

**Minutes of Meeting  
Business Meeting  
March 16, 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 Solid Waste Director John Phillips, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Finance Director Dena Darrow, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Airport Director Steven Kjergaard, KCSO Lieutenant Scott Maxwell, Buildings & Grounds (B&G) Operations Manager Greg Manley, Information Technology (IT) Network Administrator Grant Kinsey, 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. Also present was Kootenai County Resident Steve Anderson. Mr. Snyder, Mr. Kjergaard and Lieutenant Maxwell were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Solid Waste (SW) Director John Phillips led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

02/24/2021	Solid Waste
03/02/2021	Vintage Hydroplane Event
03/02/2021	Business Meeting
03/03/2021	Request for Cancellation of Taxes
03/04/2021	Community Development Update
03/04/2021	Auditor

**Board Actions:**

Treasurer's Monthly Settlements and Statements/February 2021  
Hayden Area Regional Sewer Board/Payment Request Form/AQUA Engineering; J-U-B Engineering  
Kennel License Renewal/Peterson/B&C Kennel  
Human Resources/Personnel Changes: COVID 19 Pay/KCSO; Overtime/Land Records/Assessor; Chief Deputy Treasurer Pay; Job Evaluation/Classification Policy  
PAF/SCF Report: BOCC Review PP6/Week 2/Human Resources  
BOCC Signatures for Indigent Cases: 3/4/11 through 3/10/11

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 March 8, 2021 through March 12, 2021 in the amount of \$843,726.88, with \$427.24 in 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:**

**Third Amendment/Consultant Agreement for Professional Services/Great West Engineering, Inc./Fighting Creek Landfill Fill Planning/Solid Waste**

Solid Waste (SW) Director John Phillips requested the Board's approval for the third amendment to the consultant agreement for professional services with Great West Engineering, Inc. for the Fighting Creek Landfill Fill Planning. He stated that Great West's fee would not exceed \$10,900 for this amendment and explained this would modify their contract with Great West for an overall total not to exceed \$66,712.

Commissioner Duncan moved that the Board approve the third amendment for the consultant agreement for professional services with Great West Engineering, Inc. for the Fighting Creek Landfill Fill Planning. 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.

**Authorization/Purchase of Stationary Compactor and Containers/Solid Waste**

Mr. Phillips requested the Board's authorization to purchase a stationary cardboard compactor and two bins. He noted the funds would be drawn from approved facility capital improvement funds from the FY21 Budget. He said the entire cost of the project would be about \$80,000.

Commissioner Duncan moved that the Board authorize the purchase of the stationary compactor and containers for Solid Waste. 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. Phillips exited the meeting at 2:06 p.m.

**Addendum “B” to Lease/Sky Masters, LLC/Airport**

Airport Director Steven Kjergaard requested the Board’s approval of an Addendum “B” to the lease for Sky Masters, LLC to accommodate a new development and ground lease lot directly south of their parcel. He explained it would reduce the size of their lot from 21,590 sq. ft. to 19,200 sq. ft. and would cause a small reduction of revenue during March 2021, until the new development and ground lease was completed and approved by the Board.

Commissioner Duncan moved that the Board approve Addendum “B” to the lease with Sky Masters, LLC at the Airport. 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.

**Work Order 21-03/Construct Gulfstream Road and Utility Project/T-O Engineers/Airport**

Mr. Kjergaard requested the Board’s approval of Work Order 21-03, for T-O Engineers to construct the Gulfstream Road and Utility Project. He explained that they would install water, sewer and dry utilities to the Gulfstream Road lease lots, in addition to constructing Gulfstream Road. He reminded the Commissioners that tenants would reimburse the Airport for the expense of installing utilities. He said the total fee would be \$93,600.

Commissioner Duncan moved that the Board approve Work Order 21-03 for the construction of Gulfstream Road and Utility Project, for the design and observation, with T-O Engineers. 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.

**Amendment No. 1/Partial Airport Perimeter Fence/Automated Gate/Additional Services/T-O Engineers, Inc./Airport**

Mr. Kjergaard requested the Board’s approval of Amendment No. 1, for additional services from T-O Engineers, Inc. in the Partial Airport Perimeter Fence project. He stated this would be covered 100% by grants they would receive from the FAA (Federal Aviation Administration).

Commissioner Duncan moved that the Board approve Amendment No. 1 for the Partial Airport Perimeter Fence and Automated Gate project, for additional services from T-O Engineers. 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 Application/AIP 3-16-0010-051-2021/Construct Snow Removal Equipment (SRE) Building/Airport**

Mr. Kjergaard requested the Board's approval of the application for FAA grant AIP-3-16-0010-051-2021, for the construction of the Snow Removal Equipment Building, for a total of \$2,433,500. He commented that it was planned with a 90% coverage of expenses by the FAA, but it could be changed to 100% coverage. He said that if the project were only covered at 90% by the FAA, half of the remaining 10% would probably be covered by the state.

Commissioner Duncan moved that the Board approve the grant application, AIP-3-16-0010-051-2021, for the construction of the Snow Removal Equipment Building at the Airport. 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.

**Non-Binding Memorandum of Understanding/Crisis Intervention Team Collaborative (CITC)/City Police Departments/County Sheriff/County Paramedics/Idaho Department of Health & Welfare/Regional Crisis Centers/Emergency Assistance Agencies/Adult Misdemeanor Probation**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board's approval of a non-binding memorandum of understanding to establish a Crisis Intervention Team Collaborative between a number of groups providing emergency assistance. He explained that the purpose would be to create a mobile response group for dealing with mental health issues. He confirmed that the team would be available 24/7.

Commissioner Duncan moved that the Board approve the memorandum of understanding for the Crisis Intervention Team Collaborative with city police departments, County Sheriff, County Paramedics, Idaho Department of Health & Welfare, regional crisis centers and emergency assistance agencies. 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. Hutcheson exited the meeting at 2:14 p.m.

**Memorandum of Understanding/Episcopal Diocese of Spokane/Camp Cross/Parks & Waterways**

Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval of a memorandum of understanding with the Episcopal Diocese of Spokane regarding Camp Cross. He explained that this would facilitate the permitting, placement and maintenance of six buoys which would protect the swimming area of Camp Cross. He said the additional protection was necessary due to the location of the camp.

Commissioner Duncan moved that the Board approve the memorandum of understanding with the Episcopal Diocese of Spokane for Camp Cross buoys in the swim area. 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.

**Maintenance Agreement/H&H Business Systems/KCSO/Information Technology**

Information Technology (IT) Network Administrator Grant Kinsey requested the Board's approval of a maintenance agreement with H&H Business Systems for a copier at KCSO.

Commissioner Duncan moved that the Board approve the maintenance agreement with H&H Business Systems for a machine at KCSO. 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.

**Approval/Tree Removal/Justice Building/Buildings & Grounds**

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval to remove trees from the front of the Justice Building. He stated that they were leaning and might present a future hazard. He said the cost would be around \$16,500 and the resulting wood would be donated. Mr. Manley added that the expense would be submitted to ICRMP (Idaho Counties Risk Management Program) but he was not sure whether it would be covered.

Commissioner Duncan moved that the Board approve the tree removal in front of the Justice Building using American Quality Landscapes for \$16,500. 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.

**Approval/New Intercom System/Jail/Arc Security Integration/Buildings & Grounds**

Mr. Manley explained that they planned to update the existing intercom system at the Jail. He said it would be integrated into the rest of the Jail systems and the cost would be about \$12,160. He stated that the cost would come from the Jail Maintenance Budget.

Commissioner Duncan moved that the Board approve the new intercom system for the Jail, from Arc Security Integration. 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. Manley exited the meeting at 2:20 p.m.

**Audiovisual Solution Proposal/Avidex/Board of Commissioners**

BOCC Communications Manager Nancy Jones requested the Board's approval of the contract with Avidex for the audiovisual upgrade in the meeting rooms of the Administrative Building. She described the improvements which would be made and the initial warranty option selected. She said the total cost would be \$50,980, which would include project management, engineering, labor, training on the system and the service plan. She predicted that it would take about two months to complete the project and that the system would be down for two weeks. She added that both Legal and IT had reviewed the proposal and had not voiced any objections.

Commissioner Duncan moved that the Board approve the Audiovisual Solution Proposal with Avidex. 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 2021-30/Assigned Fund Balance for 2021/Auditor**

Finance Director Dena Darrow requested the Board's approval of Resolution 2020-30, for allocation of the Assigned Fund Balance for FY2021.

Commissioner Duncan moved that the Board approve Resolution 2020-30, for the Assigned Fund Balance for 2021. 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 2021-31/Surplus Vehicle/KCSO**

There was no representative from KCSO available to present this item, so Commissioner Duncan volunteered to cover it. She explained that KCSO had a 2001 Dodge van which had surpassed its use and KCSO would like to send it to auction. She said the Blue Book value was approximately \$1,963.

Commissioner Duncan moved that the Board approve Resolution 2021-31, for the surplus of a vehicle for KCSO. 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. Kinsey exited the meeting at 2:25 p.m.

**Resolution 2021-32/Classify Records/KCSO**

**Resolution 2021-33/Destroy Records/KCSO**

Chairman Fillios stated that items fifteen and sixteen could be handled together.

KCSO Lieutenant Scott Maxwell requested the Board’s approval of Resolutions 2021-32 and 2021-33, to classify and destroy records.

Commissioner Duncan moved that the Board approve Resolutions 2021-32 and 2021-33, to classify and destroy records per Idaho Code for KCSO. 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. 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 2:27 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

\_\_\_\_\_