

Minutes of Meeting
Business Meeting
March 30, 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 Finance Director Dena Darrow, Staff Accountant – Grants Julina Hildreth, County Assistance Manager Shelly Amos, Airport Director Steven Kjergaard, Community Development Director David Callahan, KCSO Captain Andy Deak, KCSO Lieutenant Ryan Higgins, Office of Emergency Management (OEM) Director Tiffany Westbrook, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, , Buildings & Grounds (B&G) Operations Manager Greg Manley, 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. Captain Deak, Ms. Riley, Ms. Hildreth, Ms. Westbrook and Mr. Kjergaard were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** KCSO Lieutenant Ryan Higgins led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

03/08/2021	Commissioners' Status Update
03/08/2021	Attorney Center Funding
03/15/2021	Parks & Waterways
03/16/2021	North Idaho Fair Board Quarterly Update
03/16/2021	Human Resources: Personnel Changes
03/16/2021	Business Meeting
03/17/2021	Elected Officials
03/18/2021	County Board of Canvassers: Elections

Board Actions:

Letter to Utah State Treasurer re: Unclaimed Property/Claim #8269998
Human Resources/Personnel Changes: Interim Commercial Manager/Russo/Assessor;
Request for Allowance for Additional Overtime/FY21/District Court; Promotion of
Building Inspector/Plans Examiner to Plans Examiner/Community Development; Senior
PC Network Specialist/IT; Request for Employee Bonuses/Office of Emergency
Management; Emergency Communications Operations Manager; Temp.
Custodian/Buildings & Grounds; Request to Transfer/Fixed Asset Accountant to Payroll
Position/Auditor; Airport Operations Supervisor/Duty Manager Positions/Airport;
Position Adjustment from Customer Service Clerk II to Customer Service Clerk III;
Request for New Planner II Part Time Position/Community Development
Corrected Release of Lien/Parcel Number 52N04W-29-9050/Noxious Weed Control
Kennel License Renewal/Hoffman/Little Long Dogs Rescue
PAF/SCF Report: BOCC Review PP7 Week 2/Human Resources
BOCC Signatures for Indigent Cases: 3/4/21 through 3/10/21; 3/18/21 through 3/24/21

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 22, 2021 through March 26, 2021 in the amount of \$812,540.55, with \$7,730.24 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:

Public Hearing: Reimbursement of Title III Funds/KCSO

KCSO Lieutenant Ryan Higgins explained that this was a request to transfer money from the Title III of the Secure Rural Schools and Community Self Determination Act to reimburse the County for Search & Rescue and other emergency services on National Forest lands in the County in the amount of \$39,807.47. He noted that there was currently only \$28,349.58 left in the Title III Trust Fund, so that this transaction would zero the account out.

Lieutenant Higgins indicated that the County may not be eligible to receive these funds in the future, depending on certain Legislative issues.

Chairman Fillios called for public testimony. None was offered.

Commissioner Duncan moved that the Board close public testimony and enter into deliberations. 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 moved that the Board approve the reimbursement of Title III Funds in the amount of \$39,807.47, however since there was only \$28,349.58 in the account, it would be zeroed out. 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.

Termination of Lease/AAL-2017-800/Davalu/Airport

Ground Lease/AAL-2021-500/Reeder Revocable Trust/Airport

Chairman Fillios said that items two and three on the agenda could be covered in one motion. No objections were voiced.

Airport Director Steven Kjergaard explained that these items were for the same property; they included the termination of the current lease and approval of a new one. He said that David and Davalu Cummings sold their hangar to the 2019 D.L. Reeder Revocable Trust and added that the annual revenue would be \$3,203.20.

Commissioner Brooks moved that the Board approve the termination of lease AAL-2017-800 and the new ground lease AAL-2021-500. 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.

Consent to Sublease/CDA Jet Center/No Limits Aviation, Inc./Airport

Mr. Kjergaard requested the Board's approval to an agreement which would permit CDA Jet Center LLC to sublease a hangar and empty lot to No Limits Aviation, Inc. for flight school operations. He indicated there would be no change in revenue for the Airport. He confirmed that there would be no changes to the previously approved leases for No Limits Aviation, Inc.

Commissioner Duncan moved that the Board approve the consent to sublease between CDA Jet Center and No Limits Aviation, Inc. 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.

Grant Agreement/COE-NMG-3-16-0010-051-2021/Airport Coronavirus Relief Grant Program (ACRGP)/Federal Aviation Administration/Airport

Mr. Kjergaard requested the Board's approval to accept the \$23,000 from the Airport Coronavirus Relief Grant Program.

Commissioner Brooks moved that the Board approve the grant agreement COE-NMG-3-16-0010-051-2021 from the Airport Coronavirus Relief Grant Program. 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.

Professional Services Agreement/Wildfire Workshop/Welch Resources/Office of Emergency Management

Office of Emergency Management (OEM) Director Tiffany Westbrook stated that the professional services agreement was for help with the development of a Wildfire Workshop, with the funding covered by the OEM SHSP (State Homeland Security Program) grant. She explained that OEM was required to hold training sessions and exercises each year.

Commissioner Duncan moved that the Board approve the professional services agreement for the Wildfire Workshop with Welch Resources. 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.

Proposed Program of Projects FY22/Kootenai County Transportation/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the proposed Program of Projects for FY22, which represented the allocation of the FY21 apportionment of federal funds for the public transportation system. She commented that they had been able to use CARES (Coronavirus Aid, Relief and Economic Security) Act funds for much of their operations from March 1, 2020 through December 30, 2020. She said that they were going to bank these funds for future capital needs, such as buses and their planned, new maintenance facility.

Ms. Riley stated that they would use \$697,310 of the total \$1,608,453 for operations and save the remainder.

Commissioner Duncan moved that the Board approve the proposed Program of Projects for FY22 for Kootenai County Transportation from the Resource Management 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.

**Grant Application/Off Highway Vehicle (OHV)/Idaho Sheriff's Association/KCSO/
Resource Management Office**

Lieutenant Higgins requested the Board's approval of an application for a grant through the Idaho Sheriff's Association, with no matching funds required.

Commissioner Duncan moved that the Board approve the grant application for the Off Highway Vehicle equipment with the Idaho Sheriff's Association. 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.

Third Party Plan Review Agreement/Willdan Engineering/Community Development

Community Development Director David Callahan requested the Board's approval of a Third Party Plan Review Agreement with Willdan Engineering. He explained that Willdan Engineering would conduct building permit plan reviews on behalf of the County. He commented that this would fulfill the request of some members of the local building community, to expedite the permitting processes. He said that Civil Deputy Prosecuting Attorney Pat Braden had reviewed the agreement and voiced no objections.

Mr. Callahan asked that the Commissioners include in the motion permission for him to initial on the County's behalf, to streamline the process.

Commissioner Brooks moved that the Board approve the Third Party Plan Review Agreement with Willdan Engineering and Community Development and further authorize Community Development Director David Callahan to sign off on them as they come before him. 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.

Ratify/Jail Medical Contract/Notice of Termination/KCSO

KCSO Captain Andy Deak asked the Board to ratify the 90-day notice of termination to be sent to Correctional Health Partners, the current provider of the Jail's medical services.

Commissioner Duncan moved that the Board ratify and approve the notice of termination for the medical Jail contract. 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.

Award/Weapon/Badge/ID Card/Retirement of Deputy Gordon/KCSO

Lieutenant Higgins requested the Board's approval to award KCSO Deputy Jody Gordon's weapon, badge and ID card upon his upcoming retirement.

Commissioner Duncan moved that the Board approve the award of his weapon, badge and ID card to Deputy Gordon upon his retirement. 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. Callahan exited the meeting at 2:15 p.m.

Approve/Replacement of Two (2) Water Heaters/One (1) Storage Tank/Juvenile Detention/Buildings & Grounds

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval to replace two water heaters and one storage tank at the Juvenile Detention facility. He said the price would be \$19,875 and would be covered out of the 5 Year Plan.

Commissioner Brooks moved that the Board approve the replacement of two water heaters and one storage tank at 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.

Approve/Seal Coating/Striping/Juvenile Detention Parking Lot/Buildings & Grounds

Approve/Seal Coating/Striping/Jail Parking Lot/KCSO/Buildings & Grounds

Chairman Fillios suggested that items thirteen and fourteen be handled together in one motion. No objections were voiced.

Mr. Manley requested the Board's approval for seal coating and striping to be done on the Juvenile Detention parking lot, for \$5,475, and the Jail parking lot, for \$7,270. He said the cost would be covered from the 5 Year Plan as well.

Commissioner Duncan moved that the Board approve the seal coating and striping for both the Juvenile Detention parking lot and the Jail parking lot with PSP Enterprises, Inc. 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 2:17 p.m.

Resolution 2021-25/Classify Records/County Assistance

Resolution 2021-26/Destroy Records/County Assistance

Chairman Fillios asked that agenda items fifteen and sixteen also be covered together in one motion. No objections were voiced.

County Assistance Manager Shelly Amos requested the Board's approval of Resolution 2021-25 and Resolution 2021-26, for the classification and destruction of records that have met their statutory retention period.

Commissioner Brooks moved that the Board approve Resolution 2021-25 to classify records and Resolution 2021-26 to destroy records. 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.

Resolution 2021-30/Assigned Fund Balance for 2021/Auditor

Commissioner Duncan remarked that when this item was previously covered in a Business Meeting, she and Finance Director Dena Darrow had accidentally misspoken the year as 2020 rather than 2021.

Commissioner Duncan moved that the Board approve Resolution 2021-30, 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 2021-35/Classify Records/Board of Community Guardians

Resolution 2021-36/Destroy Records/Board of Community Guardians

Chairman Fillios asked that agenda items eighteen and nineteen be handled together in one motion. No objections were voiced.

Commissioner Duncan relayed the request from the Board of Community Guardians for approval of Resolution 2021-35 and Resolution 2021-36, for the classification and destruction of records per Idaho Code §31-871.

Commissioner Duncan moved that the Board approve Resolutions 2021-35 and 2021-36, for the classification and destruction of records for the Board of Community Guardians. 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 2021-37/Kootenai County Waterways Ordinance Amendment/Spokane River No Wake Zone/KCSO

Lieutenant Higgins requested the Board’s approval of Resolution 2021-37, for the Kootenai County Waterways Ordinance Amendment to the Spokane River No Wake Zone. He explained that the resolution would cause the no wake zone to extend to three hundred feet downstream of the Highway 95 Bridge.

Commissioner Brooks moved that the Board approve Resolution 2021-37, for the Kootenai County Waterways Ordinance Amendment for the Spokane River No Wake Zone. 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. 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 2:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
