

**Minutes of Meeting**  
**Business Meeting**  
**August 10, 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 Chief Deputy Assessor Allyson Knapp, Residential Appraisal Manager Troy Steiner, Airport Director Steven Kjergaard, Office of Emergency Management (OEM) Director Tiffany Westbrook, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney Jamila Holmes, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Ms. Riley and Ms. Westbrook 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:** Chief Deputy Assessor Allyson Knapp led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
  - Minutes of Meetings:**
  - 07/07/2021 Requests for Cancellation of Taxes
  - 07/16/2021 FY22 Budget Deliberations
  - 07/19/2021 Solid Waste Update
  - 07/20/2021 Business Meeting
  - 07/21/2021 Elected Officials
  - 07/22/2021 Human Resources: Personnel Changes
  - 07/26/2021 Commissioners' Status Update
  - 07/26/2021 Idaho Office of Emergency Management
  - 07/27/2021 Business Meeting
  - 07/29/2021 Human Resources: Personnel Changes
  - 07/29/2021 Court Appointed Special Advocates (CASA)
  - 08/06/2021 Executive Session §74-206(1)(d) to consider records that are exempt from disclosure as provided by law.

**Board Actions:**

Treasurer's Monthly Settlements and Statements/July 2021  
Treasurer's Monthly Report/June 2021  
Resolution 2021-75/Adjust Taxes to Reflect Homeowners' Exemption/AIN 238114  
Condon  
Denial Letters/Request for Cancellation of Taxes: Sullivan; Lazar  
Hayden Area Regional Sewer Board (HARSB)/Payment Request Approval Forms: J-U-B  
Engineering; Panhandle Area Council  
Kennel License Application: Kahn/Kaniska Kennels  
Kennel License Renewal: Templin/Templinhaus Rottweilers  
PAF/SCF Report: BOCC Review PP17 Week 1/Human Resources  
BOCC Signatures for Indigent Cases: 7/29/21 through 8/4/21

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 August 2, 2021 through August 6, 2021 in the amount of \$721,994.37, 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.

**E. Changes to the Agenda (Action):** There were no changes to the agenda.

**F. Action Items:**

**Award Bid 2021-03/Gulfstream Road and Utility Extension Project/Airport**

Airport Director Steven Kjergaard requested that the Board approve the award of Bid 2021-03 to LaRiviere, Inc. for the Gulfstream Road and Utility Extension Project. He explained this was for the construction of Gulfstream Road on the north side of the Airport, including the extension of the water and sewer lines. He said it also included the Taxilane D1-A sewer extension. He stated that the amount in the bid was \$1,240,894, which would ultimately be reimbursed in full by Airport tenants.

Commissioner Brooks moved that the Board award Bid 2021-03 for the Gulfstream Road and Utility Extension Project at the Airport to LaRiviere, 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.

**2021 State Homeland Security Grant Program (SHSP) Projects/Office of Emergency Management**

Office of Emergency Management (OEM) Director Tiffany Westbrook reported that Kootenai County had been allocated \$206,201.16 in the 2021 State Homeland Security Grant Program. She included a list of projects they hoped to cover with the funds, in order of priority.

Civil Deputy Prosecuting Attorney Jamila Holmes clarified that this represented permission to apply for the funds, not actual receipt of the funds.

Commissioner Duncan moved that the Board approve the 2021 State Homeland Security Grant Program Application projects. 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.

**Contract/Professional Services/Cascadia Rising 2022 Exercise/Welch Resources, LLC/Office of Emergency Management**

Ms. Westbrook requested the Board's approval of a contract for professional services with Welch Resources, LLC for the Cascadia Rising 2022 Exercise. She said the expense would be paid through grant funds.

Commissioner Brooks moved that the Board approve the contract for professional services with Welch Resources, LLC for the Cascadia Rising 2022 Exercise. 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.

**FFY21 ARP 5307 Grant Application/Buses/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley confirmed that these funds were a separate provision of ARPA (American Rescue Plan Act), not directly connected to those for which the County was awaiting clarification on proper use. She said they were to be allowed to use the amount of \$336,127 for Capital expenditures because they had not furloughed any employees during the COVID pandemic.

Ms. Riley stated they would use the funds to replace two buses, eliminating the need for cash match.

Commissioner Duncan moved that the Board approve the FFY21 ARP 5307 Grant Application for buses. 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.

**Janitorial Services Agreement/Tesh, Inc./Resource Management Office**

Ms. Riley requested the Board's approval for a Janitorial Services Agreement with Tesh, Inc. for \$886 per month. She said this was for the Riverstone Transit Center.

Commissioner Brooks moved that the Board approve the Janitorial Services Agreement with Tesh, Inc. for the Resource Management 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.

**Resolution 2021-76/Surplus Vehicle/Assessor**

Assessor's Office Residential Appraisal Manager Troy Steiner requested the Board's approval for Resolution 2021-76, to declare a 2008 Pontiac Grand Prix belonging to the Assessor's Office surplus.

Commissioner Duncan moved that the Board approve Resolution 2021-76, to surplus a vehicle 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.

**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 2:15 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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