

**Minutes of Meeting
Business Meeting
September 21, 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 Clerk Jennifer Locke, Finance Director Dena Darrow, County Assistance Manager Shelly Amos, Elections Manager Asa Gray, Chief Deputy Assessor Allyson Knapp, Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, Human Resources Director Sylvia Proud, Information Technology (IT) Director James Martin, IT PC/Network Specialist Garth Sorenson, KCSO 911 Communication Services Administrator Collin McRoy, Civil Deputy Prosecuting Attorney R. David Ferguson, Airport Administrative Secretary Kim Stevenson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Supervisor Leighanna Keiser, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Kootenai County Residents Bill Darnofall and Joe Rosetti. Ms. Stevenson was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 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:

09/07/2021 Business Meeting

09/09/2021 Human Resources: Personnel Changes

Board Actions:

Assessor's Adjustment to tax/valuation/AIN Nos. 165286; 175971; 197272; 131361; 129979; 333821; 206532; 122446; 259389; 142367; 162329; 130134; 120750; 217140; 217493; 150590; 343553; 200098; 343554; 343867; 343552; 163991; 100918; 322913; 331060; 196103; 102815

Treasurer's Monthly Settlements and Statements/August 2021

Human Resources/Personnel Changes: FY22 Proposed Matrix/General Pay Plan; Sworn Officer Matrix/KCSO; Open AT2/Temporarily re-classed AT1/Public Defender; Temporary Payroll Tech. to Permanent/Full Time/Auditor; Proposed Increases/Juvenile Detention; Seasonal Operator/Janitorial/Buildings & Grounds; RX PBM Change/Regence; County Paid Benefit Eligibility

Approve/Extension/L2 Deadline/City of Harrison/Auditor

Hayden Area Regional Sewer Board/Payment Request Form: Weholite (Infra Pipe Solutions Ltd.)

BOCC Signatures for Indigent Cases: 9/9/21 through 9/15/21

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 September 13, 2021 through September 17, 2021 in the amount of \$559,644.83, 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):

Commissioner Duncan stated that the Board had received an amended agenda with an additional name to be added to item fifteen. She explained that it was a time sensitive request because the contract in question expired October 1, 2021.

BOCC Administrative Supervisor Leighanna Keiser confirmed that the name had been overlooked in a clerical error.

Commissioner Duncan moved that the Board accept the amended agenda for item fifteen, since it was time sensitive for expiring contracts. 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.

F. Action Items:

First Amendment to Kootenai County Recyclables Processing Agreement/Waste Management of Idaho/Solid Waste

Solid Waste (SW) Business & Finance Manager Angela Burgeson requested the Board's approval of the first amendment to the Kootenai County Recyclables Processing Agreement with Bluebird Recycling. She explained this would be a one-year extension, with the same price as previously charged.

Commissioner Duncan moved that the Board approve the first amendment to the Kootenai County Recyclables Processing Agreement with Bluebird Recycling (Waste Management of Idaho). 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.

Master Agreement/Software & Support License/Computer Arts, Inc./County Assistance

County Assistance Manager Shelly Amos requested the Board's approval of the annual renewal of the master agreement for the Software & Support License with Computer Arts, Inc. She said there was an increase of \$145 for the entire year, making the full cost \$4,995.

Commissioner Brooks moved that the Board approve the master agreement for the Software & Support License with Computer Arts, Inc. for County Assistance. 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.

Renewal/Memorandum of Understanding/Microwave T1 Connections for Radio Network/Idaho Military Division/KCSO/911

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of the renewal of a Memorandum of Understanding (MOU) with the Idaho Military Division for the Microwave T1 Connections to the Radio Network. He explained this represented the annual renewal of their microwave link to the radio core in Meridian for their system. He said the agreement would be effective October 1, 2021 and that there had been no change to the agreement except for the built-in 2% increase, making the total \$32,433.47.

Commissioner Duncan moved that the Board approve the renewal for the MOU for the Microwave T1 Connections for the Radio Network between the Idaho Military Division and KCSO 911. 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.

Service Agreement/ASTRO System/Motorola Solutions/KCSO/911

Mr. McRoy requested the Board's approval of the service agreement for the ASTRO System with Motorola Solutions. He explained it was for maintenance on the radio system and included an increase of about \$11,872.17 from last year, which represented their normal 3% plus the additional equipment added. He stated that the total cost would be \$173,044.50.

Commissioner Brooks moved that the Board approve the service agreement for the ASTRO System between Motorola Solutions and KCSO 911. 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.

Service Agreement/Mason Butte/911 Center/Killarney Mountain/Sheriff's Department/Canfield Mountain/DIVCO/KCSO/911

Mr. McRoy requested the Board's approval of the service agreement for the HVAC system with DIVCO for the next fiscal year. He said there was no increase in price from last year, so the total cost was \$4,871.

Commissioner Duncan moved that the Board approve the service agreement for Mason Butte, Kootenai County 911 Center, Killarney Mountain, the Sheriff's Department and Canfield Mountain between DIVCO and KCSO 911. 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.

Approve Ballot Order/Resolution 2021-92/Designate Polling Places/November 2, 2021 Consolidated Election/Elections

Chief Deputy Clerk Jennifer Locke stated that there had been a last minute update with the Secretary of State. She provided the most updated list to the Commissioners.

Elections Manager Asa Gray asked the Board to approve Resolution 2021-92, for the ballot order and to designate polling places for the November 2, 2021 Consolidated Election. He pointed out the specific changes made in the most recent order.

Ms. Locke remarked that, as of September 22, 2021, they had received 6,714 absentee requests.

Commissioner Brooks moved that the Board approve Resolution 2021-92 for the ballot order and to designate polling places for the November 2, 2021 Consolidated Election. 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.

Compensation Analysis Proposal/AmeriBen/Human Resources

Human Resources (HR) Director Sylva Proud requested the Board's approval for the compensation analysis proposal with Ameriben for general pay plan employees and

sworn officers. She noted it would be used to determine Kootenai County's salary competitiveness with the external markets chosen by the Elected Officials. She said the market areas approved by the Board of County Commissioners in the September 15, 2021 meeting were Ada County, Bonner County, Canyon County, Spokane County, City of Coeur d'Alene, Boise, Post Falls, Spokane and Spokane Valley. She added that the estimated cost of the survey would be \$3,490.

Commissioner Duncan moved that the Board approve the compensation analysis with Ameriben. 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.

ICRMP Policy Year 2021-2022 Public Entity Multi-Lines Insurance Policy/Human Resources

Ms. Proud asked the Board's approval of the ICRMP (Idaho Counties Risk Management Program) Policy Year 2021-2022 Public Entity Multi-line Insurance Policy. She reminded those present that this was the County's liability insurance policy. She said that the policy had been reviewed by Legal and would have a premium of \$799,218, an increase of \$21,162 from last year. She reported that the deductible would be \$3,500 for vehicle and property damages and loss, and that the deductible for employment practices and liability had increased from \$5,000 to \$7,500.

Commissioner Brooks moved that the Board approve the ICRMP Policy Year 2021-2022 Public Entity Multi-Lines Insurance Policy for the County, with a payment due on October 1, 2021 in the amount of \$399,609 and the balance due on April 1, 2022. 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.

Ms. Proud exited the meeting at 2:16 p.m.

Maintenance Agreements (2)/Office of Emergency Management/Specialty Courts/H & H, Inc./Information Technology

Information Technology (IT) Director James Martin requested the Board's approval of maintenance agreements for two multi-function printer/copiers, one at the Specialty Court and one at the Office of Emergency Management.

Commissioner Duncan moved that the Board approve the maintenance agreements for equipment at the Office of Emergency Management and Specialty Court with H & H, Inc. 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.

Mr. Martin and IT PC/Network Specialist Garth Sorenson exited the meeting at 2:17 p.m.

Consent to Assignment of Lease AAL-98-010/Resort Aviation Services, Inc./Resort Aviation – Jet Center LLC/Airport

Consent to Assignment of Lease AAL-98-005/Resort Aviation Services, Inc./Resort Aviation – Jet Center LLC/Airport

Consent to Assignment of Lease AAL-2009-010/Resort Aviation Services, Inc./Resort Aviation – Jet Center LLC/Airport

Consent to Assignment of Lease AAL-2015-700/Resort Aviation Services, Inc./Resort Aviation – Jet Center LLC/Airport

Airport Administrative Secretary Kim Stevenson suggested that items ten through thirteen on the agenda be consolidated into a single motion.

No objections were voiced.

Ms. Stevenson explained that the four leases were being assigned from the originally named entity to the LLC. She said there was no change in annual revenue and the grand total would be \$27,248.27 each year.

Chairman Fillios read the individual lease numbers into the record and stated that the title conversions would be made from Resort Aviation Services, Inc. to Resort Aviation – Jet Center LLC.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that this was adequate identification of the items.

Commissioner Brooks moved that the Board approve items ten through thirteen on the agenda for consent to assignment of lease for Resort Aviation Services, 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.

Administrator Contract/FY22 Public Defender Contract Renewal/Nass/Board of Commissioners

BOCC Administrative Supervisory Leighanna Keiser requested the Board’s approval of a renewal of the contract with Scot Nass for the FY22 Public Defender Conflict Administrator position. She stated the term would run from October 1, 2021 through September 30, 2022 and would include an increase in his monthly rate to \$4,000.

Commissioner Duncan moved that the Board approve the Administrator Contract for the FY22 Public Defender Contract renewal for Attorney Nass for FY22. 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.

Renewals/Public Defender Conflict Contracts/Andersen/Chesebro/Cooper/Crocker – Hagerty/Findlay/Frampton/Mihara/Nixon/Palmer/Pierce/Riadh/Riffle/Romero/Schwartz/Swartz Board of Commissioners

Ms. Keiser requested the Board’s approval for the annual renewals of the Public Defender Conflict Contracts for Andersen, Chesebro, Cooper, Crocker – Hagerty, Findlay, Frampton, Mihara, Nixon, Palmer, Pierce, Riadh, Riffle, Romero, Schwartz and Swartz. She said the term would run from October 1, 2021 through September 30, 2022. She listed the changes in the contract and said the rate had been increased.

Commissioner Brooks moved that the Board approve the renewals of the Public Defender Conflict Contracts with Andersen, Chesebro, Cooper, Crocker - Hagerty, Findlay, Frampton, Mihara, Nixon, Palmer, Pierce, Riadh, Riffle, Romero, Schwartz and Swartz. 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.

Contract/Approval of Payment for Elections Systems & Software/Elections

Ms. Locke requested the Board’s approval of the payment to Elections Systems & Software (ES&S). She said the amount totaled \$30,320.

Mr. Gray said this covered 3 DS850 machines, the 60 Express Vote machines and the Election Night Reporting Software.

Commissioner Duncan moved that the Board approve the contract and payment for the ES&S 2022 service. 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/Approval of Payment/TENEX Software Solutions, Inc./Elections

Mr. Gray requested the Board's approval for the payment to TENEX Software Solutions, Inc. for the voter registration system and the E-poll books. He said the cost would be \$22,500 for FY22.

Commissioner Brooks moved that the Board approve the contract and payment for TENEX Software Solutions, Inc. for Elections. 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 2021-95/Classify Records/Auditor

Resolution 2021-96/Destroy Records/Auditor

Chairman Fillios stated that items eighteen and nineteen could be covered in a single motion.

Deputy Clerk Tina Ginorio requested the Board's approval of Resolutions 2021-95 and 2021-96, to classify and destroy records the Auditor's Office was no longer required to keep.

Commissioner Duncan moved that the Board approve Resolution numbers 2021-95 and 2021-96, for the classification and destruction of records per Idaho Code. 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.

Resolution 2021-99/Surplus Property/Prosecuting Attorney

Commissioner Duncan explained that Resolution 2021-99 provided for an 85/15% split with the agencies that confiscated the property.

Commissioner Brooks moved that the Board Resolution 2021-99, for surplus property for the Prosecuting Attorney's 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.

Opioid Settlement/Application/Board of Commissioners

Commissioner Duncan reminded those present that a letter was received by the Board on September 15, 2021 which discussed the \$119 million for Idaho Counties and Cities that agreed to participate in a settlement with several major opioid distributors. She stated that there were reporting and application requirements, but if the Board wished to participate, BOCC Senior Business Analyst Nanci Plouffe had volunteered to handle it.

Commissioner Duncan remarked that no motion was required at this time. It was generally agreed that Ms. Plouffe would proceed as proposed.

Mr. Ferguson and Chief Deputy Assessor Allyson Knapp exited the meeting at 2:28 p.m.

Status Update/Pending Items/Board of Commissioners

Facilities Expansion

Commissioner Duncan reported that she had a meeting planned with Captains Smart and Miller next week to discuss the proposals from LCA Architects.

PAC Airport Lease

Commissioner Brooks said that he had nothing new to report.

Financial Snapshot

Chairman Fillios remarked that this would be provided next month.

Impact Fee Analysis

Commissioner Brooks confirmed that this would be pursued further in October.

North Lot Land Sale

Chairman Fillios reported that he had not yet heard back from Steve Widmyer regarding the lot that abuts the Music Conservatory.

Skeet and Gun Club

Commissioner Duncan reminded those present that the Board was waiting for the Club to make a presentation of a lease.

Commissioner Brooks remarked that they were also waiting for an appraisal of the property. He said that Airport Director Steven Kjergaard had said it would be months before the appraisal was completed.

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 2:19 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
