

**Minutes of Meeting
Business Meeting
November 8, 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 Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits CK Kirkpatrick, HR Generalist – Risk Management & Compliance Cecilia Sweet, KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, KCSO 911 Communication Services Administrator Collin McRoy, Finance Director Brandi Falcon, Community Development Director David Callahan, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, RMO Transit Program Manager Chad Ingle, Juvenile Detention Senior Records Clerk Brandie Bradley, BOCC Communications Coordinator Jonathan Gillham, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Lakes Highway District Director of Highways Eric Shanley, Fair Board Vice Chair Elise Burton and Fair Board Members Kevin Kirking, and Tim Vulles. Ms. Johnston, Ms. Riley, Ms. Bradley and Mr. Ingle were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:01 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Finance Director Brandi Falcon 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.

There were no changes to the agenda.

- E. Approve Meeting Minutes (Action)**

10/25/2022	Business Meeting
10/25/2022	Parks & Waterways
10/26/2022	Resource Management Office
10/27/2022	Deliberations and Updates/CUP22-0004 Ingle: PUD22-0001 Gozzer Ranch PUD/Community Development
11/03/2022	Community Development Deliberations and Updates

Commissioner Bill Brooks moved that the Board approve items 1 through 5, 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 Allow Homeowner Exemption
Assessor Adjustment to Tax-Valuation 10-27
Assessor Allow Homeowner Exemption A
Assessor Allow Homeowner Exemption B
BOCC Signatures for Indigent Cases: 10/27/2022 – 11/02/2022
Taxes – Request for Cancellations of Tax on Personal Property
Human Resources PAF/SCF Report for FY2022 PP23 Week 2
Hayden Area Regional Sewer Board (HARSB) WWTP Facility Upgrades 2013-2023

Commissioner Fillios moved that the Board approve items 6 through 13 on the agenda, the Consent Calendar. 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.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of October 31, 2022 through November 4, 2022 in the amount of \$1,144,639.56, 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.

H. Business:

Offer to Purchase Tax Deed – Sealed Bid/AIN #132203/Hart (Action)

Offer to Purchase Tax Deed – Sealed Bid/AIN #108083/Hart (Action)

Chair Duncan suggested that items #15 and 16 be handled together. She stated that these two parcels were owned by the County and were not for sale. She explained that they had been bought with Federal funds and were part of a flood zone.

Commissioner Fillios opened the envelopes and reported that Treavor Hart had enclosed a check for \$300 for AIN #132203 and another check for \$300 for AIN #108083.

Commissioner Fillios moved that the Board acknowledge receipt of the sealed bids for AIN #132203 and 108083, both from Mr. Treavor Hart, and not accept the bids for the reasons stated by Chair Duncan. 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.

Board Approval Request: Sealcoat & Stripe 6 Parking Lots – Previously Approved – 5 Yr Plan/Buildings & Grounds (Action)

Chair Duncan remarked that the updated estimate for this project was between \$12,000 and \$13,000 less than what was originally budgeted. She noted it had been included in the Buildings & Grounds (B&G) Five Year Plan budget.

Commissioner Brooks moved that the Board approve the request to sealcoat and stripe six parking lots. 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: Repave Judges' Parking Lot – Previously Approved – 5 Yr Plan/Buildings & Grounds (Action)

Chair Duncan commented that this had also been included in the B&G their Five Year Plan budget. She added that this item and the prior one would be scheduled for this coming spring.

Commissioner Fillios moved that the Board approve the request to repave the Judges' Parking Lot, which had been previously approved as part of the Five Year Plan. 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.

MOU Update/Kootenai Amateur Radio Society, INC/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval for an update to an MOU (Memorandum of Understanding) with the Kootenai Amateur Radio Society, INC (KARS). He explained that KARS had previously agreed to do weed control at the Canfield Mountain site in trade for access to the system, but would now pay the County instead. He said the agreement stated that the amount would not

exceed \$250; the cost for weed removal last year had been about \$133 and he predicted it would not be much more for this year. He noted that the Forest Service had performed the weed mitigation and had not yet provided him with their bill for services.

Commissioner Fillios moved that the Board approve the MOU Update with KARS (Kootenai Amateur Radio Society, INC) for an amount not to exceed \$250, for Fiscal Year 2023, with 911. 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.

DIVCO Service Agreement Renewal 911, Sheriff's Office Communications Building, Canfield Butte, Mason Butte, Killarney/DIVCO/911 (Action)

Mr. McRoy stated that this item was the annual agreement for the HVAC maintenance at the listed locations.

Commissioner Brooks moved that the Board approve the DIVCO Service Agreement Renewal with 911, for the Sheriff's Office Communications Building, Canfield Butte, Mason Butte and Killarney. 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 of MOU's – Kootenai County and Panhandle Health District – Needing Board Signatures/Panhandle Health District/911 (Action)

Mr. McRoy requested the Board's approval of the renewal of MOU's with Panhandle Health District and 911. He remarked this was their standard annual agreement.

Commissioner Fillios moved that the Board approve the renewal of the MOUs between Kootenai County and Panhandle Health District regarding the radio system. 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.

Board Approval Request: Quote Approval – Quote – 1917004 Motorola Solutions/ Sheriff (Action)

Mr. McRoy requested the Board's approval of a quote of \$616,155.10 for a pooled order of 95 radios for Patrol and the Jail. He noted the amount had been included in their capital requests and would be for 95 radios in total. He reported that Motorola, instead of a cash discount, had offered four additional radios to be thrown into the deal which would amount to about a 4% discount.

Commissioner Brooks moved that the Board approve the quote 1917004 with Motorola Solutions for the Sheriff'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.

Board Approval Request: FY23 Amendment to the Food Service Partnership Agreement/Sheriff – Jail (Action)

KCSO Captain Stuart Miller requested the Board's approval of the FY23 Amendment to the Food Service Partnership Agreement for the Jail. He said there had been a 4.7% increase in the cost, which had been included in their Budget.

Commissioner Fillios moved that the Board approve the FY23 Amendment to the Food Service Partnership Agreement as outlined by Captain Miller. 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.

Mr. McRoy and KCSO Undersheriff Brett Nelson exited the meeting at 2:19 p.m.

Regence Renewal for 2023 Kootenai County Employee Benefit Plan Admin Blueprint/Regence Blue Shield of Idaho/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested the Board's approval of the renewal with Regence Blue Shield of Idaho for the 2023 Kootenai County Employee Benefit Plan. She explained what the Blueprint included and stated that no changes had been made to the plan for 2023.

Commissioner Brooks moved that the Board approve the Regence Renewal of the 2023 Kootenai County Employee Benefit Plan Admin Blueprint. 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.

Contract Renewal – 2023 Regence Administrative Services and Fees/Regence Blue Shield of Idaho/Human Resources (Action)

Ms. Proud requested the Board's approval of the renewal of the 2023 Contract for the Regence Administrative Services and Fees.

Commissioner Fillios moved that the Board approve the Contract Renewal of the 2023 Regence Administrative Services and Fees with Regence Blue Shield of Idaho as sponsored by HR. 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 Renewal – 2023 Regence Stop Loss Rates and Terms/Regence Blue Shield of Idaho/Human Resources (Action)

Ms. Proud requested the Board’s approval of the Contract Renewal of the 2023 Regence Stop Loss Rates and Terms.

Commissioner Brooks moved that the Board approve the 2023 Regence Stop Loss Rates and Terms Contract. 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.

Financial/Budget: Changes to ICRMP Auto Deductible & Repair Payment Process/Auditor (Action)

Chair Duncan pointed out that this was not an action item; it was a discussion item.

Ms. Falcon asked the Board to provide direction regarding the ICRMP (Idaho Counties Risk Management Program) Auto Deductible and Repair Payment Process. She said she had met with HR and staff from Accounting and the Sheriff’s Office regarding the way insurance deductibles were paid when there was a fleet vehicle crash. She said there had been general agreement for the suggestion to have the departments pay the deductibles from their individual “B” (Operations) Budgets to help them track how much each incurred in a year. She said she would like to formalize the change in a policy, with assistance from Civil Deputy Prosecuting Attorney R. David Ferguson.

All three Commissioners indicated that she should move forward with her suggestion.

Riverstone Transit Center Phase II Supplemental Agreement/Coffman Engineers/Resource Management Office (Action)

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board’s approval of a Supplemental Agreement with Coffman Engineers for the Riverstone Transit Center Phase II. She said this would encompass additional construction administration due to revisions needed on the landscaping. She stated the additional cost would be \$20,622.84 and confirmed that it would be paid from contingency funds included in the project’s original budget.

Commissioner Brooks moved that the Board approve the Riverstone Transit Center Phase II Supplemental Agreement between Coffman Engineers and RMO. 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.

Agreement for Non-Emergent Medical Transportation/Kootenai Health/Resource Management Office (Action)

Ms. Riley requested the Board's approval of an Agreement for Non-Emergent Medical Transportation with Kootenai Health. She stated that this was RMO's new four year agreement with Kootenai Health. She explained that RMO purchases the vehicles with funds from the FTA and was then allowed to use the related operational expenses as matching funds for the appropriate grants.

Commissioner Fillios moved that the Board approve the Agreement for Non-Emergent Medical Transportation between Kootenai Health and the Resource Management Office, using the federal funds as described. 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 Amendment #06719-02/Creative Bus Sales/Resource Management Office (Action)

RMO Transit Program Manager Chad Ingle requested the Board's approval of Contract Amendment #06719-02, with Creative Bus Sales. He explained that this was related to the purchase of replacement vehicles for the Paratransit Fleet. He said that, due to supply chain issues and price increases, the cost for each of the buses had gone up by about \$40,000, or over 40%. He stated that the amendment had taken the price change into account and had also added an additional bus to the order, to keep ahead of the predicted delays in delivery.

Mr. Ingle reported that RMO had been looked at different ways to fulfill their vehicle needs, but the other vehicles would have needed modifications for the program's purposes, so the additional cost made this impractical.

Mr. Ingle stated that RMO did have funding in place that would cover the increase for the contract.

Commissioner Brooks moved that the Board approve Contract Amendment #06719-02, between Creative Bus Sales and RMO. Commissioner Fillios 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.

Resolution 2022-68/Surplus Property – Water Softener, Power Supply, Video Arraignment System/Juvenile Detention (Action)

Resolution 2022-81/Surplus Property – Commercial Washers and Dryers/Juvenile Detention (Action)

Chair Duncan said that items #31 and 32 could be handled together.

No objections were voiced.

Juvenile Detention Senior Records Clerk Brandie Bradley requested the Board’s approval of Resolution 2022-68 and Resolution 2022-81, to surplus different items from their inventory. She reported that the water softener, power supply and video arraignment system were no longer useful and could no longer be repaired. She said that the old commercial washers and dryers were being replaced, but were still operating, so they would be donated to the Kootenai Humane Society and the Fairgrounds.

Chair Duncan noted that a separate Resolution would be needed to complete the donation to the Fairgrounds. This would be brought to a future meeting.

Commissioner Fillios moved that the Board approve Resolutions 2022-68 and 2022-81, to surplus properties: water softener, power supply, video arraignment system in #68 and the commercial washers and dryers in #81, transfer of which would require an additional Resolution to complete. 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.

Board Approval Request: Signing of Final Application for PUD22-0001 Gozzer Ranch Golf & Lake Club/Community Development (Action)

Community Development Director David Callahan requested that the Board sign the final application for PUD22-0001 Gozzer Ranch Golf & Lake Club.

Commissioner Fillios moved that the Board execute the order of decision, the signing of the final application for PUD22-0001, Gozzer Ranch Golf & Lake Club, as sponsored by Community Development. 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.

Board Approval Request: Requesting Consideration to Determine if a Special Notice Permit Is/Is Not Requested for Lakes Highway District’s New Maintenance Facility/Community Development (Action)

Mr. Callahan stated that the Lakes Highway District would like to build a new maintenance facility and explained the zoning question that had arisen. He said he did not feel that a Special Notice Permit was required in this instance and asked the Board to confirm his decision.

Commissioner Brooks moved that the Board approve the request and confirm that a Special Notice Permit was not required for Lakes Highway District’s new Maintenance Facility. 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. Callahan and Lakes Highway District Director of Highways Eric Shanley exited the meeting at 2:35 p.m.

Updated Public Defender Conflict Contract/Inland Northwest Law Group, PLLC/Devin Marks/BOCC/Marks/BOCC (Action)

BOCC Administrative Secretary Teri Johnston requested the Board’s approval of the updated Public Defender Conflict Contract with Inland Northwest Law Group, PLLC for Devin Marks.

Commissioner Fillios moved that the Board approve the updated Public Defender Conflict Contract with Inland Northwest Law Group, PLLC for Devin Marks. 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.

Advisory Board – Appointment/Kevin Kirking/Fair Board – Term Ending 1/15/2024/BOCC (Action)

Chair Duncan asked the Board to approve Kevin Kirking’s appointment to the Fair Board, with a term ending January 15, 2024. She said he would replace Miranda Hamilton.

Commissioner Brooks moved that the Board approve the appointment of Kevin Kirking to the Fair Advisory Board, term ending January 15, 2024. 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.

Chair Duncan stated that there were no items for the status update pending list.

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 public comments.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 2:38 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk