office 365, \$50,000 for Endpoint Protection and \$125,000 for OnBase Document Imaging/Workflow.

In response to a question about the "Teams" function from Chair Duncan, Mr. Kinsey said that a committee would be created to roll out Microsoft Office 365. He said there was a

great deal of customization which could be done and confirmed that the “Chat” function in “Teams” could be turned off. He stated that a Policy would be laid out and all departments would be made aware of the reasons why “Chat” should not be used.

Mr. Martin provided some details about the automation of different processes made possible by the OnBase Document Imaging/Workflow software.

Mr. Kinsey explained why the change to Microsoft Office 365 would benefit computer security as well.

Commissioner Bruce Mattare asked if a more inexpensive phone type could be substituted for the current choice.

Mr. Martin said that Elected Officials and Department Heads had asked that staff have full functionality on their phones.

Mr. Kinsey remarked that, although the phone might look sophisticated, it was actually not a high-end phone. He said that Blue Tooth and an LED screen had become standard. He discussed ways costs could be reduced in the future.

There followed substantial discussion about the cost of the phones, phone service and Microsoft Office 365.

Mr. Martin confirmed that the phones would be considered “sole source” and that he would check with Legal to be sure that all requirements had been met.

Mr. Martin, Mr. Kinsey, Senior Application Systems Manager Carrie Cole and Applications Systems Manager Matt Snow exited the meeting at 9:43 a.m.

Chair Duncan placed the meeting in recess at 9:43 a.m.

BOCC Administrative Manager Leighanna Keiser entered the meeting at 9:45 a.m.

Chair Duncan called the meeting back into session at 9:46 a.m.

BOCC

Ms. Keiser reviewed the different departments whose Budgets were managed by the BOCC directly.

- BOCC Administration. No Personnel (“A”) Budget changes and an increase in “B” budget to cover additional travel expenses.
- General Fund. Increase of about \$55,000, due to including the fee for the Impact Fee Consultant (\$10,000), Legal Services/Conflict Attorneys, six months funding for utilities and other services for KCSO Admin Building in case a BOCC department moved into that space once it is vacated. A 4.5% increase in rates was incorporated as appropriate.

Ms. Keiser moved on to the Community Support Services category, also managed by the BOCC.

Commissioner Mattare remarked that he would like to have the internal Budgets settled before he began considering increases to any of the outside agencies.

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson and Administrative Supervisory Lynnell Smith entered the meeting at 9:52 a.m.

- Animal Damage Control: Requested increase of \$2,500 to \$5,000.
- Board of Community Guardians: Same amount as FY23 of \$20,000 was requested. This item had already been approved by the BOCC.
- Coeur d'Alene Economic Development Corporation: Requested increase of \$5,000, to \$50,000. Commissioner Brooks remarked he was not in favor of funding this at all.
- Heritage Health: same amount of \$50,000 was indicated, but Ms. Keiser confirmed that no formal funding request letter had been received.
- Kootenai Recovery Community Center: Same amount as FY23 of \$10,000 was requested.
- North Idaho Crisis Center: Same amount as FY23 of \$10,000 was requested.
- Safe Passage Women's Center: Same amount as FY23 of \$3,000 was requested.
- Soil & Water Conservation District: Requested increase of \$4,000 to \$10,000.
- University of Idaho Extension: Same amount as FY23 of \$156,519 was requested.
- Fig Tree Resource Directory: Ms. Keiser stated that no request had been received.
- DEQ-NAS Lake Study: Ms. Keiser stated that no request had been received.
- University of Idaho Wake & Wave Study: Ms. Keiser stated that no request had been received.
- Senior Centers in Lake City, Post Falls, Rathdrum, Spirit Lake, Worley, Hayden and Harrison: Ms. Keiser reported that the BOCC typically did donate to them, but that they do not actually make a request for funding. She said the County provides a small amount which mostly went for food delivery services to shut-ins.

Chair Duncan asked Ms. Keiser to pause her presentation at this point and return later in the day to finish it.

Airport

Interim Airport Director Phil Cummings and Airport Administrative Secretary Kim Stevenson entered the meeting at 10:02 a.m.

Ms. Stevenson said that the Auditor's Office had asked that all the Airport user fees be put back into one account, at the Administrative level (45-85). She reported a small increase in revenues from the rents and leases. She stated that, for non-capital software, they should be able to remain at the 2023 calculation of \$18,200, with the same vendors for ongoing support. For non-capital equipment, she said that they wanted to insert \$10,000 because they had some light fixtures to upgrade and additional radios to purchase.

Mr. Cummings reported that the FAA (Federal Aviation Administration) had made some changes to requirements for their ACM (Airport Certification Manual), so a couple of staff members would need to go to school for additional education.

Ms. Stevenson said there would be increases in water, sewer and garbage fees, plus about a 15% increase in electric bills and 3.5% to natural gas. She noted that water and sewer would go up about 36%. She said that she would provide the Board with additional information on these items as soon as possible.

Ms. Stevenson indicated that they needed to increase the amount set aside for vehicle repair, on the "B" Budget.

Mr. Cummings commented that some things had been removed from the Budget in the past couple of years. He said that they had good equipment, but it was older, and they needed to plan for repairs. He asked that the Board approve an increase to this item from \$14,200 to \$20,000.

Mr. Cummings reported that the furnace in the fire station was about 12 years old and was not really adequate to the building's size when it was first installed. He said that they had problems with it twice last year, so he would like to replace it with one of the more appropriate size. He stated this would be about a \$22,000 upgrade to the building.

Ms. Stevenson stated that their requests for an additional full-time employee and increased overtime would be submitted in the Human Resources meeting later this week. She said that, based on the Auditor's projections, they anticipated being able to cover both the FY23 and FY24 increases from the increase in revenue.

Mr. Cummings remarked that he did not know when the purchase of Right of Way from the City of Hayden would be received.

Mr. Cummings and Ms. Stevenson exited the meeting at 10:24 a.m.

Adult Misdemeanor Probation (AMP)

Mr. Hutcheson announced that they expected a large increase in revenue. He said they had received almost one hundred cases in the last month and a half, which would yield an additional \$72,000, if everything was paid. He stated that their budget revenue last year had been set at \$210,000; this time he said he would like to place it at \$270,000 for this year.

Mr. Hutcheson moved on to their "A" (Personnel) Budget. He said they expected that nine officers would be receiving certificates from the State this year and he would like to add in two more, in expectation of the needs of the new officer starting soon. He said he would like to allow an increase of one dollar per hour, for each certification received by a staff member, to keep things simple. He estimated that the impact to the "A" Budget would be about \$24,000, without including the additional cost of benefits. He added that he would like to give each employee a bonus of about \$100 in November, so he had asked for \$127 per employee to allow for taxes and withholding.

Mr. Hutcheson said he would like to offer each person one extra day off for each week that s/he was on “call out” or standby time. He explained this would be tracked internally and would have to be taken as a whole day at once.

Mr. Hutcheson explained he had two “B” (Operations) Budgets, one for K-9 and one for regular Operations. For K-9, he said the big adjustment was \$2,000 for Arcon, a training requirement for the officers’ certifications. He stated that the other “B” Budget increase included updating some vests and onboarding new staff. He added he had been reviewing improved methods of tracking probationers and providing service for hearing impaired people.

Mr. Hutcheson predicted that, with the increase in revenues, they would probably not have to request additional tax dollars for these changes.

Mr. Hutcheson and Administrative Supervisor Lynnell Smith exited the meeting at 10:24 a.m.

BOCC Continued

Chair Duncan asked Ms. Keiser to continue with her presentation.

Ms. Keiser confirmed that she would put a \$20,000 placeholder in for the Board of Community Guardians.

After some discussion, it was agreed that all the Community Support requests would be left in as placeholders, for ease of recalculation when the Board had to start cutting funds to balance the probable budget deficit. It was generally agreed that there would be no funding offered to the Coeur d’Alene Economic Development Corp. (Jobs Plus) or to Heritage Health.

- Justice Fund: included a decrease of about \$12,000 due to not having to pay the IAC (Idaho Association of Counties) dues for one of their subscriptions this year.
- Tourism Fund: This is a pass-through account for the Post Falls Race Track; the County received money from the state and is transferred to them.
- Panhandle Health District: no general increase from the Counties requested for FY24, but the population and evaluation fluctuations would create a cost increase of about \$11,000. Their Budget would be finalized on May 25, 2023.
- District Court: The County covers the cost for the CASA (Court Appointed Special Advocates) and there was no increase for that for FY24. The provider of this service was Swartz Law and their charge was \$100,000. Ms. Keiser noted that about \$6,000 more was included, in case a conflict attorney was required at some point.
- Aquifer Protection District: There would be no increase in tax money requested; this entity had a large fund balance which they were trying to decrease by about \$34,000.

Juvenile Detention Director Eric Sheffield and Shift Supervisor Zach Ginter entered the meeting at 10:38 a.m.

Juvenile Detention

Mr. Sheffield reported that he had been able to trim his Budget in various places by about \$4,500 but they had projected increases for gas and electric services. He said that, based on calculations made with the help of the Auditor's Office, it looked like there would be an increase of about \$13,000 for FY24. He noted that they were just getting new HVAC units installed, which might be more energy efficient and help reduce that amount. He stated that they ended up with about a 5% increase to their "B" Budget, or about \$8,500.

Mr. Sheffield said the revenue for housing was predicted to remain flat or perhaps increase somewhat.

Chair Duncan emphasized that the Board would prioritize any personnel requests from Juvenile Probation, in view of the potential liability the County would take on for any issues.

Mr. Sheffield and Mr. Ginter exited the meeting at 10:46 a.m.

Chair Duncan called a short recess at 10:46 a.m.

Chair Duncan called the meeting back into session at 10:48 a.m.

Juvenile Probation Director Bryan Alexander entered the meeting at 10:49.

Juvenile Probation

Mr. Alexander stated that the "B" Budget for his department would be flat for FY24. He noted that they would receive additional funds from the Tobacco Fund this year. He predicted that their software and systems would need to be upgraded in the near future. He indicated he was reviewing the options and hoped to have additional information on a system offered by the State by October. He predicted there could be a \$24,000 upgrade fee if they switched to a different system and provider.

Chair Duncan encouraged him to choose the system that he decided would offer the County the best service. She remarked that the cost would be covered by the Tobacco Fund and suggested he leave the \$24,000 in his budget in case he decided that the outside provider was superior.

Mr. Alexander reported that there would be a slight increase in the Lottery Fund, which he would like to use to fund an increase to the salary of Mentor Program Coordinator Amelia Kirk of \$2 per hour. He said this would bring her to the median range for similar positions at this time.

Chair Duncan suggested that Mr. Alexander review Ms. Kirk's contract to assure that they were offering her sufficient inducement to remain, since she had done such a good job for the County.

Mr. Alexander said the other potential expense to come for the Lottery Fund would be related to their parking issues.

Chair Duncan remarked that she had asked Mr. Alexander to look into the cost of improving the 4th and Lakeside parking lot, fencing it in and adding a gate. This would be instead of continuing to park at the parking garage, which had been problematic recently.

Chair Duncan placed the meeting in recess at 11:11 a.m.

Public Defender Anne C. Taylor and Chief Deputy Public Defender Jeanne Howe entered the meeting at 11:28 a.m.

Chair Duncan called the meeting back into session at 11:29 a.m.

Public Defender

Ms. Taylor stated that this would be the last Public Defender Budget Session with the County because the State would be taking over their funding before the start of the next budget year. She said that it was her understanding that the County would be reimbursed for the Public Defender funding, but she was not sure how the mechanics of it would work. She stated she was not certain whether the State would buy out the accrued vacation and sick time for her staff, so the County might be placed in a position of having to pay out a significant amount for that. She suggested that the County participate in the negotiations with the State and said she and her staff would prefer to transfer the accrued sick and vacation time, rather than have it paid out.

Ms. Taylor reported that they had made every effort to bring their Budget request in flat, but there had still been some increases due to inflation. She said the requests for Printing and Supplies was \$3,226, Consultants was \$86,832, the Operating Property Lease was \$209,745, Airfare was \$12,000, Lodging was \$8,869 and Miscellaneous Travel Expenses was \$1,000. She noted that they had also asked for an additional position for a Social Worker.

Chair Duncan provided additional information regarding the County's fiscal responsibility for the Public Defender's Office for FY24 and the items for which reimbursement could be requested. She said some expenses the State would not cover would need to be drawn from the County's Fund Balance.

Ms. Taylor and Ms. Howe exited the meeting at 11:38 a.m.

Chair Duncan stated that the meeting would be in recess until 1:15 p.m.

All three Commissioners were present when the meeting was called back into session. Also present were Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, SW Operations Manager Doug Goodwin, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

Chair Duncan called the meeting back to order at 1:12 p.m.

Parks & Waterways

Noxious Weeds

Mr. Snyder reported that they planned to eliminate their two seasonal employee positions. He said they would be able to cover the same amount of work, regardless, and this would create a significant savings. He stated that there would be an increase of \$4,670 for the contractor who sprayed for weeds on County property. He reminded those present that these treatments were required by Idaho Code.

Mr. Snyder noted that there was one Capital ("C") Budget item; \$15,434 for a replacement trailer for the UTV (Utility Task Vehicle) that is used for the spraying.

