

Minutes of Meeting
Commissioners Status Update
May 9, 2023
10:00 a.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 Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant Julina Hildreth, Executive Assistant Rosanna Santiago, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Vehicle License Manager Anna Frohboese, KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, Parks and Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder, Civil Prosecuting Attorney Darrin Murphey, BOCC Communications Coordinator Jonathan Gillham, and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:29 a.m.
- B. Changes to the Agenda (Action):** Chair Duncan pulled Item #3 from the agenda. No objection was voiced to the change.
- C. Business:**

Request to Charge Fees for Sale of Parks & Waterways Annual Passes – Vehicle Licensing (Action)

Parks and Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder proposed that a fee be charged for each boat launch pass sold to cover some of the costs associated with processing those passes. The amounts proposed were \$2 for the first pass and \$1 for a second pass.

Vehicle License Manager Anna Frohboese compared this to the vendor fees charged for off-highway registrations.

Chair Duncan said this would result in revenue diverted from the maintenance of the launch facilities and if approved, would like this added to the next consent calendar agenda.

Civil Prosecuting Attorney Darrin Murphey confirmed that this item could be approved at this time as it was identified as an action item on the agenda.

Commissioner Bruce Mattare moved that the Board approve the request to charge fees for the sale of Parks & Waterways annual passes in the amount of \$2 for the first pass and \$1 for the second pass. 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.

XTR representative Sam Wilkens entered the meeting via teleconference at 10:31 a.m.

Ms. Frohboese exited the meeting at 10:37 a.m.

Request to Loan Department Equipment – Trails Working Group – Parks & Waterways (Action)

Mr. Snyder explained that the Trails Working Group’s work in Idaho National Forests and other off-roading locations benefits the community and they have requested the use of one of the County’s plate-compactors for one day. The equipment is valued at approximately \$600-\$700 and the County will require a release of liability.

Commissioner Brooks moved that the Board approve the request to loan a compactor to the Trails Working Group as requested by the Parks & Waterways Department. 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.

Mr. Snyder exited the meeting at 10:38 a.m.

Inmate Telephone Commission Revenues to Jail Budget (Discussion) - Pulled

Kootenai County Representative on Northern Idaho Crisis Center Board (Action)

Chair Duncan stated that she had been contacted by Coeur d’Alene Mayor Jim Hammond who had asked for a County representative to sit on the Northern Idaho Crisis Center Board. Former KCSO Sheriff Ben Wolfinger had previously sat on the Board and Chair Duncan offered the opportunity to the other two Commissioners. She also informed them that Adult Misdemeanor Probation Director Keith Hutcheson had volunteered. Commissioners Brooks and Mattare agreed to Mr. Hutcheson’s offer.

Commissioner Mattare moved that the Board assign Keith Hutcheson as the Kootenai County Representative on the Northern Idaho Crisis Center Board. 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.

Undersheriff Nelson exited the meeting at 10:39 a.m.

National Association of Counties (NACo) Membership (Discussion)

Chair Duncan explained that the NACo (National Association of Counties) membership cost is approximately \$2,200 and she felt the membership offered value since NACo provides advocacy in the member’s interests. As 62% of Idaho’s land is federally

controlled, the County would continue benefitting from the membership in areas such as payment in-lieu of taxes and the rural school fund. She recommended the County continue its membership with NACo and Commissioners Brooks and Mattare agreed.

Region 1 Behavioral Health Board Representative (Discussion)

Chair Duncan commented on how difficult it is for Commissioners to serve on this board due to the timing of the meetings. She had reached out to the Coroner and is awaiting a response from him as he believes there is someone in his department who would like to volunteer. Commissioner Brooks volunteered to sit on the Region 1 Behavioral Health Board.

Panhandle Health District Board Member (Discussion)

Chair Duncan asked the other Commissioners for input on whether they should open this up to members of the public to serve as a County representatives on the Panhandle Health District Board or if either one of them was interested in serving on this board. Commissioner Brooks volunteered to sit on the Panhandle Health District Board. Chair Duncan added that the entire Board's views should be expressed while serving as a representative on the Panhandle Health District Board.

Phase 1 XTR Assessor Contract Clarification (Action)

Commissioner Mattare remarked on emails exchanged between the Assessor's Office and the IT Department regarding House Bill 292 and additional IT-related development projects. He said that the Board had approved one specific project at a cost of up to \$150,000 and that it was the Board's intention to provide funds up to \$150,000 for that specific project with the stipulation that they would only be used for that project. He said he wanted to know what the Assessor's plan was.

Substantial discussion followed regarding software shortcomings, contract approval, email exchanges and what had been discussed at the January 24, 2023 meeting.

Chair Duncan advised Mr. Kovacs to watch that segment of the meeting video.

Commissioner Mattare urged Mr. Kovacs to bring forth any additional needs he may have for this project.

Chief Deputy Assessor Ben Crotinger asked that clarification be made regarding components of the signed contract.

Chair Duncan requested Mr. Kovacs meet and work with Commissioner Mattare on the additional work required and for these issues to be addressed at the next Business Meeting. She also authorized XTR representative Sam Wilkens to continue with his current work to prevent any further delays.

No motion was made at this time.

Building & Grounds Operations Manager Greg Manley entered the meeting at 10:48 a.m.

Mr. Kovacs exited the meeting at 11:04 a.m.

Buildings & Grounds Department FY24 Budget Presentation (Discussion)

Mr. Manley reported that there weren't many changes to his budget except for an increase of \$60,000 to the Operations "B" Budget due to increased costs for HVAC, fuel, fertilizer, and janitorial services. The budget proposal includes the following 5-year capital projects:

- \$400,000 chiller replacement at the J.J.C. (Juvenile Justice Center)
- \$350,000-\$400,000 elevator project at the J.J.C.
- \$59,000 to seal-coat the sidewalk from Garden Street to the Administration Building
- \$8,000 to pressure wash exterior building walls
- \$4,000 to pressure wash exterior windows
- Cost for one flatbed to be purchased

Chair Duncan questioned how important it was to pressure wash the walls and windows and Mr. Manley reported it would be more cost-effective to hire a contractor to do the work as opposed to do the work in-house.

Chair Duncan noted the projection from Senior Business Analyst Nanci Plouffe of the costs associated with hiring three employees to perform janitorial services and how that cost compares to hiring an outside agency.

Commissioner Brooks was in favor of hiring internal staff.

Commissioner Mattare voiced his concern with the challenge in finding qualified staff and advised Mr. Manley to look into the hiring process.

Chair Duncan said that there was time to hire staff because the current janitorial contract was on a month-to-month basis. She directed Finance Director Brandi Falcon to add the 3 three positions to the budget.

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 11:12 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk