

Minutes of Meeting
Business Meeting
April 19, 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 Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Staff Accountant – Fixed Assets Erica Severance, Solid Waste (SW) Director John (JP) Phillips, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Sheriff's Office Auto Shop Mechanic Russ Trueblood, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Fair Board Chair Jerry Johnson and Kootenai County Residents Diana Sheridan and Joshua Garver. Mr. Trueblood and Ms. Riley were 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:** Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder 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)**

03/28/2022	Airport
03/28/2022	University of Idaho
03/29/2022	Business Meeting
04/05/2022	Solid Waste
04/06/2022	Requests for Cancellation of Taxes
04/07/2022	American Rescue Plan Act Task Force
04/11/2022	Executive Session §74-206(1)(b)
04/12/2022	Indigent Appeal 2021-70

Commissioner Leslie Duncan moved that the Board approve items one through eight 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:

Human Resources PAF/SCF Report for FY22 PP09 Week 1
BOCC Signatures for Indigent Cases: 04/07/2022 to 04/13/2022

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

Commissioner Duncan moved that the Board accept the Payables List for the week of April 11, 2022 through April 15, 2022 in the amount of \$745,431.91, with \$1,239.89 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.

H. Business:

Financial/Budget: Loader Tire Purchase Approval/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval to purchase four loader tires from Setco for \$27,519.59. He remarked that this expense was covered under their Budget.

Commissioner Duncan moved that the Board approve the financial/budget item for the purchase of loader tires 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 2:04 p.m.

**Contract/Fairground RV Park Phase IV Construction/Stewart Contracting, Inc./
Resource Management Office (Action)**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the contract, which had been previously awarded to Stewart Contracting, Inc., for the Fairgrounds RV Park Phase IV Construction. She stated that the amount was \$365,535.

Commissioner Brooks moved that the Board approve the contract for the Fairground RV Park Phase IV Construction with Stewart Contracting, Inc. 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 for Access to Property – Access Agreement: 2022-046/Parcel Nos.
48N0E50250; 49N01E337250; 49N01E337210/CDA Trust/Parks & Waterways (Action)**

Mr. Snyder requested the Board's approval of an Access Agreement with CDA Trust. He reminded the Commissioners that the EPA (Environmental Protection Agency) had assisted P&W with remediation work in Cataldo. He said the contractor that had done the work had requested access to County properties to perform site investigation activities such as surveying, soil sampling and installation of erosion monitoring pins. He reported that Civil Deputy Prosecuting Attorney Jamila Holmes had reviewed the contract and voiced no objections to its terms.

Commissioner Duncan moved that the Board approve the Consent for Access to the properties listed for Coeur d'Alene Trust. 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.

**Board Approval Request: Authorization to Purchase Replacement Vehicle and
Equipment/Parks & Waterways (Action)**

Mr. Snyder requested the Board's approval to purchase a replacement vehicle and a sander. He explained that the cost would be covered by funds received from ICRMP (Idaho Counties Risk Management Program) and his existing FY22 Budget.

Commissioner Brooks moved that the Board approve the request for authorization to purchase a replacement vehicle and equipment for Parks & Waterways, with the Auditor's Office to place the ICRMP funds into the appropriate 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.

Financial/Budget: Fleet Management Committee, Request for Funding/Adult Misdemeanor Probation (Action)

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson remarked that the County had a shortage of vehicles to replace those in its aging fleet. He asked that the Commissioners allow them \$450,000, with \$400,000 for purchase of vehicles and \$50,000 to outfit the vehicles with necessary equipment.

Mr. Hutcheson said that they would take six existing vehicles and move them to other departments and nine would be sent out to auction. He noted that the whole process would probably take several months to complete.

Mr. Hutcheson said that they would like the Board to assign a single person from the Fleet Management Committee to be in charge of the finances. He explained this would streamline their process.

Finance Director Dena Darrow confirmed that the source of the funds would be Fund Balance.

Commissioner Duncan remarked that there was typically about \$1 million returned to Fund Balance each year, so she felt it would be acceptable to do this. She said she supported proceeding now, rather than waiting for Budget Season, because appropriate vehicles were so scarce. She urged that Ford vehicles be chosen, if at all possible.

Mr. Hutcheson said he had been receiving valuable assistance from KCSO Lieutenant Scott Maxwell and Sheriff's Office Auto Shop Mechanic Russ Trueblood.

Mr. Snyder thanked the Board for considering this request and said it would solve a number of problems for several departments. He asked the Board to set a timetable for vehicles to progress through the trickle-down process.

Chairman Fillios suggested the time allowed be 30 days.

Commissioner Duncan suggested it be made 30 days after the original department received its fully outfitted new vehicle.

Commissioner Duncan moved that the Board approve the Fleet Management request for funding for Fiscal Year 2022, from 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.

Mr. Hutcheson volunteered to be the central contact for the financial responsibilities.

Mr. Hutcheson and Mr. Snyder exited the meeting at 2:16 p.m.

Decision/Tax Deed Bid AIN 114586/Garver (Action)

Commissioner Duncan reminded those present that the Board had received a bid of \$4,400 in last week's Business Meeting. She commented that the amount owed on the property was about \$10,000 in taxes and fees, then another \$9,700 in interest and late charges. She said this was potentially an unbuildable lot and Community Development had stated that, if someone planned to build on it, it should be sold only to a contiguous property owner.

Commissioner Duncan reported that the purchaser had stated on the record last week that he was not interested in building on the lot. She said she had not heard back from the City of Harrison on the matter, so if the Board chose to approve the request, the transaction would be without warranty. She stated that the Board could not guarantee the title or any building rights whatsoever.

Commissioner Duncan moved that the Board approve the Tax Deed Sale of AIN 114586 to Garver for \$4,400, with the hard costs and special assessments being paid first, with the remainder going to the taxes and the property be then brought forward in a Requests for Cancellation of Taxes meeting to cancel the remaining taxes, penalties and interest. 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 2022-30/Resolution to Send Surplus Vehicles to Auction/Sheriff – County Auto Shop (Action)

Mr. Trueblood requested the Board's approval of Resolution 2022-30, to send surplus vehicles to auction. He the two vehicles included were in very poor condition.

Commissioner Brooks moved that the Board approve Resolution 2022-30, to send surplus vehicles to auction. 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 2:21 p.m.

Status Update Pending Items (Discussion)

Facilities Expansion

Commissioner Duncan said that the next step the Board needed to take was to begin the Request for Qualifications (RFQ) process for the Construction Manager/General Contractor (CMGC) position. She reported that she had reviewed the RFQ documents with Cory Trapp from Longwell Trapp Architects earlier today. She suggested that May 24, 2022 be set as the due date for completed RFQ packets, after which the Board would take a couple weeks to score the packets. She said she had asked Treasurer Steve Matheson if he would like to participate in scoring packets, but she had not yet received his reply.

PAC Airport Lease

Commissioner Brooks said he had not been contacted by Wally Jacobsen, so he would pursue the topic.

Financial Snapshot

Commissioner Duncan remarked that the next Financial Snapshot would be received on May 3, 2022. She added that a quarterly report presentation that day also.

- 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.

Joshua Garver asked what his next step was in relation to the parcel he purchased.

Commissioner Duncan said that the County would contact him with the necessary documents, with all the proper disclaimers.

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