

**Minutes of Meeting
Commissioners' Status Update
January 19, 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 Public Defender Anne C. Taylor, Finance Director Dena Darrow, Office of Emergency Management (OEM) Director Tiffany Westbrook, Human Resources (HR) Generalist – Compliance Cecilia Sweet, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, Longwell Trapp Architects Representative Cory Trapp, Lombard Conrad Architects Representatives Ken Gallegos and Russ Moorhead, North Idaho Fair General Manager Alexcia Jordan, Kootenai County Residents Summer Bushnell and Sandy White, and Coeur d'Alene Press Reporter Madison Hardy. Commissioner Brooks, Mr. Moorhead, Ms. Jordan, Mr. Gallegos and Ms. Westbrook were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Discussion):**

OEM Update on Status of Funding for COVID Response Efforts

Office of Emergency Management (OEM) Director Tiffany Westbrook reminded the Commissioners that government COVID funding had ended December 31, 2020. She said OEM was still getting requests from different departments for PPE (Personal Protective Equipment), mainly gloves and masks. She asked how the Board would like them to handle these requests in the future.

Ms. Westbrook explained that OEM could get better prices buying PPE in bulk than the individual departments could ordering for themselves. She said they did not expect the total cost to exceed \$10,000, but she would like some assurance from the Board that, if OEM exceeds its budget, they will be made whole.

Finance Director Dena Darrow added that it would be easier to track the expense if the purchasing were handled by just OEM, instead of spread out among departments. She cautioned that they might still need to make the data available to the government at some point.

Both Commissioner Bill Brooks and Commissioner Leslie Duncan expressed concern that OEM not overstock on items beyond what would be needed.

Ms. Westbrook responded that OEM had been keeping track of demand and their stock very carefully so that would not happen.

Ms. Darrow suggested that any costs for additional, COVID-related cleaning or fogging be tracked as well.

Commissioner Duncan suggested that Ms. Westbrook bring the subject back to a Business Meeting when and if it became apparent that OEM would exceed their budget.

The other Commissioners expressed general agreement.

County Property Storm Damage Update

Human Resources (HR) Generalist – Compliance Cecilia Sweet provided a list of all the damage reports to County property from the windstorm she had received so far. She commented that they had not yet received estimates, but confirmed that ICRMP (Idaho County Risk Management) would pay most of the expenses, after the deductible was satisfied.

Chairman Fillios reported that there had been five trees leaning toward the Romer House. County Surveyor Rodney Jones had looked at the property lines and confirmed that the trees were on County land.

Chairman Fillios said that the owner of the Romer House had paid for the removal of the trees, about \$7,000, and the County would reimburse them as soon as possible.

Ms. Sweet exited the meeting at 11:14 a.m.

Option 5 Attorney Center

Commissioner Duncan commented that it seemed as though the Board would need to decide whether to settle for less space in the new building or accept an increased price. She said that the two newest options provided by LCA (Lombard Conrad Architects), #5 and #6, still did not offer the full amount of space it was projected that the County would need for the next 20 years.

Contractor Shawn Riley pointed out that FF&E (Fixtures, Furnishing and Equipment) had not been included in the prices for #5 and #6. He cautioned that the County would still need to find about \$600,000 more than those estimates to finish the interior.

LCA Representative Ken Gallegos stated that they would need to know exactly what departments would be going into the new building before they could finalize their estimates.

Longwell Trapp Architects Representative Cory Trapp urged the Commissioners to consider all of the spaces the County had available in different buildings when making those decisions. He remarked that the new courtrooms and the Public Defender's Office needed to go into the new building, but other departments could be shifted to other places.

Mr. Riley said that they could not engage a CMGC (Construction Manager/General Contractor) without a settled price for the building.

Commissioner Brooks voiced his support for Mr. Trapp's point. He stressed that the Board needed to decide who would go where and added that he would not consider offering his approval to any estimated expense until that was done.

Chairman Fillios reminded all present they would not find out until April what changes the Legislature might impose that would affect their ability to finance the project.

Mr. Gallegos reviewed the proposed timeline for the project.

Public Defender Space

Commissioner Duncan said she did not think that the Public Defender's Office could wait for the new building to be completed; they needed space sooner. She said that, since their lease would be up this year, she would like to do a Request for Proposal (RFP) for office space and review offers. She explained that she, Mr. Riley and Public Defender Anne C. Taylor could work together to collect specifications for the space needed. She remarked that commercial space was not in great demand in the area right now, so they might be able to find housing for the department for the next three years. She asked the other Commissioners' support.

Both Chairman Fillios and Commissioner Brooks agreed.

Commissioner Duncan assured them that bids would be collected and opened in a Business Meeting, according to normal procedures.

Chairman Fillios pointed out that Community Development could be moving to the KEC (Kootenai Electric Cooperative) building, so there would be space in the Administrative Building that could be configured to suit Ms. Taylor's needs. He asked those present to think about that idea.

Ms. Taylor exited the meeting at 11:42 a.m.

Ms. Taylor said she estimated they would need a total of between 10,000 and 12,000 square feet of space.

Pending Items Status Review – List Attached

Citizen Advisory Committee

Commissioner Brooks confirmed that this project was still on hold. He reminded those present that this was a separate entity than the group he was forming to explore alternate forms of government for the County and clarified the areas each group would cover. He said he hoped to have the bylaws for the Citizen Advisory Committee done by the end of the week.

Facilities Expansion

All agreed that topic had been sufficiently covered earlier.

PAC Airport Lease

Commissioner Duncan said she was waiting for an update from Wally Jacobsen.

1A/1B Audio Upgrade

BOCC Communications Manager Nancy Jones stated she was working on a contract for this project.

Financial Snapshot

This will be done on the first Commissioners' Status Update of each month.

Ms. Darrow, Mr. Riley, Mr. Trapp and Coeur d'Alene Press Reporter Madison Hardy exited the meeting at 11:46 a.m.

- 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.

Kootenai County Resident Summer Bushnell asked whether the County could accept donations toward purchase of PPE.

The Commissioners agreed that any such offers would be considered and accepted if possible.

Ms. Bushnell voiced her concerns about the County's proposed new building, including questioning whether additional courtroom space was needed when many functions were shut down due to the pandemic and more people were working from home.

Chairman Fillios and Commissioner Duncan explained why the courtroom space would be needed and that the Public Defender's Office and the Prosecutor's Office, had more personnel to house.

Kootenai County Resident Sandy White inquired about the process of replacing the two members from Kootenai County on the Panhandle Health District (PHD) Board.

Chairman Fillios reviewed the process by which those board members were selected. He noted that one person's term expired this coming June while the other's was good through another year. He said he would consider the possible change in members in June. He noted that they had no way of knowing who would apply for the opening at this time.

Commissioner Brooks said he felt the question should be taken up in June. He suggested that an Elected Official be placed in the vacant slot and volunteered to serve himself, if no one else offered.

Ms. White asked what qualifications were needed to serve on that board and how to apply.

Ms. Jones remarked that the upcoming legislative session may impose changes in this area as well, so it might be necessary to wait until April to get those answers.

Ms. White said that she never received any response from the PHD Board when she tried to contact them.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 12:04 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
