

**Minutes of Meeting**  
**Business Meeting**  
**April 27, 2021**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were Coroner Warren Keene, M.D., Deputy Finance Director Keith Taylor, Solid Waste (SW) Director John (JP) Phillips, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Community Development Director David Callahan, KCSO Lieutenant Michael McFarland, KCSO Sergeant Ryan Miller, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, RMO Transit Fleet Maintenance Manager Joshua Nelson, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Ms. Irish, Lieutenant McFarland, Ms. Riley and Mr. Nelson were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Coroner Warren Keene, M.D. led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

03/30/2021	FY22 Solid Waste Budget Review
04/06/2021	FY22 BOCC Department Budget Review (10:00 a.m.)
04/06/2021	FY22 BOCC Department Budget Review (1:00 p.m.)
04/06/2021	FY22 Juvenile Detention Budget Review
04/07/2021	Request for Cancellation of Taxes
04/07/2021	FY22 BOCC Department Budget Review
04/07/2021	Buildings & Grounds Budget Review
04/08/2021	Human Resources: Personnel Changes
04/09/2021	FY22 Buildings & Grounds Budget Review
04/12/2021	Commissioners' Status Update
04/13/2021	Business Meeting
04/13/2021	Panhandle Health District Board of Health Interviews
04/14/2021	Panhandle Health District Board of Health Interviews
04/15/2021	Panhandle Health District Board of Health

**Board Actions:**

Assessor's Adjustment to tax/valuation/AIN Nos. 337559; 175060; 167798  
PAF/SCF Report: BOCC Review PP9 Week 2/Human Resources  
BOCC Signatures for Indigent Cases: 4/15/21 through 4/21/21

Commissioner Leslie Duncan moved that the Board approve the Consent Calendar as it appeared on the agenda. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**D. Payables List (Action):**

Commissioner Duncan moved that the Board accept the Payables List for the week of April 19, 2021 through April 23, 2021 in the amount of \$622,187.09, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**E. Changes to the Agenda (Action):** There were no changes to the agenda.

**F. Action Items:**

**Professional Services Agreement/Professional Engineering Services/Z-Wall Extensions/Ramsey Transfer Station/Jacobs/CH2M Hill/Solid Waste**

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval of a professional services agreement with CH2M Hill Engineers for Z-wall extensions at the Ramsey Transfer Station. He said the estimated fee was \$55,087 and was included in the FY21 Budget.

Commissioner Duncan moved that the Board approve the professional services agreement for the professional engineering services on the Z-Wall Extensions Project at Ramsey Transfer Station with Jacobs. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Short Form Agreement/Professional Services for Site Disturbance Review/Welch-Comer/Community Development**

Community Development Director David Callahan explained this contract would allow Community Development to continue to use Welch-Comer for site disturbance permits. He stated that the expense was fully budgeted under their Consultant Line Item. He added that this would continue services as agreed upon in the past.

Commissioner Brooks moved that the Board approve the short form agreement for professional services for Site Disturbance Review with Welch-Comer. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Callahan and Mr. Phillips exited the meeting at 2:05 p.m.

**Notice of Termination/Memorandum of Understanding/Joint Use of Kootenai Fire & Rescue Facility/Office of Emergency Management**

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish explained that OEM had previously stored an antenna trailer at the Kootenai Fire & Rescue Facility. She said they were now able to move it out to the new OEM building, so this item represented a notice of termination on the prior agreement.

Commissioner Duncan moved that the Board approve notice of termination of the Memorandum of Understanding for the Joint Use of Kootenai Fire & Rescue Facility by the Office of Emergency Management. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Grant Agreement/2020 State Homeland Security Grant Program (SHSP)/Coeur d'Alene Tribe/Office of Emergency Management/Resource Management Office**

Ms. Irish requested the Board's approval of the grant agreement and said the funds would be used to purchase laptops for the Coeur d'Alene Tribal Police.

Commissioner Brooks moved that the Board approve the grant agreement through the 2020 State Homeland Security Grant Program for the Coeur d'Alene Tribe through the Office of Emergency Management. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**First Amendment to Agreement/Kootenai County/Passio Technologies/Intelligent Transportation System (ITS) Technology Solutions/Resource Management Office**

Resource Management Office (RMO) Transit Fleet Maintenance Manager Joshua Nelson requested the Board's approval of the first amendment to an agreement between Kootenai County and Passio Technologies for the Intelligent Transportation System (ITS) Technology Solutions.

RMO Senior Program Manager Kimberli Riley stated that there would be a one-time charge of \$9,083 and then \$6,696 charged annually, representing an increase of \$558 per month. She said it would be funded from their existing ITS (Intelligent Transportation System) award.

Commissioner Duncan moved that the Board approve the first amendment to the agreement with Passio Technologies for the Intelligent Transportation System Technology Solutions. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Request for Reimbursement/Close-out/WW21-1-28-2/Waterways Improvement Fund (WIF) Grant/Idaho Department of Parks & Recreation/Resource Management Office/KCSO**

KCSO Sergeant Ryan Miller explained this represented a close out of a grant used to buy a replacement Marine truck under the Waterways Improvement Fund (WIF). He said the grant totaled \$36,561, with a match from the County of \$22,406 and an overage of \$3,551.71, which brought the total to \$58,967. He added that the County portion came from restricted funds from the Vessel Account.

Commissioner Brooks moved that the Board approve the request for reimbursement for the close out of WW21-1-28-2 from the Waterways Improvement Fund Grant from the Idaho Department of Parks & Recreation and the Resource Management Office. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**FY21 Homeland Security Grant Program (HSGP)/Operation Stonegarden/Resource Management Office/KCSO**

KCSO Lieutenant Michael McFarland asked the Board's approval for the FY21 Homeland Security Grant Program application for \$141,533.78, to be used for Operation Stonegarden. He stated this would be used to pay for equipment and overtime.

Ms. Riley pointed out that RMO was seeking to recover indirect administration costs for the grant application process, where it was permitted. She said they had filed for the 10% de minimus rate, \$12,545, for this application. She stated that if that was not approved, there was an alternate process which would allow them to receive \$6,899.77 M & A (Management and Administration fee) for their efforts.

Commissioner Duncan moved that the Board approve the application for the FY21 Homeland Security Grant Program for Operation Stonegarden. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

Sergeant Miller exited the meeting at 2:13 p.m.

**Contract/North Idaho Landscapes & Forestry Hand Treatment/Resource Management Office**

Ms. Riley requested the Board's approval of a contract with North Idaho Landscapes & Forestry for treatment of fourteen acres at for the Fernan Lake Natural Area Project. She said the cost would be \$55,000.

Commissioner Brooks moved that the Board approve the contract with North Idaho Landscapes & Forestry for the hand treatment of the area described with the Resource Management Office. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Contract/North Idaho Landscapes & Forestry Hand and Chipping Treatment/ITD ROW/Resource Management Office**

Ms. Riley explained that this item was for a different part of the same project referenced in item eight of the agenda, but was for a two acre portion that bordered the Route 90 Right of Way (ROW). She commented it would include both hand treatment and chipping services at a cost of \$9,500.

Commissioner Duncan moved that the Board approve the contract with North Idaho Landscapes & Forestry for the hand and chipping treatment of the ITD (Idaho Transportation Department) Right of Way. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Memorandum of Understanding/Forensic Science Division/Montana Department of Justice/Coroner**

Dr. Keene reported that his current contract with Spokane expressly limited the number of deaths that they would handle to five within a 24 hour period. He said that the County needed to be prepared in case of a larger mass fatality event. He explained that this agreement would allow his office to send up to fifteen fatalities to Missoula.

Dr. Warren confirmed that he would send a copy of his office policy outlining the procedures followed in such an event to the Commissioners.

Commissioner Brooks moved that the Board approve the Memorandum of Understanding with the Forensic Science Division of the Montana Department of Justice. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Dr. Keene exited the meeting at 2:18 p.m.

#### **Correction/Tax Deed Bid/AIN 300182/Russo**

Commissioner Duncan explained that the AIN from item eight, "Tax Deed Bids/AIN 300183/Russo/Boyayan" had been listed incorrectly on the April 20, 2021 agenda. She said it should have been AIN 300182.

Commissioner Duncan moved that the Board accept the correction to the tax deed bid AIN 300182, to ratify the sale to Russo. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

#### **Resolution 2021-53/Surplus Vehicle/Adult Misdemeanor Probation**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson asked that the Board approve Resolution 2021-53, to declare a vehicle surplus and allow it to be sent to auction. He explained that safety items on the vehicle could not be replaced. He noted that the asset number was 3991.

Commissioner Brooks moved that the Board approve Resolution 2021-53, to surplus a vehicle from Adult Misdemeanor Probation. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

- G. 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. There were no public comments.

**H. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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