

**Minutes of Meeting  
Business Meeting  
September 14, 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 Chief Deputy Clerk Jennifer Locke, County Assistance Manager Shelly Amos, Administrative Assistant Ronnie Davisson, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Community Development Director David Callahan, KCSO Lieutenant William Klinkefus, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Treasury Specialist Supervisor Mary Bidwell, Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Erik Sheffield, Juvenile Detention Senior Records Clerk Brandie Bradley, Reprographics/Mail Center Manager David Reid, Information Technology (IT) Applications System Manager Matt Snow, Solid Waste (SW) Business & Finance Manager Angela Burgeson, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Ms. Riley, Lieutenant Klinkefus, Ms. Bradley, Mr. Snow and Mr. Reid were present via teleconference. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Treasury Specialist Supervisor Mary Bidwell led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**  
**Minutes of Meetings:**  
08/31/2021 Business Meeting

**Board Actions:**

Assessor's Adjustment to tax/valuation/AIN Nos. 259328; 162556; 129550; 127114; 121592; 332453; 136131; 185020; 305150; 109431; 183289; 259033; 128498  
Hayden Area Regional Sewer Board/Payment Request Form: J-U-B Engineering;  
Panhandle Area Council; Weholite (Infra Pipe Solutions, Ltd.)  
PAF/SCF Report: BOCC Review PP 19 Week 2/Human Resources  
BOCC Signatures for Indigent Cases: 9/2/21 through 9/8/21

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 September 5, 2021 through September 10, 2021 in the amount of \$711,349.72, 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.

Chief Deputy Assessor Allyson Knapp entered the meeting at 2:02 p.m.

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

**F. Action Items:**

**Reject Bid 2021-05/Work Vessel/William E. Munson Company/Parks & Waterways**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder reminded the Commissioners that a single bid had been received on September 7, 2021 for the proposed work vessel, in the amount of \$796,133, from the William E. Munson Company. He said the bid was significantly higher than anticipated, so he was recommending that the Board reject it.

Commissioner Duncan moved that the Board reject Bid 2021-05, for the Work Vessel, from the William E. Munson Company. 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.

**Purchase of Goods and Services on Open Market/Resolution 2021-91/Parks & Waterways**

Mr. Snyder asked the Board to approve Resolution 2021-91, which would allow him to look for a work vessel on the open market.

Commissioner Duncan moved that the Board approve Resolution 2021-91, to allow for the purchase of goods and services on the open market by Parks & Waterways, in accordance with Idaho Code. 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 2:03 p.m.

**Requests for Certification to 2021 Property Tax Roll/Delinquent Commercial Solid Waste/Treasurer**

Treasury Specialist Supervisor Mary Bidwell asked the Board to approve the Requests for Certification to the 2021 Property Tax Roll for the categories listed in items three, four, five, six, seven and eight on the agenda. In response to a question from Civil Deputy Prosecuting Attorney R. David Ferguson, she confirmed that each category had different criteria that allowed it to be certified under different tax codes.

Mr. Ferguson indicated that the Commissioners should cover each in a separate motion.

Commissioner Duncan moved that the Board approve the requests for certification to the 2021 Property Tax Roll of the Delinquent Commercial Solid Waste Schedule. 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.

**Requests for Certification to 2021 Property Tax Roll/Omitted Occupancies/Treasurer**

Commissioner Duncan moved that the Board approve the requests for certification to the 2021 Property Tax Roll for the Omitted Occupancies, according to the provided schedule. 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.

**Requests for Certification to 2021 Property Tax Roll/Inactive Properties/Treasurer**

Commissioner Duncan moved that the Board approve the requests for certification to the 2021 Property Tax Roll for the Inactive Properties Schedule. 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.

**Requests for Certification to 2021 Property Tax Roll/ Yield & Deferred Tax/Treasurer**

Commissioner Duncan moved that the Board approve the requests for certification to the 2021 Property Tax Roll for the Yield & Deferred Tax Schedule. 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.

**Requests for Certification to 2021 Property Tax Roll/Delinquent Personal Property/  
Treasurer**

Commissioner Duncan moved that the Board approve the requests for certification to the 2021 Property Tax Roll for the Delinquent Personal Property Schedule. 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.

**Requests for Certification to 2021 Property Tax Roll/Taxing Districts/Treasurer**

Commissioner Duncan moved that the Board approve the requests for certification to the 2021 Property Tax Roll for the other Taxing Districts. 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.

Solid Waste (SW) Business & Finance Manager Angela Burgeson

**Grant Agreement/FTA 5307 ID-2021-025/Buses/Federal Transit Administration/  
Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of Grant Agreement FTA 5307 ID-2021-025, in the amount of \$336,127, with no matching funds required from the County. She noted that the money would be used to replace two Fixed Route Buses.

Commissioner Duncan moved that the Board approve Grant Agreement FTA 5307 ID-2021-025, for the buses. 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.

Auditor's Office Administrative Assistant Ronnie Davisson exited the meeting at 2:08 p.m.

**Grant Agreement/FTA 5307 ID-2021-026/Replacement Paratransit Buses/Federal  
Transit Administration/Resource Management Office**

Ms. Riley requested the Board's approval for Grant Agreement FTA 5307 ID-2021-026, for the replacement of Paratransit Buses. She said the grant was for \$275,400, with a match of \$48,600 required from the County.

Commissioner Duncan moved that the Board approve the Grant Agreement FTA 5307 ID-2021-026, for the replacement of Paratransit Buses. 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.

**Grant Project Funding Agreement Amendment/Ring-a-Ride Program/Resource Management Office**

Ms. Riley requested the Board's approval of a Grant Project Funding Agreement Amendment for the Ring-a-Ride program. She stated the amendment would extend the agreement through September 30, 2022.

Commissioner Duncan moved that the Board approve the Grant Project Funding Agreement Amendment, to extend the Ring-a-Ride Program. 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.

**2021 Off Highway Vehicle (OHV) Grant Award/KCSO/Resource Management Office**

KCSO Lieutenant William Klinkefus requested the Board's approval of the 2021 Off Highway Vehicle (OHV) Grant Award, in the amount of \$2,514.93. He noted that no matching funds were required. He said the items they would buy were two ATV (All-Terrain Vehicle) loading ramps, three Husqvarna chain saws, one ATV storage lock and a Garmin In-Reach communications device.

Commissioner Duncan moved that the Board approve the 2021 Off Highway Vehicle (OHV) Grant Award for KCSO. 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.

**Approve Purchase/Vehicle/Community Development Update**

Community Development Director David Callahan requested the Board's approval of the purchase of a vehicle as previously discussed in the September 2, 2021 Community Development Update. He said they planned to buy a 2019 Nissan Rogue S for \$25,918 and that it had only 24,373 miles on it.

Commissioner Duncan moved that the Board approve vehicle purchase for Community Development, with the understanding that the timing of the issuance of the check and the delivery of the vehicle to be confirmed by the Auditor's Office. 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. Callahan exited the meeting at 2:11 p.m.

#### **Food Service Agreement/Summit Food Services/District 1 Juvenile Detention**

Juvenile Detention Administrative Specialist Brandie Bradley requested the Board's approval of a Food Service Agreement for the Juvenile Detention Center with Summit Food Services. She commented that her department had previously been contracted directly with the Public Safety Building, but they had been required to go out for bids this year, so they entered into this agreement independently.

Commissioner Duncan moved that the Board approve the Food Service Agreement with Summit Food Services for the Juvenile Detention Center. 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.

#### **Extension/Professional Services Agreement/Brennan/Information Technology**

Information Technology (IT) Applications Systems Manager Matt Snow requested the Board's approval of an extension of the Professional Services Agreement with Stan Brennan through February 28, 2022.

Commissioner Duncan commented that the \$12,000 in carried-forward funds would require a special resolution, since it was a "B" (Operations) Budget Item. She suggested that IT consult with the Auditor's Office.

Commissioner Duncan moved that the Board approve the extension of the Professional Services Agreement for Brennan, with the dollars coming from FY21 "B" Budget, to be rolled forward. 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.

**Service Provider Agreement/Credit Card Processing/Certified Payments/Treasurer**

Ms. Bidwell requested the Board’s approval of a Service Provider Agreement for credit card processing for payments made over the counter, online and by phone. She explained that these services had previously been supplied by two different companies, with that agreement set to expire on October 31, 2021. She said they had found a new company, Certified Payments, which could provide all the services and would reduce the rate paid from 2.49% to 2.19%.

Commissioner Duncan moved that the Board approve the Service Provider Agreement for credit card processing between Certified Payments and the Treasurer’s Office. 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 to De-Annex/Cada/Kootenai Fire & Rescue**

**Fire District Annexation/Cada/East Side Fire District**

Mr. Ferguson indicated that all the requirements had been met in order to de-annex this property from Kootenai Fire & Rescue District and annex it into East Side Fire District.

Chairman Fillios said that item seventeen and eighteen could be handled in a single motion.

Commissioner Duncan moved that the Board approve the request to de-annex the property belonging to Cada from Kootenai Fire & Rescue and to annex the property belonging to Cada into East Side Fire District. 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.

**Fire District Annexation/Rider/Rider Family LLC/Kootenai Fire & Rescue**

Mr. Ferguson stated that all the requirements to annex the parcel listed under Rider Family LLC into the Kootenai Fire & Rescue District had been met.

Commissioner Duncan moved that the Board approve the Fire District Annexation for Rider and Rider Family LLC into Kootenai Fire & Rescue District. 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. Bidwell exited the meeting at 2:17 p.m.

**Resolution 2021-93/Classify Records/County Assistance**

**Resolution 2021-94/Destroy Records/County Assistance**

Chairman Fillios stated that item twenty and item twenty-one could be handled under one motion.

County Assistance Manager Shelly Amos requested the Board to approve Resolution 2021-93 and 2021-94, to classify and destroy records which her department was no longer obliged to keep.

Commissioner Duncan moved that the Board approve Resolutions 2021-93 and 2021-94, for the classification and destruction of records for County Assistance, according to Idaho Code. 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 2021-97/Surplus Property/Reprographics**

Reprographics/Mail Center Manager David Reid asked the Board to approve Resolution 2021-97, to declare an old folding device as surplus. He said it dated from 1999, no other department could use it and it no longer functioned, so it would be discarded.

Commissioner Duncan moved that the Board approve Resolution 2021-97, for the surplus of property for Reprographics. 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 2021-98/Adoption of Hayden Area Regional Sewer Board (HARSB)  
Recommendation for Bid Award to TML Construction/Board of Commissioners**

Commissioner Duncan reported that the HARSB (Hayden Area Regional Sewer Board) had solicited bids, per Idaho Code, for Phase II construction. She stated that they had received two responsive bids, with TML Construction being the lower of the two. She said that HARSB was asking each participating entity to approve the award of the bid.



Commissioner Duncan moved that the Board approve Resolution 2021-98, for the Hayden Area Sewer Board construction award to TML Construction, for Phase II. 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 2:20 p.m.

### **Status Update/Pending Items List/Board of Commissioners**

#### **Facilities Expansion**

Commissioner Duncan said she planned to arrange a meeting with KCSO Captains regarding their preferences on the options listed by LCA for their space.

Chairman Fillios voiced his support for her plan.

#### **PAC Airport Lease**

Commissioner Duncan said they had received no updated information on this.

#### **Financial Snapshot**

Chairman Fillios stated that the Board had received the Financial Snapshot for September in last week's meeting.

#### **Impact Fee Analysis**

Chairman Fillios commented that Commissioner Brooks had asked this item to be deferred until the end of October.

#### **North Lot Land Sale**

Chairman Fillios said he was still waiting for a response from Steve Widmyer on whether his group would be interested in buying the land adjacent to the Music Conservatory. He remarked that, if they were not interested, a fence would be constructed instead.

Commissioner Duncan said she intended to wait until they heard from Mayor Widmyer before she contacted the other property owners.

- 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 2:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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