

Minutes of Meeting
Commissioners' Status Update
June 14, 2021
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Administrative Assistant Tammy Exley, Public Defender Anne C. Taylor, Client Services/Investigations Administrator Jennifer Jenquine, Finance Director Dena Darrow, Airport Director Steven Kjergaard, County Surveyor Rodney Jones, Buildings & Grounds (B&G) Operations Manager Greg Manley, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Airport Advisory Board Chair Greg Gfeller.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 11:03 a.m.

B. Changes to the Agenda (Action):

Chairman Fillios asked that item nine on the agenda, Idaho Association of Counties (IAC) Clerks and Commissioners 2021 Meeting Summary (Discussion), be removed. He said it could be added to next week's agenda.

Chairman Fillios suggested that the items presented by each different group be handled together, which would change the order in which they had appeared on the agenda.

No objections were voiced.

C. Business:

KCSO Overtime Projections (Discussion)

KCSO Sheriff Robert Norris reported that the Sheriff's Office would exceed its overtime budget for FY2021, with 911 about \$30,000 over budget, the Jail about \$192,000 over, and Patrol about \$95,000 over. He explained this had been primarily caused by COVID and by problems in filling open positions.

Sheriff Norris stated that he had successfully requested an additional \$29,000 from the City of Hayden that would allow KCSO to add another car to work in that area.

Sheriff Norris commented that the projected overrun for Patrol Deputies included figures for covering security at the Fair, which had been extended to ten days this year. He said that he had advised the Fair Board that they needed to pay for security, while the Fair Board had said the BOCC was responsible.

Sheriff Norris listed the strategies his department had used to try to reduce overtime.

Commissioner Bill Brooks remarked that the City of Hayden had boasted about their low tax rates, but was not carrying a full share of the costs for County services, especially for KCSO.

Coeur d'Alene Press Reporter Madison Hardy entered the meeting at 11:11 a.m.

Sheriff Norris said he was working on the issue with the Hayden City Manager.

Commissioner Brooks urged him to continue his efforts and accepted his invitation to attend the next meeting.

Information Technology (IT) Network Administrator Grant Kinsey entered the meeting at 11:14 a.m.

Sheriff Norris said that he would be asking the Board to cancel the standing contract with the City of Hayden, when it next came up for renewal, so that it could be renegotiated. He explained that both the City of Hayden and KCSO were currently operating in violation of the current contract's provisions.

Converting KCSO Detention Tower Technicians into Deputy Positions (Discussion)

Sheriff Norris reported that, out of twenty Control Room Operator positions, he currently had eight openings. He suggested that the eight positions be converted to Deputies, in order to allow rotation of staff within the Jail to improve efficiency and keep the officers fresh. He said that watching camera screens for eight or even twelve hours did not promote peak job performance.

In response to a question from Commissioner Leslie Duncan, Sheriff Norris stated he would get budget projections from Finance Director Dena Darrow and submit them for the Board's consideration during the Budget Deliberations.

Conversion of Control Room Operators into Detention Deputies (Discussion)

Chairman Fillios commented that this had been covered in the previous item.

Sheriff Norris confirmed that Control Room Operators and Detention Tower Technicians were the same thing.

Airport Sewer Update and Direction (Discussion)

Airport Director Steven Kjergaard provided the Commissioners with the recommendations made by the Airport Advisory Board and explained how WU (Wastewater Units) had been calculated. He explained the reasoning behind the proposed change in fee collection. He also provided the figures and comments from John Huckabay, who disputed the Airport's data.

Mr. Kjergaard stated that there would be Public Hearing on July 13, 2021, on the issue.

2021 Federal Aviation Administration (FAA) Grant Snow Removal Equipment (SRE) Building (Action)

Mr. Kjergaard stated that he had received a call this morning at 8:15 a.m. from the FAA (Federal Aviation Administration) asking to move the grant back another year. He commented that the County had planned to re-bid the project. He stated that he had hoped to get the design expenses covered by the FAA this year, but he had not yet received a response.

Mr. Kjergaard said that the FAA had offered the option for the Board to sign an agreement promising to cover the \$3.6 million cost of the building today. He said he did not recommend that they sign the agreement. He predicted that they would receive an additional grant next year for \$1.1 or \$1.2 million from the FAA.

All three Commissioners accepted Mr. Kjergaard's recommendation.

KCSO Administrative Assistant Tammy Exley, Airport Advisory Board Chair Greg Gfeller and Mr. Kjergaard exited the meeting at 11:32 a.m.

Public Defender New Location IT Needs

Commissioner Duncan stated that Legal was reviewing the lease for the Public Defender's new location. She said there were some IT needs which would be addressed by Mr. Kinsey.

Mr. Kinsey reported that a cabling consultant had been contacted and had received an estimate of about \$10,000 for IT's requirements. He said it would be about \$2,000 for consulting and diagnosing the building's current state, \$3,000 to correct any problems and \$2,500 to move the door lock security system from its current location to the new place. He stated he was including an additional \$2,500 as contingency funds for the project.

Commissioner Duncan pointed out that IT and the Public Defender together had collected the funds needed. She remarked that the total cost of the project would be about \$75,000, which would be amortized throughout the lease.

In response to a question from Chairman Fillios, Ms. Darrow confirmed that the \$2 million the County would receive back from the CARES (Coronavirus Aid, Relief and Economic Security) Act funds could be applied to these expenses. She said that there would be no restrictions on the funds, since they would be placed in Fund Balance as unanticipated revenue.

Commissioner Duncan predicted that Legal would be done reviewing the lease and it would be ready for presentation at the Business Meeting next Tuesday. She confirmed the lease would be for three years with a one year option to continue.

Mr. Kinsey, Ms. Taylor and Client Services/Investigations Administrator Jennifer Jenquine exited the meeting at 11:38 a.m.

Executive Session pursuant to Idaho Code §74-206(1)(c) to acquire an interest in real property which is not owned by a public agency. (Closed Session – Discussion)

Decisions/Direction (Open Session – Action)

No information requiring an Executive Session was presented.

Garden Parking Lot North Border (Discussion)

Buildings & Grounds (B&G) Operations Manager Greg Manley provided maps illustrating the area under discussion and asked the Board's direction.

Commissioner Duncan explained that this related to the North Garden Parking Lot, next to the Music Conservatory.

Mr. Manley suggested that a fence be erected around the property and the remaining five trees on it be removed to reduce potential liability for the County. He said he could use it in the winter for dumping snow.

County Surveyor Rodney Jones pointed out that another adjacent property owner actually had part of two sheds over the line on to the County property.

Commissioner Duncan asked Mr. Jones to draw a map delineating the part that included the sheds, so that portion could be offered for sale to that property owner.

Mr. Jones agreed and commented that it would entail about 2,100 square feet. He remarked that the house's back corner actually clipped the property line as well.

Commissioner Duncan suggested that Mr. Manley install a fence up to the point where it intersected the other person's buildings and then they could begin negotiations with them.

Mr. Jones noted that, even if they bought the parcel, their buildings still would not meet the setback requirements, but that involved a City law, not County law. He said that the property had changed hands and was shown currently to be owned by Chad Taylor of Priest River.

It was generally agreed that Commissioner Duncan would contact Mr. Taylor to inform him of his options. She said she would bring any information back to a Status Update meeting and they could decide how to proceed.

Mr. Jones said he would wait for further instructions before he took any further action.

Recreational Boating Course (Discussion)

Commissioner Brooks commented that the Recreational Boating Course was not mandatory, but it was highly recommended. He said it cost about \$34.

Coeur d'Alene Press Reporter Madison Hardy informed those present that KCSO offered an online boater safety program once each month, March through October. She said it was done through the State Department of Parks and Recreation. She added that it was a free program.

North Coast Hiawatha Passenger Train Support (Discussion)

Commissioner Duncan said that the proponents of the project were seeking a letter from the BOCC in support of their project. She said she was not inclined to recommend that the Board provide one because she did not see any benefit to Kootenai County.

Commissioner Brooks voiced his agreement.

Chairman Fillios said he had not formed an opinion because he did not possess enough information.

Commissioner Duncan offered to provide him with more details.

Idaho Association of Counties (IAC) Clerks and Commissioners 2021 Meeting Summary (Discussion) - Pulled

Pending Items Status Review – List Attached

Facilities Expansion

Commissioner Duncan announced that the long-range facilities planning presentation and workshop would be held on June 23, 2021. She remarked this also applied to the Ballot Bond Language, Building Financing and ARPA pending items.

Sheriff Norris and KCSO Undersheriff Dan Mattos exited the meeting at 11:57 a.m.

PAC Airport Lease

Commissioner Brooks reported that he had heard nothing from Mr. Kjergaard on this.

Commissioner Duncan commented that this issue was additionally complicated by the requests made by the Coeur d'Alene Skeet and Trap Club, Search and Rescue's needs, Parks & Waterways and the Armory Building.

Financial Snapshot

Ms. Darrow reported that, based on the time of year, the County should have spent 68.5% of its yearly budget, but had only actually spent 58%. She said the revenue collections were at 70% and Health Insurance claims and spending were 3% under projections. She stated that \$650,000 in Contingency Fund money had been set aside for the year and only about \$31,000 had been spent. She added that all Elected Official groups were within their proper budget parameters.

- Assigned Fund Balance, as of last Monday, was about \$9.4 million.
- Current bi-weekly payroll was about \$2.4 million.
- Mid-year payroll change impact was about \$659,000, annually.
- County’s annual payroll expense was about \$63.5 million, including those mid-year changes.
- Current open positions’ loaded value was about \$4.2 million.

Ms. Darrow provided some additional information from the last payroll: seven new hires, twenty terminations and fifty-three status change forms. She gave a brief review of current overtime use in different departments.

Ballot Bond Language

Commissioner Duncan previously indicated this was on hold pending the June 23, 2021 long range facilities planning presentation and workshop.

Building Financing

Commissioner Duncan previously indicated this was on hold pending the June 23, 2021 long range facilities planning presentation and workshop.

Impact Fee Analysis

Commissioner Brooks said he had spoken to Chris Way twice about this topic. He said that he wanted more information before proceeding.

Joint Development Impact Fee Advisory Committee (DIFAC) with County, Fire Districts, KCEMSS

Commissioner Brooks said this was connected to the previous item.

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 12:07 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
