

**Minutes of Meeting
Business Meeting
September 28, 2021
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were Coroner Warren Keene, M.D., Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Solid Waste (SW) Director John (JP) Phillips, Airport Director Steven Kjergaard, Juvenile Probation Director Debra Nadeau, Finance Director Dena Darrow, KCSO Captain Kevin Smart, Resource Management Office (RMO) Director Jody Bieze, RMO Transit Program Specialist Amber Conklin, Information Technology (IT) Senior Applications Systems Manager Carrie Cole, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Schaeffer's Towing LLC Representative Terry Vulles, Kootenai County Residents Li Wang, Tim Vulles and Russel McLain. Captain Smart, Ms. Irish, Ms. Cole and Commissioner Brooks were present via teleconference. Commissioner Leslie Duncan was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Coroner Warren Keene, M.D. led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

09/02/2021	Community Development Update
09/09/2021	Office of Emergency Management
09/14/2021	Business Meeting
09/14/2021	Public Defense Commission
09/15/2021	Elected Officials

Board Actions:

Assessor's Adjustment to tax/valuation AIN Nos: 246282; 318767; 206389; 126538; 219440

Coronavirus Aid, Relief and Economic Security (CARES) Act Extended Performance Period/ARPA Taskforce

Coronavirus Aid, Relief and Economic Security (CARES) Act/Remote Work Technology/ARPA Taskforce

Human Resources/Personnel Changes: Request for New Hire Overlap/Drug Court Coordinator/Specialty Court; Request for Higher Duty Pay/Jail Booking Records Clerk/KCSO; Temporary Conversion/Emergency Communications Officer to Part Time w/PERSI/KCSO: Adopt New Grade/Senior Records Clerk to Jail Purchasing Agent/KCSO; Request to Convert Cadastral Tech II to Cadastral Mapping Specialist I/Assessor; Request to Convert/Title Clerk II to Title Clerk III/Assessor; Adopt New Grade/Clerk's Executive Assistant/HR; Wage Adjustment/ Reclassification/ Executive Assistant/Auditor; Request/ Clarification of Sworn Officer Cost of Living/FY22/HR; FY22 Salary Increases Updates Employee List and Revisions/ HR; Compensation Policy 120 Hiring Salary Ranges/HR

Chairman Fillios 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: Excused
Chairman Fillios: Aye

The motion carried.

D. Payables List (Action):

Chairman Fillios moved that the Board accept the Payables List for the week of September 20, 2021 through September 24, 2021 in the amount of \$239,868.61, 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: Excused
Chairman Fillios: Aye

The motion carried.

E. Changes to the Agenda (Action):

Chairman Fillios stated that item six, "Grant Agreement/FAA Airport Improvement Program (AIP) 3-16-0010-052-2021/Airport" and item thirteen, "Memorandum of Agreement/Purchase of Bulldozer from Airport/Hayden Area Regional Sewer Board/Board of Commissioners," would be deferred to next week's meeting.

No objections were voiced.

Chairman Fillios moved that the Board defer items six and thirteen to next week's meeting. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

F. Action Items:

Open/Requests for Proposals/Towing Services/KCSO

Chairman Fillios stated that only one bid had been received, from Schaeffer's Towing LLC.

Schaeffer's Towing LLC Representative Terry Vulles reviewed the submitted documents and said that the cost to the County per tow would be \$0 for each vehicle under 26,000 lbs.

Chairman Fillios moved that the Board acknowledge receipt of the bid and submit it for review by Legal and KCSO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Vulles and Kootenai County Residents Li Wang and Tim Vulles exited the meeting at 2:08 p.m.

Professional Services Agreement/Parametrix/Solid Waste

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval of a professional services agreement between SW and Parametrix. He said this was for an annual environmental engineering contract, with a total cost of \$184,703.16. He explained it was for different environmental compliance requirements and had been reviewed by Civil Deputy Prosecuting Attorney Jamila Holmes. He added that this item had been included in their budget.

Chairman Fillios moved that the Board accept the professional services agreement bid from Parametrix for Solid Waste, in the amount of \$184,703.16. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Phillips exited the meeting at 2:09 p.m.

Policy 930/Authorization to Expend FY22 BOCC Approved Items in Excess of \$10,000/Parks & Waterways

Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval to expend funds for FY22 BOCC approved items in excess of \$10,000 each. He said these were \$25,000 for two snowmobiles, \$40,000 for the CXT replacement restroom at Fernan Park and \$70,000 for replacement of their office roof.

Chairman Fillios moved that the Board authorize Nick Snyder, Director of Parks and Waterways, to proceed with the expenditure of FY22 BOCC approved items in excess of \$10,000, as described, with a total of \$135,000. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Snyder exited the meeting at 2:12 p.m.

Community Development Director David Callahan entered the meeting at 2:12 p.m.

Termination of Lease/Krier/Airport

Airport Director Steven Kjergaard requested the Board’s approval to terminate a lease belonging to Gale Krier at the Airport.

He noted that the lease had been for \$4,200 per year and that he expected the space would soon be rented to someone else.

Chairman Fillios moved that the Board approve the termination of the lease for the party of Krier at the Airport. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Work Order 20-002A/Amendment/Runway Decouple/Electrical Phase/Design and Construction Administration Services/T-O Engineers/Airport

Mr. Kjergaard requested the Board’s approval of Work Order 20-002A, which represented an amendment to the Runway Decouple agreement with T-O Engineers. He explained it was a change from the FAA (Federal Aviation Administration) grant work order from the design phase of the Decoupling Project. He said it would include the electrical aspect only and the grant amount had been reduced to \$118,442.66. He added that there had been no matching funds required.

Chairman Fillios moved that the Board approve Work Order 20-002A, for the amendment of the Runway Decoupling’s Electrical Phase, for design and construction administration services by T-O Engineers, at the Airport. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Kjergaard exited the meeting at 2:15 p.m.

Grant Agreement/FAA Airport Improvement Program (AIP) 3-16-0010-052-2021/Airport

This item was deferred to next week’s agenda.

Agreement/Provide Law Enforcement Services/City of Hayden/KCSO

There was no longer a representative of KCSO present, so Chairman Fillios stated this item would also be deferred to next week’s meeting.

Civil Deputy Prosecuting Attorney R. David Ferguson stated that no motion was required at this time.

Agreement/Maintenance Fees/NEOGOV/Information Technology

Information Technology (IT) Senior Applications Systems Manager Carrie Cole requested the Board’s approval of an agreement for maintenance fees for NEOGOV. She stated the agreement would limit the amount of increase that could be charged for maintenance to 5% each year for the next five years.

Chairman Fillios moved that the Board approve the agreement for maintenance fees for the County’s NEOGOV system with Information Technology. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

2021 Subrecipient Agreement/Emergency Management Performance Grant (EMPG)/Office of Emergency Management

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board’s approval for the 2021 Subrecipient Agreement for the Emergency Management Performance Grant (EMPG). She explained this grant funded the OEM staff and operating expenses. She confirmed that the amount was \$197,733, with a 50% match required.

Chairman Fillios moved that the Board approve the 2021 Subrecipient Agreement for the Emergency Management Performance Grant with the Office of Emergency Management, which includes a 50% match from the County. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Bob Jacobs and Josh Helguson from Avidex entered the meeting at 2:18 p.m.

Approval/Use of FY21 Coroner Funds/Refrigerated Morgue Trailer/Coroner

Coroner Warren Keene, M.D. requested the Board’s approval for the use of FY21 funds from the Coroner’s Office Budget toward the purchase of a refrigerated Morgue Trailer. He said there was a sum of \$5,292 left from his FY21 budget which he would like to retain and put toward this project, rather than returning it to Fund Balance. He explained that he had received a grant of \$34,050 from Homeland Security and a pledge of \$5,000 from unused funds belonging to the Benewah County Coroner’s Department. He said that he hoped to get \$7,000 for the sale of the three refrigerated coolers which the County currently possessed. Additionally, he said he had asked both Bonner, Boundary and Shoshone County to contribute from their unused Coroner’s Department funds toward the \$56,000 needed for the trailer.

Dr. Keene said he had also received a reimbursement from the State Association of County Coroners for education his deputies took at the International Meeting this summer, in the amount of \$2,192.40. He remarked he would like to use that money as well. He said that, setting aside any funds he might receive from Bonner, Boundary or Shoshone, but including the amount he hoped to get for the body coolers, he was only a few thousand dollars short of the amount needed.

Dr. Keene explained the challenges of using space owned by the Forest Service, in the case of a mass fatality event.

Finance Director Dena Darrow confirmed the amounts quoted by Dr. Keene.

Chairman Fillios moved that the Board approve the use of FY21 Coroner Funds for the purchase of a refrigerated morgue trailer by the Coroner's Office for approximately \$53,000, with \$34,000 coming from a Federal Grant, \$5,000 from Benewah County, about \$5,200 from unused funds that would normally go back to Fund Balance, about \$2,200 from a refund and all funds to be realized by the sale of three body coolers currently owned by the County. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Dr. Keene exited the meeting at 2:30 p.m.

Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan/Resource Management Office

Resource Management Office (RMO) Transit Program Specialist Amber Conklin stated that all public entities of 50 employees or more must have a transition plan to ensure that they were making all programs and facilities available to the public, as much as possible. She explained that this version of their plan updated some technology, staff contacts, and also included a self-evaluation.

Chairman Fillios moved that the Board approve the Americans with Disabilities Act Self-Evaluation and Transition Plan, as proposed by the Resource Management Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Purchase Agreements/(3) 2021 Ford Escapes/Mike White Ford/Juvenile Probation

Juvenile Probation Director Debra Nadeau requested the Board's approval for purchase agreements for three Ford Escapes from Mike White Ford. She noted that her department had Restricted Funds available to pay for them. She also asked that a check be provided on a rush basis, due to the date.

Ms. Nadeau confirmed that each vehicle cost \$24,780, for a total of \$74,340.

Chairman Fillios moved that the Board approve the purchase agreements for three 2021 Ford Escapes from Mike White Ford, with an expedited approval process, totaling \$74,340, for Juvenile Probation, as presented. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Ms. Nadeau exited the meeting at 2:33 p.m.

**Memorandum of Agreement/Purchase of Bulldozer from Airport/Hayden Area
Regional Sewer Board/Board of Commissioners**

This item was deferred to next week's meeting.

Resolution 2021-86/Set Elected Officials' Salaries

BOCC Senior Business Analyst Nanci Plouffe requested the Board's approval of Resolution 2021-86, which would set the salaries of the Elected Officials.

Chairman Fillios moved that the Board approve Resolution 2021-86, setting Elected Officials' salaries as determined at the previous Human Resources meeting. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Resolution 2021-100/Surplus Vehicle/Community Development

Community Development Director David Callahan asked the Board to approve Resolution 2021-100, to declare a vehicle surplus, so they could dispose of it at auction. He remarked that the car was old, had high mileage and would now cost more to repair than it was actually worth.

Chairman Fillios moved that the Board approve Resolution 2021-100, to surplus a vehicle for Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Mr. Callahan exited the meeting at 2:36 p.m.

Resolution 2021-101/Adoption of ADA Transition Plan/Resource Management Office

Ms. Conklin requested the Board’s approval of Resolution 2021-101, which would update the name of the Kootenai County ADA Coordinator to Sylvia Proud.

Chairman Fillios moved that the Board approve Resolution 2021-101, for the adoption of the ADA Transition Plan, naming Sylvia Proud as the ADA Coordinator for Kootenai County. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Status Update Pending Items/Board of Commissioners

Facilities Expansion

Chairman Fillios stated that this item would be deferred to next week, since Commissioner Leslie Duncan was excused.

PAC Airport Lease

Commissioner Brooks reported that there was no new information on this project.

Financial Snapshot

Chairman Fillios said Ms. Darrow would provide this at next week’s meeting.

Impact Fee Analysis

Commissioner Brooks said he hoped to have an update on this by the end of October.

North Lot Land Sale

Chairman Fillios said that the owners of the Music Conservatory property had not expressed an interest in buying the adjoining parcel, so the County would probably put up a fence.

Skeet & Gun Club

Commissioner Brooks stated that the Board needed to get the appraisal for the property before any further steps could be taken.

- 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 2:39 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
