

Minutes of Meeting
Business Meeting
July 20, 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 “JP” Phillips, Finance Director Dena Darrow, KCSO Captain Stu Miller, Civil Deputy Prosecutor R. David Ferguson, 911 Communication Services Technician Alan Mallory, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Ronnie Davisson. Ms. Riley and Mr. Mallory 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:** Deputy Clerk Ronnie Davisson led the Pledge of Allegiance.
- C. Approval of Consent Calendar (Action):**

Minutes of Meetings:

- 06/28/2021 Discussion of Waterways Restricted Zone Designations for Spokane River, Lower Twin Lake and Fernan Lake
- 07/02/2021 FY22 Budget Deliberations
- 07/06/2021 Commissioners’ Status Update
- 07/08/2021 Community Development Update

Board Actions:

Treasurer’s Claim for Surplus Cash from 808 Trust Fund: AIN 141728/Phillips; AIN 145299/Cann
Approvals/Request for Cancellation of Taxes: Resolution 2021-69 AIN 25123/Community Building Partners dba The JACC; Resolution 2021-70 AIN Nos. 131234; 101668; 130046; 103544/JJJ Ltd. Partnership/Lost Creek Parcels; Resolution 2021-71 AIN 206643/Shelton Denials/Request for Cancellation of Taxes: AIN 309297/Ficek; AIN 167729/Kozlowski; AIN 153088/Pickering; AIN 182063; 335549; 222961; 182064/Frame
Letter to Heather Nelson/University of Idaho re: Accounting Requirements
State of Idaho Broadband Grant/CARES Act Certification
Kennel License Renewals: Thomas; White/Deelaine Kennels
PAF/SCF Report: BOCC Review PP15/Week 2/Human Resources
BOCC Signatures for Indigent Cases: 07/01/2021 through 07/07/2021 & 07/08/2021 through 07/14/2021

Commissioner Leslie Duncan moved to approve the Consent Calendar as it appeared on the agenda. Commissioner Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

- Commissioner Brooks: Aye
- Commissioner Duncan: Aye
- Chairman Fillios: Aye

The motion carried.

D. Approval of Payables List (Action):

Commissioner Duncan moved to accept the Payables List for the week of July 12, 2021 through July 16, 2021 in the amount of \$653,194.50 with \$2,063.32 in jury panel payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson 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:

Approval/Excess Spending Request/Purchase of Electronic Reader Board/Plastic Sheeting/Asphalt Repair – Maintenance/Solid Waste

Solid Waste Director John “JP” Phillips requested approval to purchase or pay for certain items or services that would exceed \$10,000 per transaction, as per Policy 930. He explained that some of those items would be an electronic reader board for Prairie Transfer Station, plastic sheeting for the Fighting Creek Landfill and asphalt repair and maintenance at the Prairie Transfer Station. Mr. Phillips remarked that all funding for the projects had been budgeted and approved for FY21.

Commissioner Duncan moved to approve the purchase of the items listed by Solid Waste in accordance to Policy 930. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Audit of E911 Fund/Eide Bailly/KCSO/911

911 Communications Technician Alan Mallory requested renewal of an audit of the E911 Fund by Eide Bailly. He explained that the cost was \$6000 and had been budgeted.

Commissioner Brooks moved to approve the audit of the E911 Fund by Eide Bailly. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

IPSCC FY22 Grant Letter of Support and Endorsement/IPSCC Owyhee County Sheriff's Office/Enhanced Emergency Communications Funding/KCSO 911

Mr. Mallory asked for the Board's consideration to supply Owyhee County with a letter of support. He explained that the previous year Owyhee County had received a grant that allowed them to collect wireless coverage and maps of data with existing cell towers. Further, with approval of letter of support, 911 would be able to receive the necessary data collected for our region. Mr. Mallory said there would be no cost to the County and pointed out that the County had participated in the same grant last year.

Commissioner Duncan moved to approve the letter of support and endorsement for the IPSCC Owyhee County Sheriff's Office and their Enhanced Emergency Communications Funding. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Bid/Roof Repair/Administration Building/Buildings & Grounds

Commissioner Duncan requested approval of the bid for roof repairs for two wings of the County Administration Building. She said it was part of the Five Year Plan and was approximately \$58,000 with an \$11,000 add-alternate.

Commissioner Brooks moved to approve the bid for roof repairs on the Administration Building for Buildings & Grounds. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Approve/Quote for Internet Infrastructure/Thorco Inc./CDA Cable/NW Blvd. Location/Information Technology/Public Defender

Commissioner Duncan moved to approve the quote for internet infrastructure to get indoor cabling and pipes to the new Public Defender location. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mutual Assistance Agreement/City of Spokane/KCSO

Captain Stu Miller explained that this was an MOU (Memorandum of Understanding) between the City of Spokane and the Sheriff's Office that allowed for mutual aid

assistance between the two parties. He said that they had updated the verbiage to include the new Sheriff's name and eliminate the City of Coeur d'Alene.

Commissioner Brooks moved to approve the Mutual Assistance Agreement between the City of Spokane and KCSO. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Professional Service Agreement/Coffman Engineering/Resource Management Office

RMO Senior Program Manager Kimberli Riley explained that the Board had awarded the bid to Coffman Engineering on June 22 for Phase II of the Riverstone Transit Center. She requested approval of the Professional Service Agreement with Coffman Engineering for construction management services, engineering and design.

Commissioner Duncan moved to approve the Professional Service Agreement with Coffman Engineers. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Tax Deed Bids/AIN Nos. 119379/134478/Saunders/Myers

Commissioner Duncan explained that the prior week, bids had been opened for the two properties and that the Myers' were the high bidders at \$4000. She explained that because the City of Harrison was owed back taxes, they had put a lien on the property so she asked Mr. Myers if he would like to pay the \$2600 additional to satisfy the back taxes. Commissioner Duncan said she would have the Treasurer's Office call Mr. Myers to provide the actual dollar amount and suggested the BOCC wait to hear from the Treasurer's Office before issuing the final notice of sale.

Commissioner Duncan moved to accept the \$4000 bids for each parcel, with the understanding that Mr. Myers will enter into an agreement with the Treasurer's Office to cover the City of Harrison's back taxes. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Tax Deed Bids/AIN 114586/Saunders/Pettingil

Commissioner Duncan opened two sealed bids for AIN 114586. The first one was \$750 from the Saunders party, who were not a contiguous property owner. The second bid was \$1000 from the Pettingil party, who also was not a contiguous property owner. She stated that Community Development informed her that they should not entertain any sales of those properties unless they were from contiguous owners because of the small, unbuildable size of the lot.

Commissioner Duncan moved to reject both bids for AIN 114586. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Pending Items Status Review – List Attached

Facilities Expansion – Commissioner Duncan said they were looking toward to the end of July when the entire facilities long range plan would be completed and ARPA funding would come in September, which would give them a better of idea of the courthouse expansion.

PAC Airport Lease – No update.

Financial Snapshot – Finance Director Dena Darrow said that they were currently at 68% spent of the budget, which was underspent at this point in the year, and noted that revenue collections were at 84%. The health insurance fund was 74% spent, which was approximately \$8.3 million and had only used \$31,000 of contingency funds. She also pointed out that all Elected Officials were under budget, while biweekly payroll was around \$2.4 million and annual payroll was \$62 million.

Impact Fee Analysis– no update

Joint Development Impact Fee Advisory Committee (DIFAC) with County, Fire Districts, KCEMSS – Commissioner Brooks received the Resolution back from Legal and would put it on an upcoming Business Meeting.

Fair Volunteers – BOCC Communications Manager Nancy Jones said that the County would have a booth at the Fair for the first time and Department Heads were wondering how to account for any employee’s time spent at the booth, noting each shift was divided into four hours. Chairman Fillios said he was fine to pay the employees that worked at the booth and Commissioner Duncan pointed out that there may be some departments who already had their own booth, such as Noxious Weeds. Ms. Jones said she would also open it up to the advisory boards and would reach out to them for any volunteers.

- G. Public Comment:** 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. Adjourn:** Chairman Fillios adjourned the meeting at 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
