

**Minutes of Meeting
Business Meeting
October 26, 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 Assessor Bela Kovacs, Chief Deputy Assessor Allyson Knapp, Airport Director Steven Kjergaard, Solid Waste (SW) Director John (JP) Phillips, Juvenile Probation Director Debra Nadeau, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Staff Accountant – Grants Julina Hildreth, Office of Emergency Management (OEM) Director Tiffany Westbrook, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Sheriff’s Department Auto Shop Mechanic Russ Trueblood, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Steve Anderson. Ms. Westbrook, Ms. Riley and Mr. Trueblood were present via teleconference. Commissioner Leslie Duncan was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 10/05/2021 Annual Treasurer’s Settlement
 - 10/12/2021 Business Meeting
 - 10/14/2021 Human Resources: Personnel Changes
 - 10/21/2021 Executive Session §74-206(1)(d) to consider records that are exempt from disclosure as provided by law.

Board Actions:

Assessor’s Adjustment to tax/valuation/AIN Nos. 103710; 204839; 137218; 232054; 234489; 314686; 244938; 109291; 183465; 144922; 121191; 177582; 102232; 125873; 244372; 176091; 102108; 123861; 132474; 228887
Employee Cell Phone Stipend Request/Parks & Waterways
Employee Cell Phone Stipend Request/District Court
PAF/SCF Report: BOCC Review PP22 Week 2/Human Resources
BOCC Signatures for Indigent Cases: 10/14/21 through 10/20/21

Commissioner Bill Brooks moved that the Board approve the Consent Calendar as it appeared on the agenda. Chairman Fillios 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):

Commissioner Brooks moved that the Board accept the Payables List for the week of October 18, 2021 through October 22, 2021 in the amount of \$725,542.78, with no jury payments. Chairman Fillios 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 agenda item 3, "Work Order 21-09/Air Traffic Control Tower Planning/T-O Engineers/Airport," would be postponed. He said that item 15, "Revised 2021 L-1 Levy Rates/State Tax Commission/Auditor," would be struck from the agenda.

Finance Director Dena Darrow reported that Commissioner Duncan had asked that item 12, "Consolidate Energy (8205) and Utilities (8206) Bills under BOCC Admin Org Set 10.1.003.0 for Monthly Payments/Auditor," be postponed until November 9, 2021. She also said that agenda item 13, "Resolution 2021-105/Appropriation of Fiscal Year 2021 Contingency Funds/Auditor," required the approval of all three Commissioners, so she asked that it be postponed as well.

No objects were voiced to any of the changes.

F. Action Items:

Agreement/Ramsey Road Transfer Station Z-Wall Extension Project/TML Construction, Inc./Solid Waste

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval for an agreement regarding the Ramsey Road Transfer Station Z-Wall Extension Project with TML Construction, Inc. He reviewed the history of the project and reported that TML Construction, Inc. had agreed to perform the work for an estimated cost of \$476,750. He stated that SW did have the funds to cover the project and did not need to request any additional money from the Board.

Chairman Fillios moved that the Board approve the agreement for the Ramsey Road Transfer Station Z-Wall Extension Project with TML Construction, Inc. in the amount of \$476,750. 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.

First Amendment/Professional Services Agreement/CH2M Hill Engineers/Ramsey Transfer Station Z-Wall Extensions/Solid Waste

Mr. Phillips requested the Board's approval of the First Amendment to the Professional Services Agreement with CH2M Hill Engineers for the Ramsey Transfer Station Z-Wall Extension Project. He explained that this would cover the additional engineering costs required due to the expanded scope of the work, since they had not realized that more would need to be done for the related retaining walls. He listed some other changes to be made and said some contingency funds had been added, for a total increase of \$28,000. He affirmed that SW still had the funds to cover it all.

Commissioner Brooks moved that the Board approve the First Amendment to the Professional Services Agreement with CH2M Hill Engineers for the Ramsey Transfer Station in the amount of \$28,000. Chairman Fillios 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 2:10 p.m.

Work Order 21-09/Air Traffic Control Tower Planning/T-O Engineers/Airport

This item was removed from the agenda.

Work Order 21-12/Infinity Apron Utility Extension Project/T-O Engineers/Airport

Airport Director Steven Kjergaard requested the Board's approval for Work Order 21-12, for the Infinity Apron Utility Extension Project at the Airport. He explained this was similar to the utility extension recently approved for Gulf Stream Road. He stated that the tenants would pay the Airport back for the work when it was completed and the total amount for the project would be \$66,766.87.

Commissioner Brooks moved that the Board approve Work Order 21-12 for the Infinity Apron Utility Extension Project with T-O Engineers in the amount of \$66,766.87. Chairman Fillios 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.

Grant Application for Federal Assistance SF-24/Airport Rescue Grant Program (ARGP)/ Airport

Mr. Kjergaard requested the Board's approval for a grant application for Federal Assistance SF-24. He said the amount was for \$59,000 and would be added to their fund balance account for use in future projects.

Commissioner Brooks moved that the Board approve the grant application for Federal Assistance SF-24, the Airport Rescue Grant Program, for the Airport. Chairman Fillios 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.

Kootenai County Resident Steve Anderson exited the meeting at 2:13 p.m.

Renewal/Independent Contractor Agreement/Mentoring Program/Kirk/Juvenile Probation

Juvenile Probation Director Debra Nadeau requested the Board's approval of the renewal of the Independent Contractor Agreement for their mentoring program with Amelia Kirk. She said the funds were included in her FY22 Budget.

Chairman Fillios moved that the Board approve the renewal of the Independent Contractor Agreement for the Mentoring Program for Juvenile Probation with Ms. Kirk. 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.

Assessor Bela Kovacs exited the meeting at 2:14 p.m.

Renewal/Independent Contractor Agreement/Alternative to School Suspension Program/Post Falls School District/Jones/Juvenile Probation

Ms. Nadeau requested the Board's approval of the renewal of the Independent Contractor Agreement for the Alternative to School Suspension Program in the Post Falls School District with Mark Jones. She briefly described the history of the program, of Mr. Jones' connection with it and the division of expenses between the County and the School District.

Chairman Fillios moved that the Board approve the renewal of the Independent Contractor Agreement for the Alternative to School Suspension Program with the Post Falls School District and Mark Jones, on behalf of Juvenile Probation. 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.

Renewal/Independent Contractor Agreement/Chaplain Services/Youth Advocacy and Community Outreach/Lanterman/Juvenile Probation

Ms. Nadeau requested the Board's approval for the renewal of the Independent Contractor Agreement for Chaplain Services with Jackson Lanterman for the Juvenile Detention Center and the Youth Advocacy Community Outreach services. She said the funds were included in the FY22 Budget.

Commissioner Brooks moved that the Board approve the renewal of the Independent Contractor Agreement for Chaplain Services in Youth Advocacy and Community Outreach with Pastor Lanterman for Juvenile Probation. Chairman Fillios 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 2:16 p.m.

2021 Emergency Management Performance Grant (EMPG) ARPA Application/Office of Emergency Management

Office of Emergency Management (OEM) Director Tiffany Westbrook requested the Board's approval for the application for the additional funding that became available under the 2021 Emergency Management Performance Grant through ARPA (American Rescue Plan Act). She stated the amount would be \$55,699.44, with a 50% match.

Chairman Fillios moved that the Board approve the 2021 Emergency Management Performance Grant ARPA Application for the Office of Emergency Management for \$55,699.44. 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.

Idaho Transportation Department/Public Transportation/FTA Section 5339 Formula Grants for Bus & Bus Facilities/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval to apply for FTA (Federal Transit Administration) 5339 Formula Grants for Bus and Bus Facilities. She explained the funds would be used for five paratransit buses.

Commissioner Brooks moved that the Board approve the application for Idaho Transportation Department Public Transportation FTA Section 5339 Formula Grants for Bus and Bus Facilities for the Resource Management Office. Chairman Fillios 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.

Amendment of Paratransit/Demand Response Agreement/Citylink North Public Transportation/MV Transportation/Resource Management Office

Ms. Riley requested the Board’s approval of an Amendment to the Paratransit Demand Response Agreement for Citylink North Public Transportation with MV Transportation. She explained that they were having difficulty attracting and retaining bus drivers, so they wanted to offer a \$750 retention bonus to all drivers and provide salary adjustments. She said the amount would come from their grant funds, not from the County.

Commissioner Brooks moved that the Board approve the Amendment to the Paratransit Demand Response Agreement for Citylink North Public Transportation with MV Transportation for the Resource Management Office. Chairman Fillios 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.

Consolidate Energy (8205) and Utilities (8206) Bills under BOCC Admin Org Set 10.1.003.0 for Monthly Payments/Auditor

This item was removed from the agenda.

Resolution 2021-105/Appropriation of Fiscal Year 2021 Contingency Funds/Auditor

This item was removed from the agenda.

Resolution 2021-106/Surplus Vehicles/KCSO

Sheriff’s Department Auto Shop Mechanic Russ Trueblood requested the Board’s approval of Resolution 2021-106, to declare two vehicles as surplus and send them to auction.

Commissioner Brooks moved that the Board approve Resolution 2021-106, to surplus vehicles for KCSO as described. Chairman Fillios 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.

Revised 2021 L-1 Levy Rates/State Tax Commission/Auditor

This item was removed from the agenda.

Boat Launch Pass Fee Reduction for Disabled Veterans (Discussion)/Parks & Waterways

Mr. Snyder reminded the Commissioners that they had recently discussed providing boat launch pass discounts to 100% disabled veterans. He recommended that they direct him to work with Legal to write a resolution that would provide a free lifetime boat launch pass to the 100% disabled veterans and for the surviving spouses of Gold Star Families.

Chairman Fillios encouraged Mr. Snyder to proceed and said a formal motion was not needed at this time.

Civil Deputy Prosecuting Attorney R. David Ferguson and Mr. Snyder exited the meeting at 2:25 p.m.

Status Update Pending Items/Board of Commissioners

Facilities Expansion

Chairman Fillios commented that they had no updated information on this.

PAC Airport Lease

Mr. Kjergaard stated that he had completed a lease proposal for about \$2,000 per month, which he would email to PAC (Panhandle Area Council).

Staff Accountant – Grants Julina Hildreth remarked that PAC was getting a substantial amount for managing some grants for the County, so they should now be able to afford the rental fee.

Mr. Kjergaard added that the lease would include an escalation clause which would bring the fee up to market value within a few years.

Financial Snapshot

Ms. Darrow said that she would provide the next Financial Snapshot in the November 9, 2021 meeting.

Impact Fee Analysis

Commissioner Brooks stated that the Galena representative he had been trying to contact was on vacation in Europe but would be back next week. He said he had made preparations for a discussion with her.

North Lot Land Sale

Chairman Fillios said that Commissioner Duncan had indicated she was still waiting for a counterproposal from the other party.

Skeet & Gun Club

Mr. Kjergaard said he had not yet received the requested appraisal.

Panhandle Village Water Project

Chairman Fillios stated that he had signed a document in support of this project earlier today.

Ms. Hildreth remarked that it was a contract with PAC and an MOU (Memorandum of Understanding) with them. She said they had not yet applied for the actual grant.

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 2:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