Snowgroomers

Mr. Snyder said there were some significant decreases under this Budget, mainly from ceasing coverage of Fernan Hill.

Parks

Mr. Snyder reviewed expenses for signs, placarding vehicles and changes in staff equipment. He said that most of the "B" Budget changes for Parks came from these. He added that they were working on getting a five year contract to service the restroom holding tanks. He said there would be an increase of about \$2,000 for that.

Mr. Snyder remarked that he and Chair Duncan would be meeting with a local highway district tomorrow to negotiate for use of some of their funding to increase part of the "B" Budget that covers day-to-day maintenance and repair projects at the Parks.

Mr. Snyder said that the one Capital expense he planned on was \$15,000 to replace a drinking fountain at Stateline Park. He speculated that this might end up being a budget-neutral item, based on some funding possibilities.

Boat Launch

Mr. Snyder explained that boat launch user fees were paid by the boating public. He said that these fees would be integrated into the daily operation and grant match needs. He noted there was an increase here but it would be used for projects that would benefit boaters directly.

Mr. Snyder commented that he thought the grant that he applied for in January, from Idaho State Parks and Recreation, would be successful. He said this would compel them to expend some money for matching funds, which would be drawn from their Fund Balance.

Vessel Account

Mr. Snyder reminded those present that these funds were generated by vessel registration and were shared with the KCSO Marine Division. He said that there would be an increased cost here related to the changes on signs, placarding on vehicles and an increase in portable restroom expenses.

Mr. Snyder also reminded those present that, with the exception of Parks and Noxious Weeds, all the other funds were non-General Fund dollars, so the increases were not being drawn from tax dollars. He concluded that they were about 30% up in their "B" Budget and about a 19% decrease in "A" Budget.

Mr. Snyder exited the meeting at 1:24 p.m.

Solid Waste

Ms. Burgeson reminded those present that SW was an Enterprise Fund, so all expenses were from their revenue and balances, not from current taxes.

Ms. Burgeson remarked that they had a number of challenges as they prepared the FY24 Budget: increases in costs, position vacancies and some very large Capital projects.

Ms. Burgeson said she had included a very conservative estimate for the revenue for FY24; it would probably be more. For the "A" Budget, she said they were asking for an increase for overtime in the amount of \$53,600. She explained that their overtime usage had been very high because they had been down between five and nine positions, but they still had to keep their operations going. She stated that the cost for Seasonal Staff had increased, based on the raise the Board had previously approved.

Ms. Burgeson noted that their "B" Budget was pretty flat, despite changes in fuel and hauling contract costs. She said the change was about \$165,939, which was under 2% of their "B" Budget total. She briefly reviewed the breakdown by their different sites: Ramsey Transfer Station, Prairie Transfer Station, Administration, Rural Sites and Fighting Creek Landfill.

Ms. Burgeson moved on to discuss their Capital Budget. She remarked that they had known some large projects would be started, since the Landfill was reaching capacity and they would need to start constructing the E3 cell. She said their total Capital request for FY 24 was \$14,424,000. She reviewed the itemized breakdown of that expense: 2 new trailers for each Transfer Station, front load garbage truck, Ramsey facility improvements, Ramsey drop-off area construction, oil tanker-trailer for Prairie, waste handler loader, Prairie facility improvements, appraisal and purchase of a new rural site (\$750,000) and the leachate treatment project (\$2 million).

Mr. Phillips stated that there was \$9.8 million set aside for the Landfill expansion/E3 and it should be substantially completed around October 1.

The Commissioners indicated that SW could submit their budget as presented.

Chair Duncan placed the meeting in Recess at 1:42 p.m. She said they would reconvene after the Business Meeting.

Chair Duncan called the meeting back into session at 2:46 p.m.

In attendance were all three Commissioners, Clerk Jennifer Locke, Finance Director Brandi Falcon, Veteran Services Officer Tom Freeman, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

Veteran Services

Mr. Freeman provided copies of his FY23 approved Budget and the FY24 proposed Budget. He said he had added about \$1,956, most of which was due to inflation in various areas. He stated he had asked for a small increase for office supplies (\$300), several uniform shirts for himself and his assistant (\$80 each) and funds to cover dues for relevant professional organizations. He said they had received a new printer and the price of the maintenance contract had increased substantially.

Mr. Freeman stated he had asked for a new VSO (Veteran Services Officer) in his "A" Budget. He remarked that population growth in the County made this necessary. He indicated that the surge in claims which needed to be filed were demanding so much of his time that he was not able to focus on other services his office provided.

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 2:54 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk