

Minutes of Meeting
Business Meeting
October 11, 2022
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Chris Fillios met to discuss the following agenda items. Also present were Coroner Warren Keene, M.D., KCSO Sheriff Robert Norris, Undersheriff Brett Nelson, Captains Stuart Miller and Kevin Smart, Sergeant Ryan Miller, Office of Emergency Management (OEM) Preparedness Coordinator Sarah Loffredo, OEM Administrative Assistant Andrea Littlefield, KCSO 911 Communication Services Administrator Collin McRoy, Solid Waste (SW) Operations Manager Doug Goodwin, SW Business & Finance Manager Angela Burgeson, Resource Management Office (RMO) Transit Program Manager Chad Ingle, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Coeur d’Alene Press Reporter Kaye Thornbrugh and Kootenai County Resident Diana Sheridan. Chair Duncan, Commissioner Fillios, Mr. Ingle, Ms. Loffredo, Ms. Littlefield and Ms. Johnston were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** KCSO Sergeant Ryan Miller led the Pledge of Allegiance.
- D. Changes to the Agenda: (Action):**

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.

Chair Duncan asked that items 2, “09/27/2022 Business Meeting,” 27, “Board Approval Request: BOCC to Approve MOU and Air Unit/Sheriff/Patrol (Action),” 28, “Board Approval Request: Request to Suspend MOU with Spokane and Reallocate Funds to Air Unit./Sheriff/Patrol (Action),” and 29, “Board Approval Request: BOCC Request to Use Asset Forfeiture Funds/Sheriff/Patrol (Action),” be removed from the agenda.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

09/21/2022	Elected Officials
09/27/2022	Business Meeting
09/28/2022	Natural Resource Advisory Board – Contributions to the U of I Wave Action Study
10/03/2022	Airport

Commissioner Bill Brooks moved that the Board approve items one, three and four, the submitted minutes. Commissioner Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax-Valuation
Treasurer’s Settlements and Statements Report for September 2022
Hayden Area Regional Sewer Board (HARSB) Payment Request Approval Form/Aqua
Engineering/PAC/J-U-B Engineering, TML Construction/Wes Tech
Human Resources PAF/SCF Report for FY2022 PP21 Week 2
BOCC Signatures for Indigent Cases: 09/29/2022 – 10/05/2022

Commissioner Brooks moved that the Board approve items five through nine on the agenda, the Consent Calendar. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of October 3, 2022 through October 7, 2022 in the amount of \$2,474,532.49, with no jury payments. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Auditor’s Office Staff Accountant – Grants Julina Hildreth entered the meeting at 2:03 p.m.

H. Business:

Material Staging Agreement/Ednetics, Inc./Solid Waste (Action)

Solid Waste (SW) Operations Manager Doug Goodwin requested the Board’s approval of the Material Staging Agreement with Ednetics, Inc. He said the company would be assisting with video surveillance at the Worley Rural Site.

Commissioner Brooks moved that the Board approve the Material Staging Agreement with Ednetics, Inc. for Solid Waste. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Professional Services Agreement FY23/Parametrix/Solid Waste (Action)

SW Business & Finance Manager Angela Burgeson requested the Board's approval of the Professional Services Agreement for FY23 with Parametrix. She stated this represented a renewal with this company, which does the environmental monitoring for the landfill. She noted that the expense had been included in the budget.

Commissioner Brooks moved that the Board approve the Professional Services Agreement for FY23 with Parametrix for Solid Waste. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Third Amendment to Metals Recycling Contract/American Recycling/Solid Waste (Action)

Ms. Burgeson requested the Board's approval of the third amendment to the Metals Recycling Contract with American Recycling. She remarked that this contract involved no cost to the County; they actually pay SW the value of the metals collected. She said this was a one year extension to the contract.

Commissioner Brooks moved that the Board approve the third amendment to the Metals Recycling Contract with American Recycling for Solid Waste. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Morgue Trailer MOU and Coroner Update/Morgue Trailer/Coroner (Action)

Coroner Warren Keene, M.D. requested the Board's approval of the MOU (Memorandum of Understanding) related to shared use of the new Morgue Trailer between Kootenai, Benewah and Bonner Counties. He stated that the MOU had been written by Civil Deputy Prosecuting Attorney Jamila Holmes and circulated to the other counties that participated in the funding for the trailer. He thanked the Commissioners for their help in making the purchase of the trailer happen.

Commissioner Fillios moved that the Board approve the Morgue Trailer MOU as presented. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Dr. Keene reported that his department had two full-time and two part-time Deputies at this time and the only Deputy who did not already have Board Certification was going to take the American Board of Medical Legal Death Investigators exam shortly. At that point, all of his staff would be fully certified.

Dr. Keene said that staffing issues had come up with some of their contractual entities and another transport company had declined to participate with the Coroner's Office. He noted that this left his department with only one transport and storage group. He remarked that the Board might have to do an RFP (Request for Proposals) to find if there are other companies interested or they may need to reconsider building a free-standing lab facility to meet all the needs of the County.

Chair Duncan suggested that the Board schedule a meeting with the Coroner to discuss options further.

Dr. Keene exited the meeting at 2:12 p.m.

Airport Work Order/Work Order 22-003 Wildlife Training/T-O Engineers/Airport (Action)

Airport Director Steven Kjergaard requested the Board's approval of Work Order 22-003, for his staff to receive Wildlife Hazard Training from T-O Engineers. He explained the training had to be done every year by a certified wildlife biologist and was required for them to meet their 139 certification. He stated the cost was \$250 per person, with a total of no more than \$2,500.

Commissioner Brooks moved that the Board approve Airport Work Order 22-003 for Wildlife Training with T-O Engineers. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye

The motion carried.

Airport Work Order Amendment No. 1 to Work Order 22-02 Rehab Runway 6/24 & Construct Taxiway B4 (Design Only)/T-O Engineers/Airport (Action)

Mr. Kjergaard requested the Board's approval of Amendment No. 1 to Work Order 22-02 with T-O Engineers for rehabilitation of Runway 6/24 and the design portion of Taxiway B4 construction. He explained there had been a reduction in the amount of the contract in the amount of \$9,840, leaving the total fee \$365,656.19.

Mr. Kjergaard reported that the FAA (Federal Aviation Administration) was paying 90% of the cost, with the State of Idaho covering between 2.5% and 5% and the County covering the remaining amount. He said the County's portion would come from Airport Fund Balance.

Commissioner Fillios moved that the Board approve Airport Work Order Amendment No. 1 to Work Order 22-02 for the reduction in fee to the Coeur d'Alene Airport to rebuild Runway 6/24 and construct Taxiway B4 (design only). Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Fillios: Aye
- Chair Duncan: Aye

The motion carried.

Financial/Budget: Request to Purchase Unbudgeted Items/Self Contained Breathing Apparatus/ARFF/Airport (Action)

Mr. Kjergaard requested the Board's approval to purchase Self-Contained Breathing Apparatus (SCBA), which had not been included in their Budget. He reminded the Commissioners that he had thought the equipment they had would last another year, but it had not. He said he had received a quote of \$35,183 and planned to use Fund Balance that had previously been earmarked for the Phantom Drive Paving Project in the FY22 Budget. He explained the paving project would not be moving forward until summer 2023.

Mr. Kjergaard reported that OEM (Office of Emergency Management) had told him they could provide a grant in the amount of \$10,877.14 to put toward the cost, making it only \$24,305.86 from the Fund Balance.

Commissioner Brooks moved that the Board approve the request to purchase unbudgeted items: Self-Contained Breathing Apparatus for ARFF at the Airport. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

- Commissioner Brooks: Aye
- Commissioner Fillios: Aye
- Chair Duncan: Aye

The motion carried.

Board Approval Request: Notice to Proceed/TML Construction/Snow Removal Equipment (SRE) Building/Airport (Action)

Mr. Kjergaard asked the Board's approval for the Notice to Proceed for TML Construction to start on the Snow Removal Equipment (SRE) Building.

Chair Duncan remarked that the most recent bid had come in under the engineer's projection.

Mr. Kjergaard confirmed that it was about \$1 million under the projection. He said that the FAA would be paying for 90% of the project and the County would be responsible for less than 10%. He reported that the State of Idaho was going to contribute over \$300,000

for it. He also confirmed that Schedules A, B, C, D and E would be included in the contract, which had been approved two weeks ago.

Commissioner Brooks moved that the Board approve the Notice to Proceed for TML Construction for the Snow Removal Equipment Building at the Airport. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Mr. Kjergaard exited the meeting at 2:21 p.m.

Board Approval Request: Passio/Bus Equipment Purchase/Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board's approval for a bus equipment purchase from Passio. He reminded the Commissioners that they had previously approved the purchase of three Fixed-Route Buses, which would be delivered soon. He said they needed to have the equipment installed for audio and video announcements, bus tracking and passenger counts. He added that Passio would remove the equipment from the three old buses and install it in the new ones. He said this had been included in their Budget.

Commissioner Brooks moved that the Board approve the request for Passio to complete the Bus Equipment Purchase for the Resource Management Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Adoption of Riverstone Transit Center Emergency Plan/Office of Emergency Management (Action)

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Loffredo requested the Board's approval to adopt the Riverstone Transit Center's Emergency Plan.

Chair Duncan noted that this document was not for public record release.

Commissioner Fillios moved that the Board approve adoption of the emergency plan for Riverstone Transit Center, to include the Resource Management Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Grant Application/Hazard Mitigation Grant/Federal Emergency Management Agency (FEMA) \$267,036/Cash and In-Kind Match North Kootenai Water District \$89,013/ Office of Emergency Management (Action)

OEM Administrative Assistant Andrea Littlefield requested the Board's approval of an application for a Hazard Mitigation Grant from the Federal Emergency Management Agency (FEMA) in the amount of \$267,036, with the match of \$89,013 to be covered by North Kootenai Water District. She stated that there would be no charge to the County.

Commissioner Brooks moved that the Board approve the application for the Hazard Mitigation Grant from the Federal Emergency Management Agency in the amount of \$267,036, with the cash and in-kind match coming from North Kootenai Water District for \$89,013 for the Office of Emergency Management. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye
The motion carried.

Renewal No. 7 to MOU between Idaho Military Division and Kootenai County, ID/Idaho Military Division/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of Renewal No. 7 to the MOU for the data path to Meridian for the radio system connection. He stated the cost was \$33,082.14 and it had been included in their Budget for E911.

Commissioner Fillios moved that the Board approve Renewal No. 7 to the MOU between the Idaho Military Division and Kootenai County, Idaho. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye
The motion carried.

Contract Signing/SCJ Alliance/Community Development (Action)

Community Development Director David Callahan requested the Board's approval to sign a contract with SCJ Alliance. He explained that this represented a six-year amendment of a contract Community Development had with SCJ. He reminded the Commissioners that this company had been working on the Tribal Rezoning and had done the Panhandle Health District Sewage Coordinates. He said he would like to have them continue work on the project for the Tribe and take over the analysis of the Cougar Gulch rezoning. He said the cost would be about \$18,535.17.

Mr. Callahan remarked that his department had been short three Planners and was about to lose another within the month. He said the salary savings should cover the expense.

Chair Duncan asked Commissioner Fillios if he wished to recuse himself, since his primary home was in the Cougar Gulch area.

Commissioner Fillios said he would.

Commissioner Brooks moved that the Board move ahead with the contract signing with SCJ Alliance and Community Development. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Recused
Chair Duncan: Aye
The motion carried.

Mr. Callahan exited the meeting at 2:29 p.m.

City of Dalton Gardens and KCSO Contract/Dalton Gardens Dan Edwards/Sheriff/ Patrol (Action)

KCSO Captain Kevin Smart requested the Boards approval of a contract between the Sheriff's Office and the City of Dalton Gardens. He stated that the City would pay the County \$125,000 to cover the cost of one Deputy dedicated to covering their area. He added that this was an annual contract, running through September 2023.

Commissioner Brooks moved that the Board approve the contract between the City of Dalton Gardens and KCSO. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye
The motion carried.

Board Approval Request: Request Fund Balance for Capital Expenditures/Conveyer System/Tilt Kettle/Sheriff – Jail (Action)

KCSO Captain Stuart Miller requested the Board's approval of using FY22 Fund Balance for Capital Expenditures on a tray conveyer system and tilt kettle for the Jail. He reported that he had requested \$131,308.50 in his memo to the Commissioners and it had been approved. He explained that, when he got the updated quote for the equipment, it was \$11,329.50 short, so he needed an additional \$11,329.50.

Commissioner Brooks moved that the Board approve the request for Fund Balance for Capital Expenditures for the conveyer system and tilt kettle for the Jail. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Fillios: Aye
Chair Duncan: Aye
The motion carried.

Board Approval Request: 2023 Recreation Safety Truck/Sheriff – Rec Safety (Action)

Sergeant Miller reminded the Commissioners that they had requested \$60,000 in the Budget process to purchase a truck, with \$40,000 approved and the remaining \$20,000 to come from the Vessel Account. He said that everything had been ordered but prices had changed; they now needed an additional \$23,000, for a total of \$83,293.60. He asked that \$40,293.60 come from the Vessel Account. He noted that the truck would be used for Back Country as well as Marine operations. He confirmed there was enough money in the Vessel Account to cover the increase.

Conflict Attorney Safa Riadh entered the meeting at 2:32 p.m.

Commissioner Brooks moved that the Board approve the request for the 2023 Recreation Safety Truck for the Sheriff's Office. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Captain Smart and Sergeant Miller exited the meeting at 2:35 p.m.

~~Board Approval Request: BOCC to Approve MOU and Air Unit/Sheriff/Patrol (Action)~~

~~Board Approval Request: Request to Suspend MOU with Spokane and Reallocate Funds to Air Unit/Sheriff/Patrol (Action)~~

~~Board Approval Request: BOCC request to use Asset Forfeiture Funds/Sheriff/Patrol (Action)~~

Board Approval Request: Certification of Levy Rates (L-1)/Auditor (Action)

Auditor's Office Tax Accounting Specialist Alicia Lynch requested the Board to certify the Levy Rates (L-1).

Commissioner Brooks moved that the Board approve the request for certification of Levy Rates (L-1) by the Auditor's Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Public Defender Conflict Contract/Administrator Contract/Scot Nass/BOCC (Action)

Chair Duncan permitted Mr. Riadh to make a statement before the Board proceeded with this item.

Mr. Riadh expressed his dissatisfaction with the rate received by Conflict Attorneys and asked the Board to consider increasing it.

Chair Duncan informed Mr. Riadh that the issue was already included in the agenda for next week's Business Meeting. She added that she and BOCC Administrative Manager Leighanna Keiser had been working on it with Scot Nass.

Ms. Lynch exited the meeting at 2:37 p.m.

Commissioner Fillios moved that the Board approve the Public Defender Conflict Contract for Administrator Scot Nass for Kootenai County. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Nay

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

**Annual Renewal/Andersen/Bowes/Cheseboro/Findlay/Frampton/Hagerty/Nixon/
Palmer/Pierce/Riadh/Riffle/Schwartz/Swartz/Public Defender Conflict Contracts/
BOCC (Action)**

Chair Duncan stated that these were the regular contracts which had been updated and approved; amendments to increase the fees would be addressed next week. She noted that a similar action had been taken last year.

Commissioner Brooks moved that the Board approve annual renewal with Andersen, Bowes, Cheseboro, Findlay, Frampton, Hagerty, Nixon, Palmer, Pierce, Riadh, Riffle, Schwartz and Swartz for Public Defender Conflict Contracts with the BOCC. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Mr. Riadh exited the meeting at 2:44 p.m.

**Board Approval Request: Extension of March Overtime Policy Temporary Change to
Calculation of Hours/Elected Officials and County Wide Management/BOCC (Action)**

Human Resources (HR) Director Sylvia Proud requested the Board's approval of an extension of the March Overtime Policy temporary change to the calculation of hours. She reviewed the changes to the policy and asked that the changes be extended through the end of December. She said that a final policy should be completed by that time.

Commissioner Brooks moved that the Board approve extension of the March Overtime Policy temporary change to calculation of hours to December 31, 2022. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Fillios: Aye

Chair Duncan: Aye

The motion carried.

Status Update Pending (Discussion)

Chair Duncan stated that there was no update at this time.

- I. **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 additional public comments.

- J. **Adjournment (Action):** Chair Duncan adjourned the meeting at 2:46 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk