

Minutes of Meeting
Business Meeting
March 8, 2022
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 Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Information Technology (IT) Network Administrator Grant Kinsey, GIS (Geographic Information System) Manager David Christianson, KCSO 911 Communication Services Administrator Collin McRoy, Solid Waste (SW) Business & Finance Manager Angela Burgeson, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, 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 were Board of Community Guardians Chair David Levine, Aquifer Protection Board Chair Necia Maiani, Sunshine Disposal & Recycling Representatives Steve Wulf and Marcus Cooksey, PacWest Machinery LLC Representative Craig Patterson and Pat Morris. Ms. Maiani, Ms. Cross and Mr. McRoy were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Solid Waste (SW) Business & Finance Manager Angela Burgeson 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)**

03/03/2022	Signing/MSF21-0008/The Club at Rock Creek 3 rd Addition/Community Development Minutes
03/03/2022	Signing/APP21-0002 Meadowbrook West Road Association/Community Development Minutes
02/22/2022	Business Meeting
02/24/2022	Human Resources: Personnel Changes
02/28/2022	Airport

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

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax/Valuation
Hayden Area Regional Sewer Board (HARSB) Payment Request Forms/Century
West/AQUA/JUB/TML/PAC/NUCOR/Huber/NL Fire District/APSCO/STRATA
Kennel License Renewal/Duren/Sierra Kennels
Human Resources PAF/SCF Report for FY22 PP6 Week 1
BOCC Signatures for Indigent Cases: 02/24/2022 to 03/02/2022

Commissioner Duncan moved that the Board approve items six through ten as part of the Consent Calendar. 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.

G. Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of February 28, 2022 through March 4, 2022 in the amount of \$885,592.94, 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:

Bid-Opening Bid #2022-05/Hydraulic Excavator Bid Opening/Solid Waste (Action)

Commissioner Duncan opened the three bids received.

- PacWest Machinery LLC – submitted no bid
- Pape Machinery, Inc. – 2022 John Deere \$363,400
- Western States – 2022 Caterpillar \$383,752.91

Commissioner Duncan moved that the Board acknowledge receipt of the bids and forward them to Solid Waste and Legal for review. 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.

Bid-Award Bid #2022-02/Rural System Collection Bid Award/Solid Waste (Action)

Solid Waste (SW) Business & Finance Manager Angela Burgeson asked the Board to approve the acceptance of the bid for the Rural System Collection bid submitted by Sunshine Disposal.

Commissioner Duncan moved that the Board award Bid #2022-02 for Rural System Collection services to Sunshine Disposal. 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.

Ms. Burgeson and Sunshine Disposal & Recycling Representatives Steve Wulf and Marcus Cooksey exited the meeting at 2:09 p.m.

Renewal of MOUs – Kootenai County and Marimn Health – needing Board signatures/ Benawah Medical Center dba Marimn Health/911 (Action)

Renewal of MOUs – Kootenai County and Kootenai County Coroner/Kootenai County Coroner/911 (Action)

Renewal of MOUs – Kootenai County and Shoshone Ambulance Service District – needing Board signatures/Shoshone Ambulance Service District/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy confirmed that all three of the MOUs (Memoranda of Understanding) referenced were for the standard radio use agreement renewals. He indicated that the items could be handled together.

Commissioner Duncan moved that the Board approve the renewal of the MOUs for Marimn Health, Kootenai County Coroner and Shoshone Ambulance Service with the Kootenai County 911 System. 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.

Renewal of Regence BlueShield of Idaho Contract for 2022/Regence BlueShield of Idaho/Human Resources (Action)

Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross requested the Board’s approval of the renewal of the Regence BlueShield of Idaho Contract for 2022. She said the only changes were to eligibility and to the pharmacy benefits.

Commissioner Duncan moved that the Board approve the renewal of the Regence BlueShield of Idaho Contract for 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.

Chief Deputy Assessor Allyson Knapp entered the meeting at 2:11 p.m.

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

Commissioner Duncan explained that item on last week’s agenda had been worded incorrectly, so it needed to be ratified.

Commissioner Duncan moved that the Board approve the appointment of David Atkins to the Board of Community Guardians, with a 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.

Resolution 2022-21/Classify Records – Board of Community Guardians/BOCC (Action)

Resolution 2022-22/Destroy Records – Board of Community Guardians/BOCC (Action)

Chairman Fillios indicated that items 19 and 20 on the agenda could be covered together.

Board of Community Guardians Chair David Levine requested the Commissioners’ approval to classify and destroy records, according to Idaho statute.

Commissioner Duncan moved that the Board approve Resolution 2022-21 and Resolution 2022-22, for the classification and destruction of records for the Board of Community Guardians per Idaho Code. 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 2022-23/Surplus Property/Asset Deletion/GIS/Information Technology (Action)

GIS (Geographic Information Systems) Manager David Christianson requested the Board's approval of Resolution 2022-23, to allow surplus of property and asset deletion. He explained that three of the four items listed were software and the fourth item was a group of photos that were no longer needed.

Commissioner Duncan moved that the Board approve Resolution 2022-23, for the surplus of property and asset deletion of items for GIS. 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 2022-24/Surplus Property/Asset Deletion/Information Technology (Action)

Information Technology (IT) Network Administrator Grant Kinsey requested the Board's approval of Resolution 2022-24, to allow surplus of property and asset deletion. He explained the items were servers and switches that had outlived their usefulness.

Commissioner Duncan moved that the Board approve Resolution 2022-24, for the surplus of property and asset deletion for IT. 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.

Mr. Christianson and Mr. Kinsey exited the meeting at 2:14 p.m.

Financial/Budget: Approve Aquifer Protection District Master Plan Funding Request/BOCC (Action)

Aquifer Protection Board Chair Necia Maiani asked the Board to approve the Aquifer Protection District's Master Plan Funding Request.

Commissioner Duncan moved that the Board approve the budget request of the Aquifer Protection District to fund a Master Plan, not to exceed \$10,000. 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.

Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 2:17 p.m.

Fund Balance Assigned and Unassigned Balances (Discussion)

Finance Director Dena Darrow called the Commissioners' attention to documents she provided illustrating the current County policy of placing two months of expenses in the Unassigned Fund Balance as compared to the proposal to reserve three months of expenses. She indicated the different amounts that would be available during Budget Season for the Assigned Fund Balance. She suggested that the Commissioners review the documents and then meet with her at a later date to discuss which they preferred.

Commissioner Duncan remarked that she would like to reserve two and a half months expenses, due to other considerations.

Ms. Darrow confirmed that the reserve did not have to be held in full month increments.

Status Update/Pending Items List

Facilities Expansion

Commissioner Duncan said the next update would come after the ARPA (American Rescue Plan Act) meeting near the end of March.

PAC Airport Lease

Commissioner Duncan stated that this issue was to be determined in the March 24, 2022 PAC (Panhandle Area Council) meeting.

Skeet & Gun Club

Commissioner Brooks indicated that he hoped to hear something by the end of March, but it might be later than that.

Commissioner Duncan remarked that, since their lease expired in April 2023, the Board may not receive a response from them until December.

North Lot Land Sale

Commissioner Duncan said that they were waiting for Legal to provide the required paperwork to conclude the arrangements. She added that this would be placed as an item on a future Business Meeting agenda.

Financial Snapshot

This will be updated again on the first Business Meeting in April.

- 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. There were no public comments.

J. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:23 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk