

Minutes of Meeting
Business Meeting
March 1, 2022
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, KCSO Captain Brett Nelson, KCSO Lieutenant Ryan Higgins, KCSO Sergeant Ryan Miller, Juvenile Detention Director JT Taylor, Shift Supervisor Jeremy Roth, Airport Director Steven Kjergaard, Chief Bailiff/Jury Commissioner Pete Barnes, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident William Le. Lieutenant Higgins was present via teleconference. Commissioner Leslie Duncan was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Juvenile Detention Director JT Taylor 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.

There were no changes to the agenda.

- E. Approve Meeting Minutes (Action)**

02/24/2022	Community Development Update
02/15/2022	Business Meeting
02/16/2022	Elected Officials
02/16/2022	Public Defense Commission
02/18/2022	Kootenai County Court Facility Expansion

Commissioner Leslie Duncan and Chief Deputy Assessor Allyson Knapp entered the meeting at 2:02 p.m.

Commissioner Bill Brooks moved that the Board approve items one through five on the agenda, the submitted minutes for approval. 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.

- F. Approve Consent Calendar (Action)**

BOCC Signatures for Indigent Cases: 02/17/2022 – 02/23/2022
Assessor Cancel Occupancy Billing – Tax Charge Correction
Assessor Allow Homeowner Exemption
Human Resources PAF/SCF Report for FY22 PP05 Week 2

Commissioner Brooks moved that the Board approve items six through nine as part of the Consent Calendar. 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. Approve Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of February 21, 2022 through February 25, 2022 in the amount of \$412,321.51, 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.

H. Business:

Scope of Work and Contract/Impact Fee Analysis/Capital Improvement Plan Development/Galena Consulting/BOCC (Action)

Commissioner Brooks stated that the contract with Galena Consulting for the Impact Fee Analysis was ready for signing.

Commissioner Brooks moved that the Board approve the scope of work and contract for the Impact Fee Analysis for the Capital Improvement Plan Development with Galena Consulting. 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.

Commissioner Duncan reported that the process would be accelerated so that all the community outreach could be done at once, rather than in two separate batches.

Proclamation: Telecommunicator's Week/911 (Action)

KCSO Lieutenant Ryan Higgins asked the Board to approve a proclamation declaring April 10 through April 17, 2022 as Telecommunicator's Week.

Commissioner Duncan read the proclamation into the record.

Commissioner Duncan moved that the Board declare the week of April 10, 2022 through April 17, 2022 Telecommunicator's Week. 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.

Advisory Board – Application/David Atkins/Community Guardians – Term Ending 12/31/2022/BOCC (Action)

Commissioner Brooks moved that the Board approve the appointment of David Atkins to the Board of Community Guardians for the term ending December 31, 2022. 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.

Advisory Board – Appointment/Suzanne Scheidt/Aquifer Protection District – Term Expires 12-31-2022/BOCC (Action)

Commissioner Duncan moved that the Board approve the appointment of Suzanne Scheidt to the Aquifer Protection District for the term ending December 31, 2022. 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.

Contract for Services between Robobem PREA Auditing LLC and District I Juvenile Detention/Robobem PREA Auditing LLC/Palmquist/Juvenile Detention (Action)

Juvenile Detention Director JT Taylor requested the Board's approval for a contract for services between Robobem PREA (Prison Rape Elimination Act) Auditing LLC and District I Juvenile Detention. He remarked that this agency was local and would be much less expensive than others they had looked at. He said the audit would take effect at the end of August 2022 and the expense was included in their budget.

Commissioner Brooks moved that the Board approve the contract for services between Robobem PREA Auditing LLC and District I Juvenile Detention. 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.

Program Agreement and MOA/US Customs and Border Protection/CDA Jet Center LLC/Airport (Action)

Airport Director Steven Kjergaard requested the Board's approval of a program agreement and MOA (Memorandum of Agreement). He explained that CDA Jet Center LLC (aka Stancraft Jet Center LLC) would have an US Customs and Border Protection agent present for 40 hours a week. He said that the County would receive the money from Stancraft to pay for the agent, then pass it on; there would be no actual cost to the County. He confirmed that the agreement would terminate immediately if Stancraft decided they no longer wished to pay for it.

Commissioner Duncan remarked that having an agent present would allow people coming directly from Canada or other places out of the country to land at the Airport instead of going elsewhere.

Commissioner Duncan moved that the Board approve the Program Agreement and MOA with Stancraft Jet Center or CDA Jet center LLC with Kootenai County and also approve the US Customs and Border Protection Agreement with Kootenai County. 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.

Financial/Budget: Transfer of K9 Insurance Reimbursement to K9 Donation Account/Sheriff/Patrol (Action)

KCSO Captain Brett Nelson reminded those present that K9 Dyno had been retired due to health issues and that ICRMP (Idaho Counties Risk Management Program) had paid for his replacement. Captain Nelson asked that the amount of \$16,749.34 be transferred from the County's Reimbursement Account to the K9 Donation Account. He confirmed that the funds would be used to replace the dog and for any other related expenses.

Commissioner Brooks moved that the Board approve the transfer of the K9 insurance reimbursement to the K9 Donation Account. 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.

Captain Nelson exited the meeting at 2:14 p.m.

Grant Agreement/Agreement between Idaho Department of Parks and Recreation and KC Recreational Boating Safety Program/Idaho Department of Parks and Recreation (IDPR) \$112,712/Cash Match Vessel Account \$56,356/Resource Management Office (Action)

KCSO Sergeant Ryan Miller requested the Board's approval of a grant agreement between the Idaho Department of Parks & Recreation and the Kootenai County Recreational Boating Safety Program in the amount of \$112,712, with a cash match of \$56,356 to come from the Vessel Account. He said this would pay for the Marine Deputies.

Commissioner Duncan moved that the Board approve the grant agreement between the Idaho Department of Parks and Recreation and the Kootenai County Recreational Boating Safety Program. 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.

Ratify Contract for District Court to use Eagles Property for Jury Selection/First Session March 1st 2022/Hayden Eagles/Bailiffs & Security (Action)

Chief Bailiff/Jury Commissioner Pete Barnes requested that the Board ratify a contract for District Court to use property owned by the Hayden Eagles for jury selection as needed. He commented that there were facilities at the Fairgrounds and in Administrative Building Meeting Room 1B that could also be used, if necessary.

Commissioner Brooks moved that the Board ratify the contract for District Court to use Eagles property for jury selection. 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.

Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 2:18 p.m.

Status Update Pending Items (Discussion)

Facilities Expansion

Commissioner Duncan said that they were just waiting for the ARPA (American Rescue Plan Act) presentation in March to proceed.

PAC Airport Lease

Commissioner Duncan stated that PAC (Panhandle Area Council) had their next Board meeting on March 24, 2022. She indicated that the agreement would be signed by them at that time and would then come to the BOCC.

Skeet & Gun Club

Commissioner Brooks said he had not yet received any information from them.

Impact Fee Analysis

Commissioner Brooks announced that the agreement had been completed. He suggested the item be removed from the Status Update list.

North Lot Land Sale

Commissioner Duncan reported that the plot survey had been completed and sent to Legal, so that the deed could be completed, after which the documents would be presented at a Business Meeting.

Financial Snapshot

Finance Director Dena Darrow provided an update of the County's financial status. She commented that we were 40% through the current fiscal year.

- Medical expenses were at or under 40%, which was on target for the time of year.
- Budgeted expenses to actual expenses, listed by Elected Official showed that all areas were also under 40%
- Public Defender had the most open positions, followed by the Jail and 911. She said these three areas account for 52% of all openings.
- Overtime use, if KCSO were considered as a whole, was just under 40%, which she commented was excellent, considering their staffing issues. She said the Overtime at the Assessor's Office, Clerk's Office and District Court was significant, but also understandable considering their staffing issues and other areas were all on track.
- Ms. Darrow commented that Revenues looked high at the moment because there was substantial grant money that had been collected but not yet spent.

ARPA Statement

Chairman Fillios read the prepared ARPA statement into the record.

- 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.

William Le, Coeur d'Alene, asked for confirmation of the date, time and location of the ARPA Town Hall Meeting.

Commissioner Duncan stated that she was holding the Town Hall Meeting on March 8, 2022, from 6:00 p.m. through 8:00 p.m. in Meeting Room 1A & 1B at the Administrative Building.

J. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk