

**Minutes of Meeting**  
**Business Meeting**  
**October 12, 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 Airport Director Steven Kjergaard, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Deputy Finance Director Keith Taylor, Staff Accountant – Grants Julina Hildreth, Tax Accounting Specialist Jeanette Bradley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Prosecutor’s Office Investigator for ICAC (Internet Crimes Against Children) Taskforce Paul Farina, Buildings & Grounds (B&G) Maintenance Supervisor Tom Reed, Treasury Specialist Supervisor Mary Bidwell, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Mr. Reed, Ms. Irish 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:** Deputy Finance Director Keith Taylor and Adult Misdemeanor Probation (AMP) Director Keith Hutcheson both led the Pledge of Allegiance.

**C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

- 09/14/2021 Business Meeting
- 09/23/2021 Human Resources: Personnel Changes
- 09/28/2021 Business Meeting
- 09/30/2021 Board of County Commissioners

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN Nos. 343812; 110141; 123410; 114417; 322829; 226131; 182391; 128757; 245410; 256703; 137782; 117279; 110118; 241139; 207203; 343115; 241220; 134166; 145220; 172040; 102079; 131839; 318769; 140844; 244811; 138759; 219274; 222443; 167560; 107678; 219337; 100982; 207944; 101753; 185071; 118802; 130100; 136687; 237521; 246054; 216453; 133848; 199742; 343077  
Treasurer’s Monthly Settlements and Statements/September 2021  
Payment Request Approval Forms/Hayden Area Regional Sewer Board (HARSB): J-U-B Engineers, Inc./Panhandle Area Council, Inc./Taurus Power & Controls, Inc./AQUA Engineering/WesTech  
Kennel License Renewals: Moats/Happy Trails; Hall/Hall’s Little Acre; White/Puppy Palace  
PAF/SCF Report: BOCC Review PP21 Week 2/Human Resources  
BOCC Signatures for Indigent Cases: 9/16/21 through 9/22/21; 9/23/21 through 9/24/21; 9/30/21 through 10/06/21

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 October 4, 2021 through October 8, 2021 in the amount of \$2,170,944.71, with \$5,677.68 in 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.

Chief Deputy Assessor Allyson Knapp entered the meeting at 2:03 p.m.

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

**F. Action Items:**

**Yearly Lease Agreement/Blackwell Island Marina/Parks & Waterways**

Civil Deputy Prosecuting Attorney Jamila Holmes asked the Board to approve renewal of the annual lease agreement with Blackwell Island Marina for Parks & Waterways. She noted that the rate had increased by about \$350 from last year and that the City of Coeur d'Alene paid half of the lease in order to sublet one slip from the County.

Commissioner Brooks moved that the Board approve the yearly lease agreement with Blackwell Island Marina for Parks & Waterways. 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.

**Grant Agreement/Federal Aviation Administration AIP 3-16-0010-052-2021/Airport**

Airport Director Steven Kjergaard remarked that Chairman Fillios and Prosecutor Barry McHugh had already signed the grant agreement. He explained it was for the SRE (Snow Removal Equipment) Building design work, in the amount of \$399,397. He pointed out that one requirement of the grant was that if, in a certain period of time the County had not built the structure, the money would have to be returned. He confirmed that the amount was 100% of the SRE design fee, with no matching funds needed.

In response to a question from Commissioner Duncan, Mr. Kjergaard reported that the County had already made a partial payment for the Airport Administrative Building design to Alliance Architecture. He provided additional details on the FAA (Federal Aviation Administration) CIP (Capital Improvement Plan) requirements regarding the Admin. Building.

Commissioner Duncan moved that the Board acknowledge the acceptance of the grant agreement AIP 3-16-0010-052-2021. 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/First Amendment to Hazardous Wildlands Fuels (Mechanical) Treatment/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the First Amendment to the Hazardous Wildlands Fuels (Mechanical) Treatment Agreement with North Idaho Landscapes & Forestry, LLC. She explained the amendment extended the performance period through October 31, 2021 and that it had been reviewed by Legal.

Commissioner Brooks moved that the Board approve the First Amendment to the Hazardous Wildlands Fuels (Mechanical) Treatment Agreement for RMO. 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.

**Grant Adjustment Notice/2019 Emergency Management Performance Grant/Idaho Office of Emergency Management/Office of Emergency Management**

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board's approval of a Grant Adjustment Notice related to the 2019 Emergency Management Performance Grant (EMPG) from the Idaho Office of Emergency Management. She explained that this related to additional funds, in the amount of about \$17,000, awarded to Kootenai County OEM due to an overmatch made during the FY2019 EMPG performance period.

Commissioner Duncan moved that the Board approve the Grant Adjustment Notice for the 2019 Emergency Management Performance Grant with the Idaho Office of Emergency Management. 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.

Chief Deputy Treasurer Jill Smith entered the meeting at 2:09 p.m.

**Estimate/Installation of Generator/Electrical Work/CTC Electrical Contracting/Office of Emergency Management**

Ms. Irish requested the Board’s approval of the estimate for installation of a generator and some additional electrical work, from CTC Electrical Contracting. She said the funding had come from CARES (Coronavirus Aid, Relief and Economic Security).

Commissioner Duncan asked if the \$17,000 which OEM would receive, as noted in the previous item, could be used for any of the repair or if the funds were considered restricted.

Ms. Irish said she thought that the EMPG funds could be used toward the cost of the generator.

Commissioner Brooks moved that the Board approve the estimate for the installation of a generator and electrical work with CTC Electrical Contracting for the Office of Emergency Management. 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.

**Certify 2021 L-1 Levy Rates/Auditor**

Auditor’s Office Tax Accounting Specialist Jeanette Bradley requested the Board’s approval of the Tax Year 2021 Levy Rates, listed in the Kootenai County L-1. She provided additional data related to the levies in different taxing entities.

Commissioner Duncan moved that the Board certify the 2021 L-1 Levy Rates. 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.

**Approval/Purchase of APX 4000 Radios/Bailiff**

Commissioner Duncan commented that no one from the Bailiff’s Office was present and explained that the request was for approval of the purchase of radios for that office, as had been previously agreed.

Auditor’s Office Staff Accountant – Grants Julina Hildreth confirmed that the funds to be used were not from ARPA (American Rescue Plan Act).

Chairman Fillios concluded that the funds must have been allotted from Fund Balance.

Commissioner Brooks moved that the Board approve the purchase of APX 4000 Radios for the Bailiff'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.

**Second Amendment to Memorandum of Understanding/Office of Idaho Attorney General/Civil Prosecuting Attorney**

Ms. Holmes requested the Board's approval of a second amendment to the Memorandum of Understanding between the Office of the Idaho Attorney General and the County, which provided for Paul Farina's role as Task Force Agent in the Internet Crimes against Children Task Force.

Ms. Holmes confirmed that the details of the MOU were specific to Mr. Farina's particular skills and experience. She said that, if Mr. Farina left the position, the County would need to work with the Attorney General's Office to create a new agreement.

Mr. Farina expressed his thanks for the BOCC's support for the ten years he had held the position. He remarked that he would be retiring in December and they were reviewing the qualifications of candidates to take his place.

Commissioner Duncan moved that the Board approve the Second Amendment to the Memorandum of Understanding with the Office of the Idaho Attorney General for the position with the Internet Crimes against Children Task Force. 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. Farina, Ms. Holmes and Adult Misdemeanor Probation (AMP) Director Keith Hutcheson exited the meeting at 2:17 p.m.

**Reapprove Budgeted Item/Purchase of Bobcat/Maintenance Department/KCSO**

Buildings & Grounds (B&G) Maintenance Supervisor Tom Reed requested that the Board reapprove the purchase of a Bobcat for the KCSO Maintenance Department. He explained that it would be purchased from a private party for \$39,500. He pointed out that \$47,000 had been budgeted, but they had encountered difficulties in finding one from a dealer for that price.

Chairman Fillios commended Mr. Reed for his efforts.

Commissioner Brooks moved that the Board reapprove the budgeted item, the purchase of a Bobcat for the Maintenance Department of KCSO. 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.

**Agreement/Natural Gas Service to New Hangar/Sensor Ave./Avista/Airport**

Mr. Kjergaard pointed out that the address listed in this item was not correct. He said that it was Gulf Stream Road, not Sensor Avenue.

Mr. Kjergaard requested the Board's approval for a routine development agreement with Avista to provide natural gas service to a new hangar. He stated there would not be any cost to the County.

Commissioner Duncan moved that the Board approve the agreement for the natural gas service to the new hangar area on Gulf Stream Road. 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/Electric Service to New Hangar/Gulf Stream Rd./Avista/Airport**

Mr. Kjergaard requested the Board's approval of an agreement with Avista to provide electric service to the new hangar area on Gulf Stream Road. He stated that all the costs would be covered by the tenants, not by the County.

Commissioner Brooks moved that the Board approve the agreement for electric service to the new hangar area on Gulf Stream Road with Avista. 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/3 Fixed Route Buses/Creative Bus Sales/Resource Management Office**

Ms. Riley requested the Board's approval of a contract to purchase three Fixed Route Buses from Creative Bus Sales, for a total amount of \$519,509.31. She stated that the funding sources were two FTA (Federal Transit Administration) 5307 awards, one of which required no matching funds and came through ARPA, and the other which had a 15% match that RMO would provide from the local jurisdiction cash match fund.

In response to a question from Commissioner Duncan, Ms. Riley stated that the old busses would go through the County's asset removal process; one might be worth sending to

auction and the other two would be kept for spare parts. She noted that the FTA might require a portion of any money from a sale to be returned to them.

Commissioner Duncan moved that the Board approve the contract for the purchases of three Fixed Route Buses with Creative Bus Sales. 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 2021-103/Fair Housing Policy/Resource Management Office**

Ms. Riley requested the Board's approval of Resolution 2021-103, which was related to the Panhandle Village water system. In response to a question from Commissioner Duncan, she confirmed that there would be no cost to the County, except for the time she and RMO Director Jody Bieze had put in on the project.

Commissioner Brooks moved that the Board approve Resolution 2021-103, regarding the Fair Housing Policy, as described by RMO. 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.

Senior Bailiff David Boyer entered the meeting at 2:25 p.m.

**Boat Launch Pass Discounts/Board of Commissioners**

Commissioner Duncan reported that the BOCC had received a request from a disabled veteran regarding boat launch discounts. She said she discussed it with Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder. She suggested that, when a person applied for the 100% disabled veteran benefit on the Homeowner's Exemption, the person be able to take that proof of acceptance from the Assessor's Office to Parks & Waterways and receive a discounted boat launch pass.

Commissioner Brooks and Chairman Fillios agreed.

Commissioner Duncan said she would ask Mr. Snyder to gather the required information and talk to Legal so this could be brought back to the Board and officially approved.

Chairman Fillios remarked that no motion was required at this stage.

Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 2:26 p.m.

## Status Update Pending Items/Board of Commissioners

### Facilities Expansion

Commissioner Duncan said she had completed her discussions with members of KCSO regarding the different options available. She commented that she did not believe it would be necessary to wait until December to proceed. She explained that she thought some things would be presented to the Board after this week that would enable them to consider redesign of the connection to the Justice Center.

### PAC Airport Lease

Mr. Kjergaard reported that he was working on a graduated step process to be included in a lease proposal to PAC (Panhandle Area Council). He said he hoped to have something next week to present.

Ms. Knapp exited the meeting at 2:27 p.m.

### Financial Snapshot

Chairman Fillios remarked that the monthly financial snapshot had been presented last week and the next one would be offered in November.

### Impact Fee Analysis

Commissioner Brooks said that he expected to have an update on this later in the month.

Chairman Fillios stated that Chief Keeley at KCEMSS had indicated they expected to be able to put a fee of about \$120 per living unit on new construction.

Commissioner Duncan clarified that this information related the area served by KCEMSS only.

### North Lot Land Sale

Chairman Fillios stated that Buildings & Grounds (B&G) Operations Manager Greg Manley would be proceeding with the gated fence between the County's property and that of the Music Conservatory.

Commissioner Duncan said she planned to get together with Mr. Manley and go talk to the other property owners around the end of the week.

### Skeet & Gun Club

Mr. Kjergaard said that they had heard from the appraisal company and he hoped to have their information within the next couple of weeks. He noted that the appraisal would be done on the assumption that the present tenants would be "returning the land to its original condition," which was not likely to actually happen because of the cost involved.



He stated that he was working on a similar lease agreement as the one he described for PAC.

**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 2:31 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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