

Minutes of Meeting
Business Meeting
March 22, 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 KCSO Sheriff Robert Norris, KCSO Captains Kevin Smart and Brett Nelson, KCSO Lieutenant William Klinkefus, KCSO 911 Communication Services Administrator Collin McRoy, Chief Deputy Assessor Allyson Knapp, Assessor’s Office Administrative Manager Reba Grytness, Residential Appraisal Manager Troy Steiner, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, Elections Manager Asa Gray, Elections Clerk II Rose Carlson, Community Development Director David Callahan, Airport Director Steven Kjergaard, Reprographics/Mail Center Manager David Reid, Information Technology (IT) Network Administrator Grant Kinsey, Civil Deputy Prosecuting Attorneys R. David Ferguson and Pat Braden, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were North Idaho Fair General Manager Alexcia Jordan, Fair Board Chair Jerry Johnson, Welch Comer Associates, Inc. Senior Project Manager Melissa Cleveland, Kootenai County Residents Erik Ketner, Michael Wendland, Andrew Reed, Lindsay Allen, Charlie Rens, Eric Olson and Tom Torgerson. Mr. Kjergaard was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** KCSO Sheriff Robert Norris 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.

Commissioner Leslie Duncan asked that item 27 from the agenda be addressed immediately after item 15.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

02/22/2022	Business Meeting
02/24/2022	Human Resources: Personnel Changes
02/28/2022	Airport
03/08/2022	Business Meeting
03/10/2022	Community Development Update
03/10/2022	Human Resources: Personnel Changes
03/11/2022	Auditor

Commissioner Duncan moved that the Board approve items one through seven 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:

Treasurer’s Monthly Report for January 2022
Treasurer’s Settlements and Statements Report for February 2022
Treasurer’s Monthly Report for February 2022
Canvass of Election/School Election/March 8, 2022
Human Resources PAF/SCF Report for FY22 PP7 Week 1
BOCC Signatures for Indigent Cases: 03/10/2022 to 03/16/2022

Commissioner Duncan moved that the Board approve items eight through thirteen 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. Approve Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of March 14, 2022 through March 18, 2022 in the amount of \$1,244,696.67, 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/RV Park – Phase IV/Fairgrounds (Action)

Commissioner Duncan opened the bids for Phase IV of the Fairgrounds RV Park.

- Stewart Construction Company, Inc.

Base Bid	\$365,535
Add Alt 1	\$32,240
Add Alt 2	\$24,680
Add Alt 3	\$5,400
Add Alt 4	\$20,000
Add Alt 5	\$4,000

Total	\$451,855
• Northwest Grading, Inc.	
Base Bid	\$595,160.85
Add Alt 1	\$22,382.62
Add Alt 2	\$17,134.09
Add Alt 3	\$10,800
Add Alt 4	\$34,000
Add Alt 5	\$3,100.15
Total	\$682,578.71

Commissioner Duncan moved that the Board acknowledge receipt of the bids and forward them to the Fairgrounds 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.

Welch Comer Associates, Inc. Senior Project Manager Melissa Cleveland exited the meeting at 2:06 p.m.

Chairman Fillios stated that item 27 from the agenda would be addressed next.

Financial/Budget: Discussion only on Dispatch Fees and Contracts/Sheriff (Action)

KCSO Sheriff Robert Norris reported that in 1992 agreements were made that allowed 911 fees placed on telephone bills to go to both infrastructure and staff salaries. He said that the law changed in 2006 and those fees were only allowed to go to infrastructure expenses.

Sheriff Norris explained that the Kootenai County 911 Center dispatched calls for fourteen other entities. He said he would like to begin collecting fees from those other entities to help fund their services.

Chairman Fillios asked Sheriff Norris to provide an example of entities that were and were not currently being charged.

Sheriff Norris replied that the Coeur d'Alene Tribal Police paid about \$55,000 per year for the 911 services, but the City of Coeur d'Alene, City of Spirit Lake and the Fire Districts did not. He stated that he would like to see all entities that use the service charged for it.

Commissioner Duncan asked what would happen if the entities did not want to pay.

Sheriff Norris remarked that he had already spoken to most of the groups and none had given a flat refusal. He said he would like the Board's direction to continue his discussions.

All three Commissioners voiced their encouragement.

Sheriff Norris stated that he was working with the Auditor's Office to develop invoices that would be presented to the different group. He noted that he did not expect all the groups to be able to pay the full amount starting immediately. He suggested that a graduated approach be taken to the billing over the next couple of years.

No motion was required at this time.

Sheriff Norris, KCSO Captain Brett Nelson, North Idaho Fair General Manager Alexcia Jordan, Fair Board Chair Jerry Johnson exited the meeting at 2:13 p.m.

Chairman Fillios remarked that they would now proceed to item 16 from the agenda.

Purchase Contract/Motorola Solutions/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of a purchase contract with Motorola to implement an MPLS (Multiprotocol Label Switching) network on the radio system. He explained the project was a prerequisite for other improvements planned for the system and described it in some detail.

Mr. McRoy stated that the total project cost would be \$500,000, which had been included in their budget. He reported that there would be an increase to their maintenance costs for the system, but that was projected to be less than \$10,000.

Commissioner Brooks moved that the Board approve the purchase contract with Motorola Solutions for 911. 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.

KCSO Captain Kevin Smart and Mr. McRoy exited the meeting at 2:15 p.m.

Memo and Sales Agreement Riso Digital Duplicator/Kelley Connect Jerod Keyser/Mail and Reprographics Center (Action)

Reprographics/Mail Center Manager David Reid requested the Board's approval to purchase a Riso Digital Duplicator, which would be used to print envelopes. He explained that he would like to pay for the item out of this year's budget and referred the Commissioners to the memo he had sent them which detailed the gradual breakdown of the previous unit and the greatly increased costs of having envelope printing outsourced.

Commissioner Duncan moved that the Board approve the memo and sales agreement for the Riso Digital Duplicator. 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: Requesting the purchase of two vehicles with our fund balance for Reval (Fund 46)/Assessor/Residential Appraisal Division (Action)

Assessor's Office Residential Appraisal Manager Troy Steiner announced that his department would like to purchase two vehicles during this fiscal year. He said the total cost would be about \$64,000 but there would be no budgetary impact since they could pay from their fund balance. He stated that their two current vehicles, one 20 years old and one 17 years old, were becoming unreliable.

Commissioner Duncan moved that the Board approve the request for the purchase of two vehicles out of the Reval Fund 46 for the Assessor's Office. 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.

Commissioner Duncan asked Mr. Steiner to bring the purchase orders to the Board when they were available.

Mr. Steiner exited the meeting at 2:19 p.m.

Cooperative Law Enforcement 2022 Annual Operating Plan & Financial Plan/USDA Forest Service/USDA Forest Service/Sheriff/Patrol (Action)

KCSO Lieutenant William Klinkefus requested the Board's approval of the Cooperative Law Enforcement 2022 Annual Operating Plan and Financial Plan with the USDA Forest Service. He explained that the amount would be \$12,100 and would cover patrol of campgrounds and purchase of equipment. He noted this had been an annual agreement for a very long time.

Commissioner Brooks moved that the Board approve the Cooperative Law Enforcement 2022 Annual Operating Plan and Financial Plan with the USDA Forest Service and the Sheriff's 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.

Lieutenant Klinkefus exited the meeting at 2:20 p.m.

Ground Lease AAL-2022-200 Hangar Purchase/PLH Air, LLC/Airport (Action)

Termination of Ground Lease AAL-2017-700 Hangar Sale/Tom Weishaar/Airport (Action)

Airport Director Steven Kjergaard stated that items 20 and 21 could be handled together since they related to the same property.

He asked the Board's approval of the termination of ground lease AAL-2017-700 and the creation of the new ground lease AAL-2022-200.

Commissioner Duncan moved that the Board terminate ground lease AAL-2017-700, a hangar sale by Tom Weishaar, and approve the ground lease AAL-2022-200, a hangar purchase by PLH Air, LLC. 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.

Development and Ground Lease AAL-2021-110 Lease Approval/Schaeffer Aviation COE, LLC/Airport (Action)

Mr. Kjergaard requested the Board's approval of a new development and ground lease AAL-2021-110 for Schaeffer Aviation COE, LLC. He said the lease amount would be \$6,013.50 per year.

Commissioner Brooks moved that the Board approve the development and ground lease AAL-2021-110 with Schaeffer Aviation. 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.

Ordinance 2022-574/Emergency Ordinance to take the place of Panhandle Health District Expiring Rule: 1 Septic per 5 acre/BOCC (Action)

Civil Deputy Prosecuting Attorney Pat Braden requested the Board's approval of an Emergency Ordinance, 2022-574, to take the place of the Panhandle Health District's (PHD) expiring rule of one septic system per 5 acre lot. He explained the background and implications of the request.

Community Development Director David Callahan stated that this ordinance would offer the least possible amount of disruption to the public. He said that the County would be in charge of the monitoring and enforcement rather than PHD.

Mr. Braden remarked that the County would still rely on PHD's expertise to determine issues of compliance.

Mr. Callahan explained that the Emergency Ordinance would last for 180 days, during which the public would be informed of the process and the reasons behind it and Public Hearings would be scheduled with cooperation between the Planning Commission and the BOCC.

Commissioner Brooks moved that the Board approve Ordinance 2022-574, the Emergency Ordinance to take the place of Panhandle Health District’s expiring Rule of 1 septic per 5 acres. 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, Mr. Braden and Kootenai County Residents Eric Ketner, Michael Wendland, Andrew Reed, Linsey Allen, Charlie Rens, Eric Olson and Tom Torgerson exited the meeting at 2:28 p.m.

Resolution 2022-25/Approve FY22 Assigned Fund Balance Resolution/Auditor (Action)

Finance Director Dena Darrow requested the Board’s approval of Resolution 2022-25, to approve the FY22 Assigned Fund Balance Resolution. She remarked that this would provide for a 2 ½ month reserve for County expenses in the amount of \$22,950,000. She said the total Assigned Fund Balance would be \$13,387,375 for planning the FY2023 Budget.

Commissioner Duncan moved that the Board approve Resolution 2022-25, to approve the FY22 Assigned Fund Balance. 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 2022-26/Designate Polling Places I.C. 34-302 for the May 17, 2022 Primary Election/Elections (Action)

Elections Manager Asa Gray requested the Board’s approval of Resolution 2022-26, which would designate the polling places in accordance with Idaho Code §34-302 for the May 17, 2022 Primary Election. He explained the effects of the redistricting and assignment of new precinct numbers. He also offered details regarding the removal of some sites as polling places and inclusion of others as replacements.

Commissioner Brooks moved that the Board approve Resolution 2022-26, to designate polling places I.C. 34-302 for the May 17, 2022 Primary Election. 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 2:37 p.m.

Enhanced Backup System/Information Technology (Discussion)

Information Technology (IT) Network Administrator Grant Kinsey asked the Board's support to continue to pursue an enhanced backup system, which would provide additional protection from ransomware attacks. He remarked that the County's current background system was good, but could be improved. He said he had received inquiries about whether ARPA (American Rescue Plan Act) funds could be used for something like this. He described the features of the system he was recommending.

Mr. Kinsey said that the proposal had been on hold, awaiting a determination from the County's ARPA Task Force. He remarked that the question had been raised whether they could buy the improved system now and potentially pay themselves back from ARPA funds. He asked the Board's input.

Chief Deputy Assessor Allyson Knapp and Assessor's Office Administrative Manager Reba Grytness exited the meeting at 2:38 p.m.

Commissioner Duncan voiced strong support for going ahead and getting the system. She said she would agree to using Fund Balance to pay for it now and, if ARPA funding was approved, then replacing the money. She noted that Post Falls had been hit twice with ransomware attacks in the past two years.

Commissioner Brooks voiced his support.

Mr. Kinsey stated that he had already received the quote for the purchase and could present it to the Business Meeting next week. He said he believed the amount of \$450,000 could be covered from their current budget allocation.

All three Commissioners agreed that Mr. Kinsey should proceed as described.

Kootenai Electric Cooperative Furniture Purchase (Discussion)

Commissioner Duncan reported that she had visited Kootenai Electric Cooperative (KEC), now called Kootenai North. She said she would like direction to start negotiation to buy the furniture.

Commissioner Brooks said he would be interested in pursuing this but he wanted to see a list of exactly what furniture was there.

Commissioner Duncan stated that KEC had paid \$750,000 for the furniture originally, a number of years ago. She commented that an estimate of \$1.1 million had been provided for furniture for the new facility, which would be 30% larger, so that would give an idea of how much it would cost them new.

General Fund Postage Budget/Move to Reprographics (Discussion)

Mr. Reid explained that the budget for mailings had been covered out of the General Fund since about 1995 or 1996. He said he felt it would be administratively simpler if it were

paid from the Reprographics/Mail Center budget and asked the Commissioners for their input. He added that he had discussed this with Finance Director Dena Darrow, who had not objected to the idea.

Commissioner Duncan said she would support this suggestion, but that it should be undertaken for FY 2023, not immediately.

Chairman Fillios and Commissioner Brooks indicated their approval.

Status Update Pending Items (Discussion)

Facilities Expansion

Commissioner Duncan stated that LCA (Lombard Conrad Architects) had finished the elevation sketches and that a meeting with them was planned for April 13, 2022. She said that the Board should receive the recommendations from the ARPA Task Force during the first week of April, so funding questions could be resolved.

PAC Airport Lease

Commissioner Brooks reminded those present that the PAC (Panhandle Area Council) would have its board meeting March 24, 2022.

Skeet & Gun Club

Commissioner Duncan suggested this item be removed from the weekly Status Update until November or December. No objections were voiced.

North Lot Land Sale

Commissioner Duncan said that they were waiting for the deed to be completed. Once that was done, she said the item would be brought to a Business Meeting for approval.

Financial Snapshot

Commissioner Duncan remarked that the next update would be received in the April 5, 2022 meeting.

Commissioner Duncan suggested that the State of the County presentation be added to next week's Pending Items Update so the Commissioners could confirm the items they would each cover. No objections were voiced.

- 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 2:49 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk