

**Minutes of Meeting**  
**FY23 Budget Deliberations**  
**May 31, 2022**  
**3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Assessor Bela Kovacs, Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Prosecutor Barry McHugh, KCSO Undersheriff Brett Nelson, KCSO Captains Stuart Miller, Andy Deak and Kevin Smart, KCSO Lieutenants Ryan Higgins, Mark Ellis and William Klinkefus, 911 Communication Services Administrator Collin McRoy, KCSO Maintenance Supervisor Tom Reed, Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 3:01 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Fy23 Budget Deliberations to Include “C” Budget (Capital Requests) with Staff Accountant Brandi Falcon (Action)**

KCSO Chief Budget Officer Stephanie Drobny entered the meeting at 3:01 p.m.

Auditor’s Office Staff Accountant – Budget Brandi Falcon reported that the Commissioners had \$8.5 million to cut from the Budget at this point, based on taking the full 3% tax increase permitted and no M & O. She listed the adjustments that had been made to the figures since the last meeting and then addressed the Capital Requests made by different departments.

Solid Waste

Ms. Falcon reminded those present that Solid Waste (SW) was an Enterprise Fund, so they would be fully funding their own requests. This meant that their Capital Requests would not offer any impact to the tax funded portions of the budget. She noted that SW had \$2.6 million in total Capital Requests.

Assessor’s Office

Ms. Falcon reported that the Assessor’s Office had requested \$250,000 for Aumentum repair and maintenance, to come from their Fund 46 fund balance. She noted that Fund 46 was a restricted fund, so the money would not come from property taxes.

There was general agreement from the three Commissioners to proceed with both SW and the Assessor's Office requests as suggested.

#### Recreational Safety – Sheriff's Office

Ms. Falcon reported that there was a request for \$20,000 for a fuel bladder and \$20,000 for a personal watercraft. She commented that this would be paid from the Recreational Boating Safety grant or from General Fund Balance. She said that proposed grant expenditures were not included in budget adoption calculations, but rather were addressed mid-year, after the grant award was actually received. She indicated that these items should be set aside and brought back to the BOCC once the grant came through.

The Commissioners voiced their understanding and approval.

#### Parks & Waterways (P&W)

Ms. Falcon said that P&W had asked for a backhoe and a Ford Explorer, with the expenses to be split between P&W and Noxious Weeds fund balances. The backhoe would cost \$125,000 and the amount would be split as \$90,000 from P&W and \$35,000 from Noxious Weeds. She explained that the Waterways fund was not tax supported and, while Noxious Weeds was tax supported, their share would come from fund balance and not impact the FY23 Budget calculations. She noted that the Ford Explorer would be paid for in a similar way.

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, acting as Fleet Management Representative, confirmed that he had spoken with Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder about the vehicle purchase and it presented no problem.

Commissioner Leslie Duncan remarked that, while the Board was trying to route all vehicle requests through Fleet Management, this one had not needed to be so processed, since it would be paid from a restricted fund balance.

#### E911

Ms. Falcon pointed out that E911 requests would also be covered from restricted funds. She said they had asked for approval of \$65,000 for a battery backup system and backup generator, and for \$1 million for an updated Fire Dispatch Alerting System. She noted that she had been told the Alerting System's cost would be split with other agencies, but she had not received specific details at this point.

KCSO 911 Communication Services Administrator Collin McRoy confirmed that the Alerting System would be a joint project with all fire agencies in the County. He said the costs would be shared with each individual station.

Solid Waste (SW) Director John (JP) Phillips and SW Business & Finance Manager Angela Burgeson exited the meeting at 3:12 p.m.

Mr. McRoy confirmed that neither request would draw on money from the County's General Fund; they would be covered from E911 Fund Balance, E911 revenue and the cost sharing arrangement. He added that E911 typically brought in more revenue than they spent in a given year, so they were able to direct the excess to replace their fund balance.

In response to a question from Commissioner Duncan, Mr. McRoy said that replacement of the system really could not be pushed back another year; the current system was very old and the fire stations had reported ongoing problems with it.

Ms. Falcon stated that this completed Restricted Fund and Special Revenue Capital Requests at this time. The rest of the requests would involve tax dollars.

#### District Court

Ms. Falcon reported that District Court had asked for \$17,500 for an X-ray imaging system.

First Judicial District Trial Court Administrator Karlene Behringer entered the meeting via teleconference at 3:14 p.m.

Mr. McRoy exited the meeting at 3:14 p.m.

Ms. Behringer explained the need for the X-ray imaging system to maintain security measures and described how the older models would be deployed for maximum efficiency.

The Commissioners indicated general agreement to cover the request from General Fund Balance.

#### Airport

Ms. Falcon stated that the Airport had asked for \$60,000 for a snow plow. She remarked that their department's fund balance appeared to be fully committed already, so this would have to come from General Fund Balance.

Commissioner Duncan remarked that there had also been a request for about \$114,000 for the Airport's request for a truck, a van and the related outfitting costs.

Mr. Hutcheson said he had yet spoken to Airport Director Steven Kjergaard regarding those items.

Commissioner Duncan suggested that an analysis be made of Airport revenue to determine whether it had become self-sufficient, as previously claimed. She also suggested that these requests be set aside until mid-year when the Airport's Fund Balance account would be replenished.

Commissioner Bill Brooks and Chairman Fillios agreed.

## Jail

Ms. Falcon said there were a number of miscellaneous items requested at the Jail, for a total amount of \$171,424.

- Kitchen Prep Conveyer Belt - \$84,000
- Tilt Kettle and associated parts - \$35,000
- Body Worn Video Cameras and charging stations - \$39,000
- Intercom System - \$12,000

KCSO Captain Andy Deak provided details on each item.

All three Commissioners indicated their support for the first three items to come from General Fund Balance in the FY23 Budget.

Commissioner Duncan suggested that the Intercom System be purchased from FY22 Budgeted funds.

Ms. Falcon stated that the Jail had also requested \$168,000 for two Ford Interceptors and \$64,000 for an ADA (Americans with Disabilities Act) accessible van.

Assessor Bela Kovacs exited the meeting at 3:30 p.m.

Captain Deak explained that the Ford Interceptors were needed to perform extraditions and the ADA accessible vehicle was required to transport elderly or disabled inmates.

Historic Preservation Commission Chair Walter Burns entered the meeting at 3:33 p.m.

Commissioner Duncan suggested that the Board consider having the vehicles be purchased in FY22, with the cost coming from General Fund Balance. She pointed out this source was being used for the twenty-five patrol cars. She asked if the two Interceptors could be added to that arrangement with Mike White Ford.

KCSO Captain Kevin Smart said he would contact the dealer and find out if this were possible.

There was general agreement that the Board would defer a decision on the two Interceptors until Captain Smart was able to provide additional information. There was also general agreement that the purchase of the van be made from FY22 funds, if possible.

Ms. Falcon said the Jail had made some additional Capital Requests.

- Inmate Tracking System - \$28,000. She explained that ICRMP (Idaho Counties Risk Management Program) had offered to pay the other half of the cost, so the County would only need to provide \$28,000.

Captain Deak explained that this would track inmates' movements much more efficiently and accurately.

Commissioner Duncan suggested that this purchase be made from FY22 funds as well.

- Lobby Conversion - \$68,000. Ms. Falcon said this would provide separation for visitors, staff and sentenced persons in that area.

Commissioner Duncan remarked that she was not prepared to discuss any building related items at the moment.

Chairman Fillios agreed.

- Jail Maintenance Shop & Storage Expansion - \$75,000.

Commissioner Duncan asked that this also be deferred.

Chairman Fillios agreed.

- Water Jet and Plasma Cutter for the Jail Maintenance Shop - \$27,000

KCSO Jail Maintenance Supervisor Tom Reed explained that these tools would allow his staff to perform additional repairs at the facility. He said that he could make do without them for another year, if necessary.

Chairman Fillios asked that the item be taken off the list.

No objections were voiced.

- Replacement for a 1987 GMC Truck - \$45,000

Mr. Reed remarked that the old truck was missing its floor.

Mr. Hutcheson said that there was a 2017 model available right now with low mileage. He added that it was a 1 ton truck, so they would be able to use it to transport the fuel bladder as needed. He said it could also be used for plowing.

Resource Management Office (RMO) Director Jody Bieze entered the meeting at 3:41 p.m.

Chairman Fillios suggested that this purchase be made under the FY22 budget also.

No objections were voiced.

Historic Preservation Commission Member Courtney Beebe entered the meeting at 3:42 p.m.

Museum of North Idaho Executive Director Brit Thurman entered the meeting at 3:44 p.m.

Detective Division

Ms. Falcon reported that the Detective Division had requested \$134,000 to purchase four vehicles.

Captain Smart said that there were eight vehicles used by that division which were now at around 200,000 miles. He explained that they would need varied styles of trucks or SUVs (Sports Utility Vehicles) because they would be used for surveillance-type operations and could not look like police vehicles.

Chairman Fillios suggested that these be deferred for the time being. He said the Board would review any additional information Captain Smart could provide and consider the request further at a later meeting.

#### Recreation Safety

Ms. Falcon stated that this division of the Sheriff's Office had requested \$60,000 for a truck to be used in back country operations.

KCSO Lieutenant William Klinkefus explained that they needed to replace a 2004 three-quarter ton truck. He said they had put in a WIF (Waterways Improvement Fund) grant request, but it had been denied. He remarked that the old truck still worked and could be offered to a different department.

Mr. Reed said he could use the old truck.

Lieutenant Klinkefus stated that \$20,000 had been set aside in the Vessel Fund to pay part of the cost.

Discussion of potential options followed.

Mr. Hutcheson noted that Mr. Reed's staff would want to use the truck to carry a larger fuel bladder and the older truck might not be powerful enough for the job. He recommended that the Board purchase two separate vehicles, rather than trying to repurpose the three-quarter ton one for Mr. Reed.

Historic Preservation Commission Member Russel Brown and Museum of North Idaho Board Member Richard Sheldon entered the meeting at 3:51 p.m.

There was general agreement that the \$20,000 set aside for the truck for Recreation Safety be used for the purchase and the total other funds requested reduced thereby to \$40,000.

#### Juvenile Detention

Ms. Falcon said that Juvenile Detention had asked for total of \$256,000, \$217,000 of which would be for a new HVAC system and the remainder to cover new washers and dryers. She noted that the HVAC system had been submitted to the ARPA (American Rescue Plan Act) Task Force and might be paid from those funds.

Commissioner Duncan suggested that the \$217,000 be removed and the remaining \$39,000 be funded as requested.

No objections were voiced.

Ms. Falcon reported that Juvenile Detention had also asked for \$12,000 for an upgrade to control room software.

Commissioner Duncan suggested that they try to cover that request under FY22 fund balance from Juvenile Detention's accounts.

#### Sheriff's Office/Information Technology (IT)

Ms. Falcon reported that there was a request for \$200,000 for a VoIP (Voice over Internet Protocol) system, \$350,000 for video evidence storage and \$420,000 for ruggedized laptops for patrol vehicles.

Information Technology (IT) Network Administrator Grant Kinsey outlined the financial issues encountered in attempting to plan the VoIP project.

Commissioner Duncan assured him that, so long as the project was included in IT's 5 year capital plan, the Board would make certain there were enough funds collected by FY2024 to cover it.

Chairman Fillios asked Ms. Falcon to strike the initial \$200,000 from today's budget calculations.

KCSO Undersheriff Brett Nelson, KCSO Captains Stuart Miller, Andy Deak and Kevin Smart, KCSO Lieutenants Ryan Higgins, Mark Ellis and William Klinkofus, Mr. McRoy, and Ms. Drobny exited the meeting at 3:53 p.m.

Ms. Falcon stated that the remainder of the requests, the \$350,000 and the \$420,000, would be paid from IT fund balance.

All three Commissioners voiced agreement.

Mr. Kinsey exited the meeting at 3:58 p.m.

Ms. Falcon assured the Commissioners that she would update the calculations and provide the new figures to them tomorrow.

- 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):** Chairman Fillios adjourned the meeting at 4:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk