

**Minutes of Meeting  
Business Meeting  
November 9, 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 Treasurer Steve Matheson, Assessor Bela Kovacs, KCSO Captain Andy Deak, Lieutenant Nancy Ellis, KCSO Maintenance Supervisor Tom Reed, Office of Emergency Management (OEM) Director Tiffany Westbrook, Airport Director Steven Kjergaard, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Solid Waste Director John “JP” Phillips, Operations Manager Doug Goodwin, Parks & Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder, Finance Director Dena Darrow, Juvenile Probation Director Debra Nadeau, Civil Deputy Prosecutors R. David Ferguson and Jamila Holmes, Human Resources (HR) Generalist – Benefits and Compensation Dorothy Cross, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe, Communications Coordinator Jonathan Gillham, Administrative Secretaries Teri Johnston and Jody Haggard, and Deputy Clerk Ronnie Davisson. Also present were Kootenai County Resident Steve Anderson and VitalCore Health Strategies Representatives Betsy Gillespie and Roger Haden. Ms. Westbrook and Ms. Riley were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
  
- B. Pledge of Allegiance:** Civil Deputy Prosecutor Jamila Holmes led the Pledge of Allegiance.
  
- C. Approval of Consent Calendar (Action):**  
**Minutes of Meetings:**
  - 10/14/2021 Community Development Update
  - 10/26/2021 Business Meeting
  - 10/28/2021 Human Resources: Personnel Changes
  - 10/29/2021 **Executive Session §74-206(1)(a)** 1:30 p.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 10/29/2021 **Executive Session §74-206(1)(a)** 2:30 p.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/01/2021 Airport & Airport Advisory Board Update
  - 11/01/2021 **Executive Session §74-206(1)(a)** 1:00 p.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/01/2021 **Executive Session §74-206(1)(a)** 2:00 p.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/02/2021 **Executive Session §74-206(1)(a)** 9:00 a.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/02/2021 **Executive Session §74-206(1)(a)** 10:00 a.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/02/2021 **Executive Session §74-206(1)(a)** 11:00 a.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/02/2021 **Executive Session §74-206(1)(a)** 12:00 p.m. to consider hiring a public offer, employee, staff member or individual agent.
  - 11/02/2021 Business Meeting

11/03/2021 Requests for Cancellation of Taxes  
11/03/2021 **Executive Session §74-206(1)(a)** 9:30 a.m. to consider hiring a public offer, employee, staff member or individual agent.

**Board Actions:**

Assessor's Adjustment to tax/valuation AIN Nos. 340774; 340670  
Treasurer's Monthly Settlements and Statements/October 2021  
Resolution 2021-109/Adjust Taxes to Reflect VA Tax Reduction/AIN 223192/Tennison  
Employee Cell Phone Stipend Request/Parks & Waterways  
PAF/SCF Report: BOCC Review PP23 Week 2/Human Resources  
BOCC Signatures for Indigent Cases: 10/28/2021 through 11/03/2021

Commissioner Leslie Duncan moved to approve the Consent Calendar as it appeared on the agenda. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**D. Approval of Payables List (Action):**

Commissioner Duncan moved to accept the Payables List for the week of November 1, 2021 through November 5, 2021, in the amount of \$438,077.10 with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**E. Changes to the Agenda (Action):** Commissioner Duncan requested item number 10 be removed from the agenda.

**F. Action Items:**

**Bid Opening 2021-07/ Knuckleboom Crane/Solid Waste**

Commissioner Duncan opened one sealed bid from Jack T. Makinson from Crane Manufacturer Equipment Corp. for the purchase price of a Knuckleboom Crane at \$201,250.

Commissioner Duncan moved to acknowledge receipt of the bid and send it to Legal and Solid Waste for review. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Award Bid 2021-06/Transfer Trailers/Solid Waste**

Solid Waste Director John “JP” Phillips explained that they had solicited bids for four new transfer trailers, with Wilkens Industries having been the sole bidder that met or exceeded all bid specifications. The total price for the bid came in at \$485,926 for the four trailers, which was approximately \$67,926 over budget due to the increased prices of labor and materials. He then requested the Board award the bid to Wilkens Industries for the transfer trailers.

Commissioner Duncan moved to award bid 2021-06 for the transfer trailers at Solid Waste to Wilkens Industries. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Independent Contractor Agreement/Personal Services/Appraisal Tech Consultant/  
Cox/Assessor**

Assessor Bela Kovacs requested approval of an Independent Contractor Agreement for personal services between Deena Cox and the Assessor’s Office. He explained the agreement had been reviewed and approved by Legal.

Commissioner Duncan moved to approve the Independent Contractor Agreement for personal services with Cox. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Letter of Authorization/Professional Services/Manatron, Inc./Aumentum  
Technologies/Assessor**

Assessor Kovacs explained that the Assessor’s Office was in need of a consultant that worked with Manatron, with the funds coming from the CAT46 Fund. He requested the Board’s approval of the authorization letter for the requested professional services.

Commissioner Duncan moved to approve the letter of authorization for professional services with Manatron, Inc. and Aumentum Technologies. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Purchase Agreement/Munson Boats/Parks & Waterways**

Parks & Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder presented a purchase agreement for a replacement boat with Munson Boats in the amount of \$746,893. He explained that \$350,000 of the total cost will come from a state grant, with the remaining \$396,893 coming from boat launch user fees. Mr. Snyder said that delivery was estimated around June 2023, as it was a custom built boat.

Commissioner Duncan moved to approve the purchase agreement with Munson Boats and Parks & Waterways for their new boat. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Snyder exited the meeting at 2:15 p.m.

**County Annual Juvenile Justice Report/Idaho Department of Juvenile Corrections/Juvenile Probation**

Juvenile Probation Director Debra Nadeau presented the Board with the FY21 Annual Report, which included race, gender, age, recidivism numbers, the amount collected in restitution, and other data sets.

Commissioner Duncan moved to authorize the Chairman to execute the annual juvenile justice report. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Nadeau exited the meeting at 2:16 p.m.

**Consent to Assignment of Leases/AAL-99-30/AAL-2009-070/Johnson/Airport**

Airport Director Steven Kjergaard requested approval to consent to the assignment of leases, in which the leases would be reassigned to the widow of Mr. Johnson.

Commissioner Duncan moved to approve the assignment of leases AAL-99-30 and AAL-2009-070 to Johnson. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Consent to Sublease/Snowden/Clear Blue Aviation, LLC/Airport**

Mr. Kjergaard requested consent to sublease between Snowden and Clear Blue Aviation, LLC.

Commissioner Duncan moved to approve the consent to sublease between Snowden and Clear Blue Aviation, LLC. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Aye  
Commissioner Duncan:         Aye  
Chairman Fillios:               Aye

The motion carried.

**Stop Loss Renewal/Regence/Alliant Benefit Services/Human Resources**

HR Generalist – Benefits and Compensation Dorothy Cross requested approval of Stop Loss Renewal Benefits with Alliant Benefit Services. She explained that they were able to negotiate the same rate as FY21, so there would be no increase in cost.

Commissioner Duncan moved to approve the Stop Loss Renewal benefits with Regence and Alliant Benefit Services. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Aye  
Commissioner Duncan:         Aye  
Chairman Fillios:               Aye

The motion carried.

**~~Idaho Community Development Block Grant Application/Phase 2 Panhandle Village Water System Improvements/Resource Management Office – Pulled~~**

**2021 Subrecipient Agreement/Emergency Management Performance Grant/Office of Emergency Management**

OEM Director Tiffany Westbrook requested approval to accept the 2021 EMPG ARPA Grant Award for a total of \$55,699.44, with 50% being the grant match.

Commissioner Duncan moved to approve the 2021 Subrecipient Agreement for the Emergency Management Performance Grant. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Aye  
Commissioner Duncan:         Aye  
Chairman Fillios:               Aye

The motion carried.

**Grant Award Amendment #18WFM-Kootenai/Fernan Lake Natural Area/Idaho Department of Lands/Resource Management Office/Office of Emergency Management**

RMO Senior Program Manager Kimberli Riley requested approval of an amendment to the Fernan Lake Natural Area Memorandum of Understanding with the Idaho Department of Lands. She explained that it reduces the budget by \$5000, expands outreach to help with virtual meetings, and changed the contact name of the Director to Tiffany Westbrook from Sandy Von Behren.

Commissioner Duncan moved to approve the Grant Award Amendment #18-WFM-Kootenai for the Fernan Lake Natural Area with the Idaho Department of Lands. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Request Change/Budget Line Item/Purchase of K9 Vehicle/Adult Misdemeanor Probation**

AMP Director Keith Hutcheson requested a change in his FY22 budget request for a new K9 vehicle. He explained that Dodge had not yet responded to the request, and due to time constraints, he needed to instead purchase a vehicle from Ford. He said that this would increase the FY22 Budget by approximately \$8800, as there was a price difference for the K9 equipment with Ford.

Commissioner Duncan moved to approve the additional funds for the purchase of the K9 vehicle to come out of drug forfeiture funds and fund balance. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Contract/Janitorial Services/Environmental Control/KCSO**

KCSO Maintenance Supervisor Tom Reed requested approval of a contract for janitorial services at the Jail to help maintain multiple buildings on and off the KCSO campus. He said the proposal was to utilize \$1900 in salary savings from the second maintenance position that was currently vacant for funding.

Commissioner Duncan moved to approve the contract for Janitorial Services and KCSO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Approve Quotations/Maintenance for Walk-in Freezer/KCSO**

Mr. Reed requested the Board approve the quote provided for maintenance on the walk-in freezer at the Jail, which would save approximately \$1200 from what had been initially budgeted. Mr. Reed explained that there was a three-year warranty on equipment, parts and labor.

Commissioner Duncan moved to approve the quotes for the walk-in freezer at the Jail. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
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**

Finance Director Dena Darrow explained that the Auditor's Office monitored the Energy and Utilities bills on a monthly basis for any anomalies and asked the Board to consider consolidating all energy and utility bills under the BOCC Admin Org Set, with the exception of Solid Waste. She explained that this consolidation would save a considerable amount of time. Commissioner Duncan said that the affected departments should still budget for the expenses.

Commissioner Duncan moved to approve the consolidation of energy and utility bills under the BOCC Admin Org Set, 10.1.003.0. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

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

Ms. Darrow requested approval of Resolution 2021-105, which was the annual process of appropriating contingency funds to the necessary areas. She said that they were still under budget and would be returning \$359,250 of Contingency Funds to the General Fund.

Commissioner Duncan moved to approve Resolution 2021-105, the appropriation of FY21 Contingency Funds. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**Resolution 2021-110/Classify Records/Treasurer**

**Resolution 2021-111/Destroy Records/Treasurer**

Commissioner Duncan moved to approve Resolutions 2021-110 and 2021-111, to Classify and Destroy Records per Idaho Code for the Treasurer's Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Discussion/Amendment to VitalCore Health Strategies/Inmate Medical Services Contract/KCSO**

KCSO Captain Andy Deak and Lieutenant Nancy Ellis discussed a proposed amendment to the Inmate Medical Services Contract with VitalCore Health Strategies. They introduced Roger Haden and Betsy Gillespie, who spoke to the proposed changes.

The Board opted to discuss the proposal more in depth at a meeting the following week.

Captain Deak and Lieutenant Ellis exited the meeting at 2:47 p.m.

**Discussion/Joint Powers Agreement/Coeur d'Alene Regional Airport Authority/Airport**

Mr. Kjergaard asked whether the Board would want to begin a conversation with the local cities about the Joint Powers Agreement. Commissioner Duncan said that she was not impressed with the agreement and asked if she could be involved in the conversations.

Mr. Kjergaard and Civil Deputy Prosecutor R. David Ferguson exited the meeting at 2:49 p.m.

**Status Pending Update/Board of Commissioners**

Facilities Expansion – No update provided.

PAC Airport Lease – Chairman Fillios said that Mr. Jacobsen had received the proposed lease, which would suggest \$0.25/square foot, which Mr. Jacobsen thought was too much. Chairman Fillios suggested he meet with Mr. Kjergaard to discuss a counterproposal.

Financial Snapshot – Ms. Darrow said that she had sent the Board a Quarterly Report and noted that they were at 69% spent of their budget, which included grants and projects. She said that if all the grant money received had been added to the total budget, it would be approximately a \$174 million total budget, adjusted and unaudited.

Impact Fee Analysis – Commissioner Brooks said that he had been discussing the analysis with Anne Westcott of Galena Consulting and suggested setting up a meeting to discuss it further, to which Chairman Fillios and Commissioner Duncan agreed.



North Lot Land Sale – No update provided.

Skeet & Gun Club – No update provided.

Panhandle Village Water Project – No update provided.

ARPA Statement – Chairman Fillios read the prepared ARPA statement into the record.

- G. Public Comment:** 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. Adjourn:** Chairman Fillios adjourned the meeting at 2:56 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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