

Minutes of Meeting
Business Meeting
June 20, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations, Dorothy Cross, KCSO Captain Jeremy Hyle, KCSO Lieutenant William Klinkefus, KCSO Patrol Administrative Assistant Rochelle Nilles, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Solid Waste (SW) Director John (JP) Phillips, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Information Technology (IT) Network Administrator Grant Kinsey, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Longwell Trapp Architects Representative Cory Trapp and Kootenai County Residents John Padula and Jenny Holmes. Ms. Nilles was present via teleconference. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Human Resources (HR) Generalist – Employee Relations Dorothy Cross led the Pledge of Allegiance.
- D. Changes to the Agenda: (Action):**

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.

Chair Duncan asked that item 13, “Bid Opening Bid # 19HRF1/21HFR1/Hazard Wildland Fuels Treatment Tottens Pond (13 acres), East Hayden Lake (3 acres), English Point (21.7 acres), Henry Point (40 acres/Office of Emergency Management,” and item 31, “Board Approval Request: Attorney Fees/Conflict Public Defender/District Court/District Court Clerk, Civil,” be removed from the agenda.

Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 2:01 p.m.

- E. Approve Meeting Minutes (Action)**

05/24/2023 Airport

Commissioner Bruce Mattare moved that the Board approve item 1, the submitted minutes. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax-Valuation
Assessor Adjustment to Tax-Valuation
Assessor Adjustment to Tax-Valuation
Assessor Adjustment to Tax-Valuation
Assessor Yield Tax Charge Correction
Designation of Signature Authority/Transit Award Management System (TrAMS)
Cell Phone Stipend/Morris/Moore/Adult Misdemeanor Probation
Revised Schedule/Juneteenth/Day after Thanksgiving Holiday Schedule
Human Resources PAF/SCF Report for 2023 PP13 Week 2
BOCC Signatures for Indigent Cases: 06/08/2023 – 06/14/2023

Commissioner Mattare moved that the Board approve items 2 through 11 on the agenda, the Consent Calendar. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board accept the Payables List for the week of June 2, 2023 through June 16, 2023 in the amount of \$968,179.71, with \$3,537.94 in jury payments. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

H. Business:

~~**Bid Opening Bid#19HFR1/21HFR1/Hazard Wildland Fuels Treatment Tottens Pond (13 acres), East Hayden Lake (3 acres), English Point (21.7 acres), Henry Point (40 acres)/Office of Emergency Management (Action) – Pulled**~~

Financial/Budget: Authorization to Expend FY23 Funds for Workboat Placarding and Hull Protection/Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval to proceed with placarding and hull protection for the

new workboat. He said the cost of materials and installation would not exceed \$14,000, with the funding coming from Boat Launch User Fees Account, not tax dollars.

Commissioner Mattare moved that the Board authorize the expending of FY23 funds for workboat placarding and hull protection, not to exceed \$14,000. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Mr. Snyder exited the meeting at 2:03 p.m.

Idaho State Department of Agriculture/KCSO Law Agreement/Idaho State Department of Agriculture/Sheriff/Patrol (Action)

KCSO Patrol Administrative Assistant Rochelle Nilles requested the Board's approval of an agreement with the Idaho State Department of Agriculture (ISDA) for the yearly invasive species inspection stations. She remarked that the inspections would be started in the coming week and that the contract was the same as had been used in previous years, other than the increase in the compensation amount from \$65 to \$70 per hour.

Commissioner Mattare moved that the Board approve the Idaho State Department of Agriculture and Kootenai County Sheriff's Office Law Enforcement Invasive Species Agreement. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Dishwasher Lease Approval/Sheriff – Jail (Action)

KCSO Captain Jeremy Hyles requested the Board's approval for a budgeted, five year lease for a dishwasher for the Jail. He said it was budgeted initially for \$4,800 per year, but the final quote ended up \$6,600 per year. He explained it was more advantageous to lease rather than buy because the lease company would maintain it for them.

Commissioner Mattare moved that the Board approve the Dishwasher Lease Agreement for the Sheriff's Office for the Jail. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Coroner Duke Johnson, M.D. entered the meeting at 2:06 p.m.

Board Approval Request: KCSO Move to KCE Building/Sheriff (Action)

KCSO Lieutenant William Klinkefus requested the Board's approval of the movement of KCSO to the Kootenai North building. He reminded the Commissioners of the documents he had presented at previous meetings that outlined the probable cost of the move. He said they now needed the Board's permission to begin the bid process.

Chair Duncan asked that the Board be given weekly updates on the project.

Lieutenant Klinkefus reported that the current estimate was around \$1.5 million, at the most.

There followed some substantial discussion regarding the process that needed to be followed to determine the final cost, the timeline and funding the project.

Longwell Trapp Architects Representative Cory Trapp provided additional information on their estimates.

Commissioner Mattare moved that the Board approve the request from KCSO to get the drawings required to facilitate the bids for the project. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Captain Hyle and Information Technology (IT) Network Administrator Grant Kinsey exited the meeting at 2:16 p.m.

Board Approval Request: Pierce Clegg Project/Coroner (Action)

Dr. Johnson reminded those present of the previous discussions regarding the requirements his department needed to meet in order to qualify for certification. He said that one requirement was for sufficient space to allow for consultation in a separate room with families. He reported that there was a pod right next to his office that was being used for storage and said that they could just open up that wall to expand. He said there was a room downstairs that they could take over as well. He predicted that the cost could be less than \$10,000. He confirmed that the funds could come from his current budget but asked that the Board make it whole in September, if necessary.

Commissioner Mattare moved that the Board approve the Pierce Clegg Project for the Coroner, not to exceed \$10,000. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Lieutenant Klinkefus, Staff Accountant – Budget Julina Hildreth and Adult Misdemeanor Probation (AMP) Director Keith Hutcheson exited the meeting at 2:18 p.m.

Chair Duncan asked if items 19 through 26 from the agenda could be handled with one motion.

Civil Deputy Prosecuting Attorney R. David Ferguson said this was acceptable, as long as each lease was listed in the motion.

Airport Administrative Secretary Kim Stevenson entered the meeting via teleconference at 2:19 p.m.

Consent to Assignment of Lease AAL-2020-410 Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2020-601 Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2020-FUEL Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2019-300A Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2019-340 Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2019-330 Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2019-320 Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Consent to Assignment of Lease AAL-2019-310 Lease Assignment to North Idaho Jet LLC/CDA JET LLC/Airport (Action)

Ms. Stevenson confirmed that they still wanted these items acted upon. She explained that Coeur d'Alene Jet Center LLC had consolidated its business earlier this year into North Idaho Jet LLC and needed all its leases under the name of CDA JET LLC be assigned to North Idaho Jet LLC.

Commissioner Mattare moved that the Board consent to the assignment of the following leases: AAL-2020-410, AAL-2020-601, AAL-2020-FUEL, AAL-2019-300A, AAL-2019-340, AAL-2019-330, AAL-2019-320 and AAL-2019-310 to North Idaho Jet LLC. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Financial/Budget: Request to Transfer Funds from “A” Budget to “B” Budget / Prosecuting Attorney (Action)

Prosecutor Stanley Mortenson requested the Board’s permission to convert salary savings to funds for the Witness Payment Fund. He reported that his office had been approved for \$53,500 for FY23 for expert witnesses, but they had already exceeded that amount by about \$10,000 and would require still more, probably \$80,000, before the end of this fiscal year.

Ms. Hildreth returned to the meeting at 2:23 p.m.

Finance Director Brandi Falcon stated that there was \$300,000 in the Contingency Justice Fund and suggested that this be used instead.

Chair Duncan pointed out that all three Commissioners had to be present in order to approve use of that Contingency Fund. She outlined the process by which the request could be approved today and Commissioner Bill Brooks’ approval secured at a later date.

Commissioner Mattare moved that the Board approve the request to transfer funds out of the Contingency Fund for the Justice Center up to \$80,000 for witness payments for the Prosecuting Attorney. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Prosecutor Mortensen specified that this related to Line Item 82-51.

Board Approval Request: Request for Temporary, Part-Time Employee in the Prosecutor’s Office/Prosecuting Attorney (Action)

Human Resources (HR) Generalist – Employee Relations Dorothy Cross requested the Board’s approval for a temporary, part-time employee in the Prosecutor’s Office. She explained that there was an employee who was retiring and they would like to have her come back to train other staff members from August 1 through September 30, 2023.

Commissioner Mattare moved that the Board approve the request for a temporary, part-time employee in the Prosecutor’s Office, from August 1, through September 30, 2023. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Reclassification of BOCC Business Analyst to BOCC Executive Assistant/Human Resources (Action)

Ms. Cross remarked that this would change the position to Grade 7, Non-exempt.

Chair Duncan asked whether, if they found that the position needed to be changed to exempt, it could be changed.

Ms. Cross said that a fresh analysis would need to be done, but yes.

Chair Duncan suggested that it be advertised up to a Step 11, to hopefully attract someone with greater experience.

Commissioner Mattare moved that the Board approve the reclassification of the BOCC Business Analyst to BOCC Executive Assistant, to be advertised from Grade 7 Non-exempt up to Step 11. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Quitclaim Deed – Conveyance of Snowshoe Road Right of Way to Post Falls Highway District/AIN #300868/Post Falls Highway District (Action)

Mr. Braden explained that this would be a conveyance of a property that had been taken through the tax deed process. He said it would clear up the title to the road and Post Falls Highway District had agreed to accept the parcel.

Commissioner Mattare moved that the Board approve the conveyance of the Quitclaim Deed for Snowshoe Road Right of Way to the Post Falls Highway District, AIN #300868. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

~~Board Approval Request: Attorney Fees/Conflict Public Defender/District Court/District Court Clerk/Civil (Action) – Pulled~~

Resolution 2023-40/Right of Way Exchange/Fighting Creek/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval of Resolution 2023-40, for an exchange of Right of Way between Kootenai County and the Worley Highway District. He noted this would reconfigure a Right-of-Way that currently crossed a wetland mitigation area, and would include the exchange of a 3.58 acre triangle AIN 312328 which would go to Worley Highway District.

Commissioner Mattare moved that the Board approve Resolution 2023-40, for the Right-of-Way exchange at Fighting Creek for Solid Waste. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion]

Chair Duncan said that the next meeting was planned for June 26, 2023.

Impact Fees

Chair Duncan noted that Commissioner Brooks was not present to offer an update on this.

Prosecuting Attorney's Office Immediate Space Need

Chair Duncan stated that she had received no additional information on this topic.

Jail Pods

Chair Duncan commented that there was no information from Commissioner Brooks on this project.

- I. **Public Comment (Discussion):** 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.

Ms. Falcon asked what the funding source would be for item 17, for the drawings.

Chair Duncan said it would come from Fund Balance from the Facilities Line Item, General Fund Balance Fund 11.

- J. **Adjournment (Action):** Chair Duncan adjourned the meeting at 2:35 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk