

**Minutes of Meeting**  
**FY24 Budget Deliberations**  
**June 9, 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 item. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Elections Manager Asa Gray, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Stuart Miller and Andy Deak, KCSO Lieutenants Mark Ellis, William Klinkefus and Ryan Higgins, KCSO Chief Budget Officer Stephanie Drobny, Community Development Director David Callahan, Certified Building Official Christina Garland, Administrative Manager Reba Grytness, Human Resources (HR) Director Sylvia Proud, 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 2:00 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**FY24 Budget Brief Including “C” Budget – Capital Expenses (Action)**

Finance Director Brandi Falcon called attention to the Preliminary Summary document she had presented and announced that, if a 3% tax increase were implemented, the County would have \$2.2 million more in revenue than in currently submitted expenses. She stressed that this included only the requests she had received so far.

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson entered the meeting at 2:02 p.m.

Chair Duncan commented that, even though there was a momentary surplus, they still needed to examine every project, decide whether to proceed with it and how to fund it. She pointed out that a County-wide COLA (Cost of Living Adjustment) had not yet been factored into the Budget and stated that her priorities were to fund salaries and finish the Jail Pods. To do this, she said she planned to determine what absolutely had to be done this year and what could be put off for another year. She added that, after June 27, they would have received all the presentations and would be able to begin making final decisions about cuts and funding sources.

Ms. Falcon confirmed that her numbers did not include COLA or the proposed move of KCSO to Kootenai North. She remarked that many requests could potentially be added before the Budget Deliberations were done.

**Solid Waste (SW)**

Ms. Falcon reminded those present that SW was an Enterprise Fund, meaning it ran like a separate business in some ways, like funding their needs from their own revenue. She

said there were eight requests from SW, totaling about \$14 million. She asked if the Commissioners wished to review each item today or approve them as a batch. The Commissioners agreed to accept them as a batch.

#### District Court

\$17,500, for a refurbished Smithes Detection X-Ray Imaging System. Chair Duncan suggested that this be purchased from FY23 District Court Fund Balance, if possible.

KCSO Maintenance Supervisor Tom Reed entered the meeting at 2:05 p.m.

#### Parks & Waterways

\$15,000 for the Stateline Park Water System installation. Chair Duncan remarked that Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder had indicated he could pay for this from P&W Fund Balance. No objections were voiced.

#### Noxious Weeds

\$15,343 for an NWC Flatbed Tilt Trailer. Chair Duncan said Mr. Snyder had also indicated this could come from Noxious Weeds' Fund Balance. No objections were voiced.

#### Airport

\$225,000 for the Miles Lift Station repair, to be paid from the Sewer Fund Balance. No objections were voiced.

\$22,000 for replacement of the furnace at the ARFF (Aircraft Rescue and Fire Fighting) Station, to come from the Airport's Fund Balance. No objections were voiced.

#### Centennial Trail

\$25,000 for trail fencing installment, to come from the Centennial Trail Fund Balance. No objections were voiced.

Information Technology (IT) Director James Martin entered the meeting at 2:07 p.m.

#### Jail

\$177,000 for laundry equipment and walk-in freezers, currently funded from property tax revenue. Chair Duncan indicated that this might be revisited in the future, but that it should be left in the Budget for now.

\$194,000 for a transportation van, currently funded from property tax. Commissioner Bruce Mattare suggested that the purchase might be deferred for a year or so. KCSO Undersheriff Brett Nelson remarked that staffing for prisoner transport would be reduced with the larger van, which would partly offset its cost. It was agreed to place this item on a list of potential cuts, but not to remove it from the Budget yet. Commissioner Bill Brooks voiced agreement.

\$22,250 for the construction needed to install walk-in freezers. Chair Duncan suggested this be paid for from Fund Balance. No objections were voiced.

#### 911

\$45,000 for renovation of the employee parking lot, currently slated to be paid from property tax revenue. Mr. Reed said that this could be put off for another year, if necessary. It was agreed to place this on the list of potential cuts, for now.

#### Dive Team

\$15,900 for a Breathing Air Filling Station, currently to be paid from property tax revenue. KCSO Sergeant Ryan Miller reviewed the ways they used to get their air tanks filled and why these were less than desirable. He explained the safety risks presented by using some of the existing equipment. He added that the Jail staff could also use it to refill tanks for their SCBA (Self-Contained Breathing Apparatus). It was generally agreed to proceed with this purchase, as listed.

#### Search and Rescue (S&R)

\$25,000 for maintenance and updates to the S&R building. Chair Duncan suggested that donations of money or appliances be sought instead. Sergeant Miller agreed to try that avenue first. It was generally agreed that this be placed on the list of potential cuts.

#### Detective Division

\$196,000 for four vehicles, to be covered under property tax revenue. Chair Duncan suggested that one vehicle be cut from the request, to result in \$150,000 for three vehicles. There was some discussion regarding the number of miles on the fourth vehicle in the Detective Division. It was generally agreed to keep the request for three vehicles funded by property tax and for the fourth vehicle to be deferred for another year.

\$31,000 Event Data Recorder to be used in criminal investigations related to vehicle crashes, also slated to come from property tax revenue. Undersheriff Nelson reported that they had applied for a grant for this item but that they would not be told if they qualified for some months. He explained that this device could also reduce the County's liability in the event of a department-involved collision, as well as reduce their investigative times substantially. It was generally agreed to pay for this from Fund Balance, if the grant did not come through.

\$49,000 for slider replacement and \$30,000 for HVAC upgrade to software and graphics at the Jail. It was agreed that the slider replacements would be paid for from the Jail's Five Year Plan Budget. Mr. Reed explained the need for the HVAC upgrades. It was generally agreed that these would also be covered by the Jail's Five Year Plan Budget.

KCSO Lieutenant William Klinkefus exited the meeting at 2:30 p.m.

### Buildings & Grounds (B&G)

\$459,000 to replace the elevator in the Juvenile Justice Center (JJC), plus some sidewalk repair between Admin and the Courthouse, which could be covered from their Five Year Plan or from District Court Restricted Funds. Chair Duncan said she was not inclined to pursue the elevator replacement, since she hoped the County would soon sell the JJC building. Ms. Falcon reported that the sidewalk repair represented \$59,000 of the original amount. It was generally agreed that the sidewalk repair would go forward, as presented.

\$400,000 for replacement of the Chiller Unit and HVAC in the JJC. Chair Duncan remarked that they would have to address this, because it had been put off for a number of years. She suggested that this be paid for from District Court Restricted Funds in Fund 11. No objections were voiced.

### E911

\$43,000 for a Tower Top Amplifier, to be paid for from the E911 Restricted Fund Balance. No objections were voiced.

### Auto Shop

\$14,000 for a 12,000 lb. rotary lift, to include installation costs. Chair Duncan suggested that this be paid for from Fund Balance, since this was an item that would not need to be replaced for a number of years. She added that, if KCSO ended up moving to Kootenai North, the lift would be installed at that location. No objections were voiced.

### Information Technology (IT)

\$280,000 for Office 365 suite of programs and Endpoint Protection, a virus protection program. Ms. Falcon remarked that IT had \$1.5 million in their Fund Balance, but these items were currently marked to come from property tax. Chair Duncan suggested that it be left in property tax for now, with the understanding that it would probably be shifted to the IT Budget at a later date. No objections were voiced.

\$388,450 for new desk phones, to be paid for from property tax revenue. Chair Duncan suggested that it be covered from Fund Balance and, despite some resistance, this proposal was accepted.

### Reprographics/Mail Center

\$28,000 for postal mail machine update, required by USPS (United States Postal Service). Originally, this was to be paid from property tax revenue, but the Commissioners agreed that it should come from Fund Balance instead.

Mr. Martin exited the meeting at 2:38 p.m.

### Community Development

\$90,000 for two vehicles for Inspectors and Code Enforcement Officers, to be covered from property tax revenue. Community Development Director David Callahan specified that the vehicles needed to be four-wheel drive and have high ground clearance, due to the type of terrain that would be travelled. It was generally agreed that the best price possible would be sought and the cost would come from property tax.

Health Insurance

Ms. Falcon called attention to the \$125,000 included for buildout of the PMR Onsite Clinic. She said that the Board would be provided more information on this by Alliant in their July meeting. Human Resources (HR) Director Sylvia Proud confirmed that this amount was for renovation of an existing building to meet the clinic setting model. Chair Duncan commented that it had become evident that there would not be enough room at Kootenai North to house the clinic. This expense was slated to be covered from Health Insurance Fund Balance. There were no objections voiced.

**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 2:45 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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