

**Minutes of Meeting
Business Meeting
October 5, 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 Finance Director Dena Darrow, KCSO Captain Stuart Miller, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Office of Emergency Management (OEM) Preparedness Coordinator Sarah Loffredo, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Manager Leighanna Keiser, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Commissioner Brooks, Ms. Loffredo and Ms. Riley were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** BOCC Administrative Supervisor Leighanna Keiser led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
Minutes of Meetings:
09/21/2021 Business Meeting
09/21/2021 North Idaho Fair Board Quarterly Update

Board Actions:

Assessor's Adjustment to tax/valuation/AIN 136307; 257560; 333760; 178943; 148732; 202156; 162407; 238728; 142864; 238036; 124263; 172286; 221217; 256704; 102365; 343318

Treasurer's Monthly Report: August 2021

Payment/Kelly Connect/Copier Services/Transfer Contingency

Approve Rate Change/Director/Office of Emergency Management

PAF/SCF Report: BOCC Review PP21 Week 1/Human Resources

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.

Chief Deputy Treasurer Jill Smith entered the meeting at 2:02 p.m.

D. Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of September 27, 2021 through October 1, 2021 in the amount of \$382,763.58, 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): There were no changes to the agenda.

F. Action Items:
Agreement/Tax Processing Engine/Autoagent/Treasurer

Chief Deputy Treasurer Jill Smith stated that this program would require no payment from the County. She explained that the Treasurer's Office would provide mortgage and tax service companies with nightly updated files through this program. She said that this up-to-date information would prevent the County from having to issue as many refunds to mortgage companies for the payments they make for their clients.

Commissioner Duncan moved that the Board approve the agreement for the tax processing engine with Autoagent. 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.

Ms. Smith exited the meeting at 2:04 p.m.

Termination of Lease/Mott/Airport

Chairman Fillios remarked that no representative of the Airport was present.

Civil Deputy Prosecuting Attorney R. David Ferguson commented that this appeared to be a standard termination of a lease, so the Board could proceed, if they wished.

Commissioner Duncan moved that the Board approve the termination of the lease with Mott. 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.

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

KCSO Captain Stuart Miller requested the Board’s approval of the agreement to provide law enforcement services to the City of Hayden. He explained that the arrangement was the same as in the past, but the overall funding had been increased to \$402,354 from \$322,853.

Commissioner Duncan moved that the Board approve the agreement to provide law enforcement services to the City of Hayden. 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.

Memorandum of Understanding/Cost Share Agreement/Cascadia Rising 2022/Office of Emergency Management

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Loffredo requested the Board’s approval of a Memorandum of Understanding regarding the cost sharing agreement with Benewah, Bonner, Boundary, Kootenai and Shoshone Counties to the independent contractor selected to plan and implement the Cascadia Rising 2022 Exercise.

Commissioner Duncan moved that the Board approve the Memorandum of Understanding for the cost share agreement for the Cascadia Rising 2022 exercise between the five northern counties. 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.

Professional Services Contract/Phase 2 Panhandle Village Water System Improvements Project/Panhandle Area Council/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley explained that items five, six and seven on the agenda were all related to Panhandle Village Water System Block Grant. She said all items had been reviewed by Legal.

She asked the Board to approve the Professional Services Contract between Kootenai County and Panhandle Area Council (PAC) to provide for the administration of the Community Development block grant, with a fee not to exceed \$50,000.

Commissioner Duncan moved that the Board approve the Professional Services Contract with Panhandle Area Council for the Phase 2 Panhandle Village Water System Improvements Project under the block grant. 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.

Subrecipient Agreement/Water Treatment Project/Panhandle Village Water System/Resource Management Office

Ms. Riley requested the Board's approval of the subrecipient agreement between Kootenai County and Panhandle Village Water System for Phase 2 of the Panhandle Village Water Systems Improvements Project.

Commissioner Duncan moved that the Board approve the Subrecipient Agreement for the Water Treatment Project at Panhandle Village Water System. 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.

Idaho Community Development Block Grant (CDBG) Citizen Participation Plan/Resource Management Office

Ms. Riley requested the Board's approval of the Idaho Community Development Block Grant Citizen Participation Plan.

Commissioner Duncan moved that the Board approve the Citizen Participation Plan for the Idaho Community Development Block Grant. 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 2021-102/Surplus Building/Board of Commissioners

BOCC Administrative Manager Leighanna Keiser requested the Board's approval of Resolution 2021-102. She explained that the former Elections Building at 315 W. Garden Ave had been torn down in 2009 to make way for the Ancillary Building and associated parking lot. She said that the old building had not yet been removed from the County's assets list.

Commissioner Duncan moved that the Board approve Resolution 2021-102, for the surplus of the demolished building. 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.

IAC Conference Report/Board of Commissioners

Commissioner Duncan said the IAC (Idaho Association of Counties) Conference was excellent. She reported that the keynote speaker was the author of “13 Ways to Kill Your Community,” which she highly recommended to all Elected Officials. She said there were breakout sessions offered on many subjects; she chose to attend the one which highlighted the differences between an ordinance and a resolution. She remarked that, in the simplest terms, an ordinance had the force of law and a resolution did not.

Elected Official Meeting Format/Board of Commissioners

Commissioner Duncan said she had received a suggestion that an Elected Official Highlight be added to the monthly meetings. She explained that one person would offer a brief presentation about what was going on in his/her department(s) recently. She noted that this would be voluntary and said that she would ask whether people were interested in participating.

Commissioner Brooks said that the Commissioners should be included.

Chairman Fillios said he thought this was a good suggestion.

Rathdrum Chamber Board Member Vote/Board of Commissioners

Commissioner Duncan commented that the BOCC, as an entity, was considered to be a member of the Rathdrum Chamber of Commerce. She pointed out that the BOCC would then be eligible to cast one vote for the next set of Board Members. She said there was a list of eight people and asked whether Chairman Fillios and Commissioner Brooks wished her to research the candidates and make a recommendation, as had been done the last time.

It was generally agreed that she would do this.

Mr. Ferguson exited the meeting at 2:16 p.m.

Status Pending Update/Board of Commissioners

Facilities Expansion

Commissioner Duncan reported that she had met with one of the two KCSO Captains regarding future plans for office space. She said she would meet with the other soon.

She said she had sent out an email last month asking Elected Officials if they had any concerns regarding the recently provided Long Range Plan.

She added that they were still waiting for information from ARPA (American Rescue Plan Act) to see if the County will need to go out for a bond or if they will provide funds for the expansion.

Finance Director Dena Darrow confirmed that it was now predicted that the information would come in December.

PAC Airport Lease

Commissioner Brooks said he had no new information.

Commissioner Duncan remarked that Airport Director Steven Kjergaard had told the Board in their October 4, 2021 meeting that he planned to make an official proposal soon.

Ms. Darrow commented that RMO had recently made available \$50,000 in funds from their administration of a grant in this area.

Financial Snapshot

Ms. Darrow provided the latest financial data. She noted that the numbers she provided the Board were preliminary, not final.

- 100% of the County's Revenue had been collected.
- 91% of FY21 Budget had been spent.
- 96% of FY21 Health Insurance funds had been spent.
- 4% of the budgeted Contingency Funds had been used.
- The Assigned Fund Balance was estimated at \$9.8 million.
- Unanticipated Revenue figures had not yet been completed.
- Additional Fund Balance use: the only added item was for the North Idaho Fair Security appropriation.

Ms. Darrow provided updated payroll figures, before the COLA (Cost of Living Adjustments) and raises were applied, and taking into account that the County had about 68 open positions as of September 30, 2021. She said that all Elected Officials' spending had remained within the required parameters.

Chairman Fillios asked if Ms. Darrow had heard anything about concerns at the State level that counties were keeping too high an amount in Fund Balance Accounts.

Commissioner Duncan said she had heard that keeping a reserve of three months of operating expenses was considered acceptable; Kootenai County has only been keeping two months on hand. She stated she did not think, therefore, that Kootenai County was a target of this particular focus.

Ms. Darrow confirmed that she had heard that the legislature was going to begin looking for excessive fund balances; but three months was considered best practice.

Impact Fee Analysis

Commissioner Brooks confirmed that he planned to pursue this further beginning at the end of the month.

Chairman Fillios said that when he met with the Joint Powers Board for KCEMSS (Kootenai County Emergency Medical Services System) last week, Chief Keeley had reported that they would be getting about \$120 per individual residential unit built. He added that he did not know if this was a firm figure or not.

Commissioner Duncan remarked that, based on a presentation they had seen a couple of years ago, the County could potentially get between \$800 and \$1,200 per residential unit.

North Lot Land Sale

Chairman Fillios said that it seemed that the County would be proceeding with installing a fence rather than selling part of the land to the owners of the Music Conservatory.

Commissioner Duncan said she would contact the other owner, with the house and shed partially built on County property, to see if they wanted to buy the land involved. She suggested the Buildings & Grounds (B&G) Operations Manager Greg Manley be asked to show the Music Conservatory representatives where the fence would be placed.

Chairman Fillios voiced agreement with her suggestion.

Skeet & Trap Club

Chairman Fillios remarked that they were waiting on a proposed lease that Mr. Kjergaard would bring before the Board, plus the appraisal.

- 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.

Ms. Riley informed the Board that the Panhandle building project previously discussed was located in Rathdrum.

- H. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
