

**Minutes of Meeting
Business Meeting
September 7, 2021
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan, met to discuss the following agenda items. Also present were Solid Waste (SW) Director John (JP) Phillips, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Airport Director Steven Kjergaard, Human Resources (HR) Director Sylvia Proud, Finance Director Dena Darrow, Office of Emergency Management (OEM) Director Tiffany Westbrook, OEM Administrative Assistant Rachel Irish, KCSO Lieutenants Ryan Higgins and William Klinkefus, KCSO Sergeant Ryan Miller, KCSO Patrol Deputy Jonathan Traw, Civil Deputy Prosecuting Attorney R. David Ferguson, Treasurer's Office Senior Accounting Technician Teresa Mallery, Treasurer's Office Customer Service Technician II Mary Bidwell, BOCC Communications Manager Nancy Jones, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Ms. Irish, Sergeant Klinkefus and Ms. Westbrook were present via teleconference. Commissioner Bill Brooks was excused.

A. Call to Order: Chairman Chris Fillios called the meeting to order at 2:01 p.m.

B. Pledge of Allegiance: KCSO Lieutenant Ryan Higgins led the Pledge of Allegiance.

C. Consent Calendar (items to be approved listed below):

Minutes of Meetings:

08/24/2021 Human Resources: Personnel Changes
08/24/2021 Business Meeting
08/24/2021 Airport & Airport Advisory Board Update
08/25/2021 FY22 Public Budget Hearing

Board Actions:

Assessor's Adjustment to tax/valuation/AIN Nos. 338511; 216434; 310434; 203297;
310008; 236311; 192245; 127121; 213119; 128053; 148086; 196372; 309874; 339291;
253996; 104393; 182438; 118935; 116660; 309002; 245965; 145246; 124597; 126757;
183539; 192245; 255356; 145246; 105032; 187542; 131733

Treasurer's Monthly Report: July 2021

Hayden Area Regional Sewer Board (HARSB) Payment Request Approval Forms: City of
Hayden; Cere Greenhouse Solutions, LLC; AQUA Engineering

Kennel License Application: Fowler

Kennel License Renewals: Corning/Vom Corvinus Haus Rottweilers; Peacock Kennel;
Hoffman/Little Long Dogs Rescue

PAF/SCF Report: BOCC Review/PP19 Week 1/Human Resources

BOCC Signatures for Indigent Cases: 8/26/21 through 9/1/21

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

Commissioner Brooks: Excused

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 30, 2021 through September 3, 2021 in the amount of \$823,895.84, with no jury payments. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

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:

Bid Opening 2021-05/Work Vessel/Parks & Waterways

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder reported that a bid had been sent in via regular mail and delivery had been delayed due to the holiday weekend. He said that a copy of the bid had been emailed to Commissioner Duncan and asked whether this could be used. He added that this had been the only bid submitted.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that the bid could be accepted from the emailed copy. He said that the Board could waive the irregularity, especially since it was the only bid.

Commissioner Duncan stated that the bid was for a 38 foot Packman Aluminum Landing Craft for \$796,133 and came from the William E. Munson Company, from Burlington, Washington. This price did not include any optional equipment or extended warranty.

Commissioner Duncan moved that the Board acknowledge receipt of the bid and send it to Legal and Parks & Waterways for review. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Authorization/Purchase of Goods and Services on the Open Market/Resolution 2021-89/Solid Waste

Solid Waste (SW) Director John (JP) Phillips stated that he had received no bids for their Z-Wall construction project at the Ramsey Transfer Station. He said that they had formally solicited under Bid 2021-04.

Mr. Phillips explained that SW had worked with Civil Deputy Prosecuting Attorney Jamila Holmes to develop Resolution 2021-89, which would allow SW to work directly with a contractor to get price estimates and complete the project. He said \$400,000 had been budgeted for the project, including engineering expenses, but if the estimated costs were over that amount, SW would either return to the Board to ask approval for the extra money, forgo the project until next year or attempt rebidding.

Commissioner Duncan moved that the Board authorize the purchase of goods and services on the open market as indicated in Resolution 2021-89, for the Solid Waste Z-Walls. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Phillips exited the meeting at 2:06 p.m.

Legal Name Update/Kootenai County/Internal Revenue Service/Treasurer

Treasurer's Office Senior Accounting Technician Teresa Mallery reminded the Commissioners that they had previously been informed of the error in the legal name given to the Internal Revenue Service for Kootenai County. She asked the Board to authorize the filing of the corrected name.

Commissioner Duncan moved that the Board execute the letter presented for the legal name update to the Internal Revenue Service. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Ms. Mallery exited the meeting at 2:08 p.m.

Bruce Mattare entered the meeting at 2:09 p.m.

Construction Contract/Gulfstream Road and Utility Extension Project/LaRiviere, Inc./ Airport

Airport Director Steven Kjergaard requested the Board's approval for the construction contract with LaRiviere, Inc. for the Gulfstream Road and Utility Extension Project at the Airport. He explained that the contract was for \$1,240,894, which would be eventually

paid in full by the property developers, with no remaining cost to the County. He said they planned to start the project in the spring but wanted to get the contract signed now so materials could be ordered.

Commissioner Duncan moved that the Board approve the construction contract for the Gulfstream Road and Utility Extension Project with LaRiviere, Inc. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Kjergaard exited the meeting at 2:10 p.m.

Dispatch Agreement/Coeur d'Alene Tribe/KCSO

KCSO Lieutenant Ryan Higgins requested the Board's approval of a dispatch agreement between KCSO and the Coeur d'Alene Tribe's Police Department. He explained this agreement was renewed annually and allowed the Coeur d'Alene Tribe's Police Department to access the KCSO's dispatch services for 911 and other calls. He said the contract provided that KCSO would be paid \$51,337.13 each year, with an annual increase included. He added that this agreement included updated language and the fee would now cover the actual cost of the services.

Commissioner Duncan moved that the Board approve the dispatch agreement with the Coeur d'Alene Tribe. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Authorize Transfer/Existing Funding/Used Snowmobile Purchase/KCSO/Snowgroomer

Mr. Snyder explained that KCSO would transfer two used snowmobiles to the Snowgroomers and they in turn would transfer \$5,000 back to the KCSO account. He said that he had informed Finance Director Dena Darrow and she had not voiced any objections to the plan.

Commissioner Duncan moved that the Board authorize the transfer of existing funding from Snowgroomers to KCSO in exchange for two snowmobiles. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Snyder exited the meeting at 2:13 p.m.

Approval/Building Resilient Infrastructure and Communities (BRIC) Hazard Mitigation Grants (3)/FEMA/Office of Emergency Management

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board’s approval to apply for three project grants from FEMA (Federal Emergency Management Agency) Building Resilient Infrastructure and Communities (BRIC) Hazard Mitigation Grants. She explained the request was for Kootenai Electric to remove hazardous fuel from beneath their lines and bury more power lines. She said Kootenai Electric was required to make the request through the County.

Commissioner Duncan moved that the Board approve the application for the BRIC grants as outlined with the Office of Emergency Management and Kootenai Electric. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Proclamation: Preparedness Month/September 2021/Office of Emergency Management

OEM Preparedness Coordinator Sarah Loffredo asked the Board to approve the proclamation making September 2021 “Preparedness Month.”

Commissioner Duncan moved that the Board proclaim September 2021 as the Preparedness Month for the Office of Emergency Management and emergency management everywhere. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Reallocate Funds from 2021 Vessel Account to FY2022/KCSO

KCSO Sergeant Ryan Miller asked the Board to approve the reallocation of funds from the FY2021 Vessel Account intended for the construction of a new building to FY2022, to allow the project to proceed.

Commissioner Duncan remarked that the formal Resolution for this would be made in October. She said that no motion was needed at this time.

Chairman Fillios agreed.

Sergeant Miller confirmed that the amount in question was \$250,000.

Purchase/Yamaha Jet Ski with Dedicated Funds/KCSO

Sergeant Miller asked for the Board’s approval to purchase a new Yamaha Jet Ski using \$19,000 in dedicated funds from RBS (Recreational Boater Safety).

Commissioner Duncan moved that the Board approve the purchase of the Yamaha Jet Ski with dedicated funds from the RBS account. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Request for Boat Maintenance/Marine Division/KCSO

Sergeant Miller asked the Board to approve replacement of an inflatable bladder on a patrol boat, along with other required maintenance, for \$19,730.08. He reported that they had a local mechanic who was willing to do the work, so the boat would not have to be transported to California and back. He said the money would also come from the RBS fund.

Commissioner Duncan moved that the Board approve the request for boat maintenance, regarding the bladder, as described. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Agreement/Provide Law Enforcement Services/Silverwood Theme Park/KCSO

KCSO Lieutenant William Klinkefus asked the Board's approval of an agreement to provide law enforcement services to the Silverwood Theme Park for their Halloween Scarywood event, running from September 30, 2021 to October 31, 2021. He explained the agreement would cover the overtime pay and benefits for the officers.

Commissioner Duncan moved that the Board approve the agreement to provide law enforcement services for the Silverwood Theme Park for their Scarywood events. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Sergeant Miller and KCSO Deputy Jonathan Traw exited the meeting at 2:21 p.m.

Fire District Annexations/Multiple Parcels/East Side Fire District

Mr. Ferguson reported that all requirements had been met for the annexation of the requested parcels into the East Side Fire District.

BOCC Administrative Secretary Teri Johnston confirmed that the request for approval for one parcel on the original list had been moved to next week's Business Meeting, since it had to be removed from one Fire District before being annexed into the other.

Commissioner Duncan moved that the Board approve the fire district annexations of the following parcels: Seuryneck 2004 Family Trust; William J Benedetti, III; Sunnyside Real Estate LLC; Dennis and Terese Smith Living Trust and Khalighi, Bahram & Stephanie Lynn. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Tax Deed Bid/AIN 215923/Craft/Engle

Commissioner Duncan reminded those present that the original bid by these parties for AIN 215923 had been rejected as insufficient. She said that Kodi Craft and Jessica Engle had chosen to make another offer, this time for \$1,000.

Treasurer’s Office Customer Service Technician II Mary Bidwell confirmed that the Treasurer’s Office felt this bid was acceptable, since it would cover expenses incurred by the County.

Commissioner Duncan moved that the Board accept the Tax Deed Bid in the amount of \$1,000 for AIN 215923 to Craft and Engle. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Resolution 2021-90/Adopt Kootenai County Personnel Policy Manual Revision/Human Resources

Human Resources (HR) Director Sylvia Proud requested the Board’s approval of Resolution 2021-90, to adopt a Personnel Policy Manual Revision. She explained this was related to Holiday Policy 312, as previously approved by the Board. She remarked this included inclusion of the Juneteenth holiday and a distinction outlined regarding the difference between Holiday Pay and Holiday Time.

Commissioner Duncan moved that the Board approve Resolution 2021-90, to adopt the Kootenai County Personnel Policy Manual Revision, to the Holiday Policy, Policy 312. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Mr. Ferguson exited the meeting at 2:28 p.m.

Status Update Pending Items/Board of Commissioners

Facilities Expansion

Commissioner Duncan said there were no new developments in this area.

PAC Airport Lease

Commissioner Duncan reported that Commissioner Bill Brooks had said there were no new developments in this area.

Financial Snapshot

Ms. Darrow provided the Commissioners with a handout illustrating her report. She said that all Elected Officials were currently underspent on their budgets. She said 74% of the County's total yearly budget had been spent, which was well below the target of 91.8% for this stage of the fiscal year. She added that the County was at 110% of revenue collected, including taxes and grants.

Ms. Darrow called attention to the breakdowns by department provided. She said that the FY22 Budget had been approved and the estimated remaining Fund Balance was \$9,834,010. She stated that 4% of the Contingency Funds had been used for FY21 so far and the Health Insurance spending was just under the targeted amount, at 90%. She reminded those present that changes in the FY21 Budget would be brought forward for Board approval.

Ms. Darrow remarked that the County had about 72 positions open as of August 31, 2021.

Chairman Fillios asked where the \$16 million from ARPA (American Rescue Plan Act) had been placed.

Ms. Darrow reported that the funds had been placed in a bank account where it was earning interest. She said the Treasurer was also investing some of it. She confirmed that they were waiting for the final ARPA rules to be provided at the end of September before doing anything else with those funds.

Impact Fee Analysis

Chairman Fillios remarked that Commissioner Brooks had asked that this project be delayed for two months.

North Lot Land Sale

Chairman Fillios said he had spoken to Buildings & Grounds (B&G) Operations Manager Greg Manley and Mr. Manley told him that he had spoken to an Assessor regarding the value of the land abutting the Music Conservatory's plot.

Chairman Fillios said he had provided this information to Steve Widmyer, but had not yet heard back from him.

Commissioner Duncan stated that the land that could be offered to the other property owner would be about 2,100 square feet. She said she planned to contact the person after they heard back from Mr. Widmyer.

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 2:34 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
