

**Minutes of Meeting**  
**Business Meeting**  
**April 26, 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 Captain Brett Nelson, Community Development Director David Callahan, Airport Director Steven Kjergaard, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Human Resources (HR) Director Sylvia Proud, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Solid Waste (SW) Director John (JP) Phillips, Finance Director Dena Darrow, Staff Accountant – Grants Julina Hildreth, Staff Accountant – Budget Brandi Falcon, Court Services Manager Kally Young, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Ms. Riley, Mr. Braden and Mr. Kjergaard were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:03 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Auditor’s Office Staff Accountant – Grants Julina Hildreth 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 items one and six be pulled from the agenda. She also asked that item 25, “Resolution 2022-33/Adoption of Kootenai County Policies and Procedures for Federally Funded Procurements/Resource Management Office,” be pulled from the agenda.

No objections were made.

- E. Approve Meeting Minutes (Action)**

~~04/12/2022 Business Meeting – Pulled~~  
04/13/2022 Justice Center Expansion  
04/14/2022 Signing/PUD21-0003/Gozzer Ranch Golf and Lake Club/Community Development  
04/14/2022 Human Resources: Personnel Changes  
04/18/2022 Idaho Office of Emergency Management  
~~04/19/2022 Business Meeting - Pulled~~

Commissioner Duncan moved that the Board approve items two through five on the agenda, the minutes submitted 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 2  
BOCC Signatures for Indigent Cases: 4/14/2022 to 4/20/2022  
Permit for Bus Stop/Post Falls Highway District/Transit/Resource Management Office

Commissioner Duncan moved that the Board approve items seven through nine 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 18, 2022 through April 22, 2022 in the amount of \$1,029,428.16, with \$1,713.75 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:**

**Bid-Award/Bid Award – FAA/AIP No. 3-16-0010-054-2022 Runway Lighting Improvements – Phase 1/Colvico Inc./Airport (Action)**

Airport Director Steven Kjergaard stated that this bid award was for \$517,257.20, issued prior to receipt of the expected grant from the FAA (Federal Aviation Administration).

Commissioner Duncan expressed her concern that a bid was being awarded without the money in place.

Mr. Kjergaard explained that the award was contingent upon receipt of the grant; if the grant was not received, the agreement would automatically terminate. He confirmed that this was specified in the award agreement.

Chairman Fillios suggested that the item be deferred for a week to allow Legal a chance to review the material. Mr. Kjergaard agreed.

**Bid-Award/Notice of Award/Fuel Purchasing/Coleman Fuel/Resource Management Office (Action)**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley stated that three vendors had been approached to provide fuel services to Kootenai County, with Coleman Fuel having submitted the only responsive bid. She recommended that the Board approve the bid award. She said the agreement would be effective as of May 1, 2022.

Ms. Riley asked that item sixteen from the agenda be covered next, since it was associated with this one.

Commissioner Duncan moved that the Board award the bid for fuel purchasing to Coleman Fuel, as presented by 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.

**Fuel Services Agreement/Coleman Oil/Resource Management Office (Action)**

Ms. Riley requested the Board’s approval of the agreement with Coleman Oil.

Commissioner Duncan moved that the Board approve the Fuel Services Agreement with Coleman Oil. 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.

**Fourth Amendment to Consultant Agreement/Great West Engineering/Solid Waste (Action)**

Solid Waste (SW) Director John (JP) Phillips requested the Board’s approval for the amendment to the existing Consultant Agreement with Great West Engineering. He explained it was for services related to grade planning and landfill construction. He stated that Civil Deputy Prosecuting Attorney Jamila Holmes had reviewed and approved the agreement.

Mr. Phillips said that the amendment would include an increase of \$14,700, which was covered by their budget.

Commissioner Brooks moved that the Board approve the Fourth Amendment to the Consultant Agreement with Great West Engineering for Solid Waste. 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. Phillips exited the meeting at 2:11 p.m.

**Board Approval Request: Notice to Proceed/Stewart Contracting/Fairgrounds RV Park Phase IV/May 2, 2022/Resource Management Office (Action)**

Ms. Riley requested the Board's approval for a Notice to Proceed, directed to Stewart Contracting for the Fairgrounds RV Park Phase IV, to begin May 2, 2022.

Commissioner Duncan moved that the Board approve the Notice to Proceed with Stewart Contracting for the Fairgrounds RV Park Phase IV. 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: Application for Proposal (Funding) Transportation Services Area Agency on Aging of North Idaho/Resource Management Office (Action)**

Ms. Riley remarked that they had reached the end of one five-year agreement with the Area Agency on Aging. She explained that the Agency provided the 20% match needed for the Ring-a-Ride Program. She asked the Board to approve RMO's application to continue that funding.

Commissioner Brooks moved that the Board approve the Application for Proposal (Funding) for Transportation Services to the Area Agency on Aging of North Idaho for RMO. 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.

Chairman Fillios remarked that item sixteen had already been addressed, so they would proceed to item seventeen at this point.

**Law Enforcement Services/Dalton Gardens/City of Dalton Gardens/Sheriff/Patrol (Action)**

KCSO Captain Brett Nelson requested the Board's approval of an agreement related to law enforcement services for the City of Dalton Gardens. He explained the contract had been reviewed by legal counsel for both the City and the County.

Captain Nelson confirmed that the Deputy position was not for 24-hour coverage. He added that Dalton Gardens would pay for the position in full.

Commissioner Duncan moved that the Board approve the Law Enforcement Services Agreement with Dalton Gardens. 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: Kootenai County Updated Sworn Officer Matrix Effective April 24, 2022/Human Resources (Action)**

Human Resources (HR) Director Sylvia Proud requested the Board's approval for the Updated Sworn Officer Matrix, effective as of April 24, 2022. She noted that both the Detention Officers and ECOs (Emergency Communication Officer) would be covered by this update. She said there would be a 6.75% adjustment for the Deputies and a 7.11% adjustment to the Level 1 through Advanced ECO matrix.

Commissioner Brooks moved that the Board approve the Kootenai County Updated Sworn Officer Matrix effective April 24, 2022. 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.

**Board Approval Request: Approval of Mid-year Employee Increases for Detention Deputies and Emergency Communications Officers Effective 4-24-22 Based on FY22 Wage Study/Human Resources (Action)**

Ms. Proud requested the Board's approval of the mid-year employee increases for Detention Deputies and Emergency Communications Officers. She provided the Commissioners with a report showing each employee's position, current wage, new wage and the amount of the increase. She stated that 75 employees were included and the funds had been set aside by the Board during the FY22 Budget meeting and placed in the Wage Contingency Fund.

Commissioner Duncan moved that the Board approve the mid-year employee increases for Detention Deputies and Emergency Communication Officers, effective April 24, 2022, based on the information provided. 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: Purchase Approval/2022 RAM 3500 Pickup/Parks & Waterways (Action)**

Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval to proceed with the purchase of a 2022 RAM 3500 Pickup, for \$65,358.

Commissioner Brooks moved that the Board approve the purchase of the 2022 RAM 3500 Pickup for Parks & Waterways. 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. Snyder exited the meeting at 2:19 p.m.

**West Order Form/Kootenai County Upband Agreement/Thomson Reuters/Prosecuting Attorney/Civil (Action)**

Civil Deputy Prosecuting Attorney Pat Braden explained that this request would increase the number of Westlaw licenses for the Prosecutor's Office from 26 to 30. He remarked that the Prosecutor's Office currently had 28 attorneys, with one vacancy. He stated that this would increase the monthly cost from \$5,448 to \$6,148.01.

Commissioner Duncan moved that the Board approve the Order Form for the Kootenai County Upband Agreement with Thomson Reuters for the Prosecuting Attorney'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.

**Financial/Budget: Board Signature on PO's for 5 Vehicles/Adult Misdemeanor Probation (Action)**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board's signatures on purchase orders (POs) for five vehicles. He remarked that all the vehicles would not actually be going to AMP: two would go to the Sheriff's Office, two to AMP and one to Veteran's Services.

Commissioner Brooks moved that the Board approve the Board's signature on the purchase orders for five vehicles as requested by Adult Misdemeanor Probation. 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. Hutcheson exited the meeting at 2:23 p.m.

**Advisory Board – Appointment/Don Walters/Historic Preservation Commission – Term Expires 12-31-2023/BOCC (Action)**

Chairman Fillios moved that the Board appoint Don Walters to the Historic Preservation Commission for a term expiring December 31, 2023. 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 2022-32/Surplus Equipment – Asset Deletion/District Court Clerk/Judicial (Action)**

Court Services Manager Kally Young requested the Board’s approval of Resolution 2022-32, to surplus equipment for District Court. She said it was for copier/fax machine which was broken and would cost more to fix than replace.

Commissioner Duncan moved that the Board approve Resolution 2022-32, for surplus of equipment and asset deletion for District Court. 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 2022-33/Adoption of Kootenai County Policies and Procedures for Federally Funded Procurements/Resource Management Office (Action)**

This item was pulled from the agenda.

Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 2:25 p.m.

**Status Update Pending Items (Discussion)**

Facilities Expansion

Commissioner Duncan reported that the RFQ (Request for Qualifications) documents were being reviewed by Legal.

PAC Airport Lease

Commissioner Brooks said that Wally Jacobson had sent Mr. Kjergaard documents containing an escalating plan to increase PAC’s (Panhandle Area Council) over the next twenty to thirty years.

Financial Snapshot

Chairman Fillios stated that the next Financial Snapshot would be provided on the May 3, 2022 Business Meeting.

**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 2:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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