

Minutes of Meeting
Business Meeting
August 23, 2022
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were Clerk Jim Brannon, Auditor’s Office Staff Accountant – Budget Brandi Falcon, KCSO Undersheriff Brett Nelson, KCSO Captain Kevin Smart, KCSO Sergeant Zachary Sifford, KCSO Animal Control Officer Sandra Osburn, KCSO Chief Budget Officer Stephanie Drobny, Human Resources (HR) Director Sylvia Proud, HR Generalist – Recruitment Zachary Newkirk, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorneys Jamila Holmes and Darrin Murphey, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Buildings & Grounds (B&G) Operations Manager Greg Manley, Treasurer’s Office Treasury Specialist III Mary Bidwell, Treasury Specialist III Amy Sweet, District Court Domestic Violence Coordinator Mark Heid, Airport Administrative Secretary Kim Stevenson, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Diana Sheridan. Ms. Stevenson and Ms. Riley were present via teleconference. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Treasurer’s Office Treasury Specialist III Mary Bidwell 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)**
 - 07/22/2022 American Rescue Plan Act (ARPA)
 - 07/22/2022 FY23 Budget Deliberations
 - 07/25/2022 Impact Fees
 - 07/25/2022 Airport

Commissioner Bill Brooks moved that the Board approve items one through four on the agenda, the submitted minutes for approval. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax-Valuation A
Assessor Adjustment to Tax-Valuation (A)
Assessor Adjustment to Tax-Valuation B
Assessor Adjustment to Tax-Valuation C
Assessor Adjustment to Tax-Valuation D
Assessor Adjustment to Tax-Valuation E
Ordinance 576/ZON22-0003 McAvoy/Community Development
Letter to Julie Ellsworth, Idaho State Treasurer re: Local Government Investment Pool
Cell Phone Stipend/Roth/Juvenile Detention
Kennel License Renewal/Corning/Vom Corvinus Haus Rottweilers
Kennel License Renewal/Peacock
Kennel License Renewal/Templinhaus Rottweilers/Templin
BOCC Signatures for Indigent Cases: 8/11/2022 – 8/17/2022
Human Resources PAF/SCF Report for FY2022 PP18 Week 1

Commissioner Brooks moved that the Board approve items five through eighteen on the agenda, the Consent Calendar. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of August 15, 2022 through August 19, 2022 in the amount of \$963,085.76, with \$743.80 in jury payments. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

H. Business:

Request to Approve Contract Agreement with Realauction.com LLC as Online Vendor to Host Tax Deed Sale/Realauction.com LLC/Treasurer (Action)

Treasurer's Office Treasury Specialist III Amy Sweet requested the Board's approval of the Contract Agreement with Realauction.com LLC as the online vendor to host tax deed sales. She confirmed that the auctions were planned as one day events, but that could be extended if the Board wanted it.

Commissioner Brooks moved that the Board approve the Contract Agreement with Realauction.com LLC as the online vendor to host tax deed sales. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Ms. Sweet and Ms. Bidwell exited the meeting at 2:05 p.m.

Grant Amendment/Project Period Extension – 9/30/2023/DOJ Office on Violence against Women \$149,824/No Match Requirement/Resource Management Office (Action)

District Court Domestic Violence Coordinator Mark Heid asked the Board to approve a grant amendment to extend the project period to September 30, 2023. He stated that they had been unable to use any of the funds over the past eleven months due to COVID-19 travel restrictions. He noted that there would be no cost to the County.

Commissioner Brooks moved that the Board approve the grant amendment to extend the project period from September 30, 2022 to September 30, 2023 for the DOJ Office on Violence against Women. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Heid exited the meeting at 2:07 p.m.

Grant Award # ID-2022-010-00/Approval/Federal Transit Administration (FTA) \$764,670/Cash and In-Kind Match Local/In-Kind \$644,346/Resource Management Office (Action)

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval to execute the 5307 Grant Award from the FTA (Federal Transit Administration), which provided funding for the fixed route operations, paratransit operations and training.

Commissioner Brooks moved that the Board approve Grant Award # ID-2022-010-00 from the Federal Transit Administration (FTA) for \$764,670, with a cash and in-kind match of \$644,346. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Renewal of Alliant Benefit Consulting Contract through 3/31/2025/Alliant Employee Benefits/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested the Board's approval of the renewal of the Alliant Benefit Consulting Contract from April 2023 through March 31, 2025. She explained that they provided services to the County in negotiating pricing with Regents, Willamette, Delta Dental and EAP (Employee Assistance Program). She stated this would be a no-increase contract of \$7,000 per month. She added that the contract had been reviewed by Legal.

Commissioner Brooks moved that the Board approve the renewal of the Alliant Benefit Consulting Contract through March 31, 2025. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

SRO Program Renewal for 2022-2023/Lakeland School District/Sheriff/Patrol (Action)

KCSO Captain Kevin Smart requested the Board's approval of the SRO (School Resource Officer) program renewal for the 2022-2023 school year at Lakeland School District. He indicated that he was not sure whether the contract included the new wages for staff that would go into effect in October.

Commissioner Duncan remarked that she was unsure of where the school district was in their budget process and said she would like to discuss next year's contract with them. She said she also wanted to review all the County's SRO contracts because the percentages charged to different school districts varied and she felt they should be treated the same unless there was a reason for the difference.

Captain Smart agreed and stated that he had noticed that this agreement had included a different percentage than others.

It was generally agreed that additional information would be gathered and the agreement updated, if necessary, then presented again at next week's Business Meeting. No motion was required at this time.

Clerk Jim Brannon exited the meeting at 2:11 p.m.

Board Approval Request: Transfer K-9 Monies spent to Patrol K-9 Account/Sheriff (Action)

KCSO Chief Budget Officer Stephanie Drobny requested the Board’s approval of the transfer of some unspent “B” (Operations) Budget money from Patrol and put it back into the K-9 Budget from which it had been taken to cover purchase of one of the K-9 dogs. She said the amount was \$22,874 and listed the accounts from which the money had been drawn.

Auditor’s Office Staff Accountant – Budget Brandi Falcon indicated that this would not create any problems.

Commissioner Brooks moved that the Board approve the transfer of K-9 monies spent to Patrol K-9 Account for the Sheriff’s Office, as per the documents and GL codes. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

KCSO Undersheriff Brett Nelson, Captain Smart and Ms. Drobny exited the meeting at 2:13 p.m.

Development and Ground Lease – NORTH Hangar Development/Harmony Hanger Development, LLC/Airport (Action)

Airport Administrative Secretary Kim Stevenson requested the Board’s approval of a Development and Ground Lease with Harmony Hanger Development, LLC. She said this was for a 3.861 acre lot on the north side of the Airport. She stated that this was being leased at the commercial rate and would give a yearly revenue of \$47,764.82.

In response to a question from Chair Pro Tem Duncan, Ms. Stevenson confirmed that there was still an amount outstanding for infrastructure. She added that all leases included provisions for non-payment.

Commissioner Brooks moved that the Board approve the Development and Ground Lease – NORTH Hangar Development for Harmony Hanger Development, LLC. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

Lease Addendum AAL-2021-1400 Increase Square Footage/North Idaho Hangar Group, LLC/Airport (Action)

Ms. Stevenson requested the Board’s approval of a Lease Addendum to AAL-2021-1400, to increase the square footage by 4,879. She said it would add \$1,288 to the annual revenue from the parcel.

Commissioner Brooks moved that the Board approve Lease Addendum AAL-2021-1400 to increase the square footage, with North Idaho Hangar Group, LLC. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Approve FY23 Court Appointed Special Advocate (CASA) Agreement/Schwartz Law Office, P.C./BOCC (Action)

BOCC Administrative Supervisor Leighanna Keiser requested the Board's approval of the FY23 Court Appointed Special Advocate (CASA) agreement with Schwartz Law Office, P.C. She stated that this would be a one-year renewal of the agreement, with an annual fee of \$100,000, which had been included in the FY23 Budget.

Commissioner Brooks moved that the Board approve the FY23 Court Appointed Special Advocate (CASA) Agreement with Schwartz Law Office, P.C. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Approve University of Idaho Extension Office 2-Year Lease/University of Idaho Board of Regents/BOCC (Action)

Ms. Keiser requested the Board's approval of a two year lease for the University of Idaho Extension Office. She stated that the cost to the County would be \$3,000 per month, for a total of \$36,000 per year and the amount had been included in the FY23 Budget.

Commissioner Brooks moved that the Board approve the University of Idaho Extension Office 2 year lease with the University of Idaho Board of Regents. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Resolution 2022-59/Surplus Equipment and Asset Deletion/Parks Sign and iPad/Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval of Resolution 2022-59, to surplus equipment and delete asset numbers.

Commissioner Brooks moved that the Board approve Resolution 2022-59, for surplus equipment and asset deletion of a Parks sign and an iPad for Parks & Waterways. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Resolution 2022-62/Donation of Equipment to Kootenai County Fairgrounds/Buildings & Grounds/ Building and Grounds (Action)

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval of Resolution 2022-62, for a donation of equipment to the Kootenai County Fairgrounds. However, it was unclear whether the value of the donation exceeded that permitted by statute, so Chair Pro Tem Duncan suggested that the exact value be ascertained and the Resolution be brought back to next week's Business Meeting.

Board Approval Request: Dangerous Dog Appeal/Kalberer/Animal Control/KCSO/Sheriff (Action)

Civil Deputy Prosecuting Attorney Darrin Murphey stated that the Board had approved an appeal, subject to certain conditions being met, for a dangerous dog. He said that the letter needed to be revised, so Board approval and direction was needed to send an updated letter that stated that the fence had to meet the approval of KCSO Animal Control Officer Sandra Osburn.

Chair Pro Tem Duncan moved that the Board amend/update/send a new letter regarding the Kalberer Dangerous Dog Appeal, to include language that indicates that the fence was subject to approval from Sandra Osburn, Animal Control Officer. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Murphey exited the meeting at 2:24 p.m.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Pro Tem Duncan stated that she still needed to bring forward an agreement to indicate that one Commissioner would enter into negotiation and bring the results back to the Board for the contract of the Construction Manager/General Contractor for the building expansion.

- 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.

Kootenai County Resident Diana Sheridan asked if there was updated information regarding the 20 acre lease at the Airport.

Commissioner Brooks stated that he was meeting with Airport Director Steven Kjergaard and Luxury International LLC Representative Walt Frasier on Friday. He confirmed that they had not yet received an opinion from the Idaho Attorney General's Office.

- J. Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 2:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk