

Minutes of Meeting
Business Meeting
June 4, 2019
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 Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, Airport Director Steven Kjergaard, Airport Administrative Secretary Linda Leigh, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, KCSO Sergeant Rikki Hinchee, KCSO Auto Shop Mechanic Will Stein, Juvenile Diversion Supervisor Douglas Hall, Staff Accountant Julina Hildreth, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Staff Accountant Julina Hildreth led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 04/10/2019 CUP18-0008/LIMA Properties, LLC/Community Development
 - 04/25/2019 VAR18-0009/Magajna/Community Development
 - 04/25/2019 CUP18-0006/Schumacher/St. Herman of Alaska Skete/Community Development
 - 05/01/2019 FY2020 Preliminary Budget Review – Assessor
 - 05/10/2019 FY2020 Preliminary Budget Review – BOCC
 - 05/16/2019 VAR19-0001/Craine Family LLC/Community Development
 - 05/20/2019 Commissioners’ Debriefing
 - 05/21/2019 Business Meeting
 - 05/24/2019 Executive Session §74-206(1)(d) to consider records that are exempt from disclosure as provided by law.
 - 05/28/2019 Executive Session §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated.
 - 05/28/2019 Executive Session §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

Board Actions:

Assessor’s adjustment to tax/valuation/AIN 234803; 112675
Noxious Weed Control Agreement/Scarcello
PAF/SCF Report: BOCC Review PP12/Human Resources
BOCC Signatures for Indigent Cases: 5/23/2019 through 5/29/2019

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 May 27, 2019 through May 31, 2019 in the amount of \$210,845.44, with jury payments of \$949.66. 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.

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

F. Action Items:

Grant Award/Federal Transit Administration (FTA) ID-2019-010-00/Public Transportation/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval to accept a grant award. She explained it was the 5307 apportionment, which covered preventive maintenance for their fixed route and paratransit vehicles. She noted it was for \$96,000 and required a \$24,000 in-kind match.

Commissioner Duncan moved that the Board approve the grant award from the FTA (Federal Transit Administration), ID-2019-010-00. 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.

Termination of Lease/CDA Northwest, LLC/Airport

Airport Director Steven Kjergaard requested the Board's approval of the termination of a lease agreement with CDA Northwest. He noted the lease was to be sold and approval for the sale would be the next item on the agenda.

Commissioner Duncan moved that the Board approve the termination of the lease agreement with CDA Northwest, LLC. 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.

Development and Ground Lease/Rothfus/AAL-2019-400/Airport

Mr. Kjergaard requested the Board's approval for the development and ground lease agreement with Kevin Rothfus. He noted the lease was for 20.3 cents per square foot, or about \$1,953.88 per year, for a term of about forty-nine years.

Commissioner Duncan moved that the Board approve the development and ground lease with Rothfus, AAL-2019-400. 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.

Mutual Rescission of Lease Agreement/Heliprop Aircraft/AAL-99-25/Airport

Mr. Kjergaard requested the Board's approval of a mutual rescission of a lease agreement by the Airport and Heliprop Aircraft. He explained that Heliprop had been sold to CDA Jet.

Commissioner Duncan moved that the Board accept the mutual rescission of lease agreement between the Airport and Heliprop Aircraft, AAL-99-25. 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.

Development and Ground Lease/CDA Jet Center/AAL-2019-320/Airport

Mr. Kjergaard requested the Board's approval of a development and ground lease with CDA Jet Center. He noted the lease was for 25 cents per square foot, or \$2,750 per year, with about twenty-seven years remaining.

Commissioner Duncan moved that the Board approve the development and ground lease with CDA Jet Center, AAL-2019-320. 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.

Mutual Rescission of Lease/Southfield Fuel/AAL-320 Booher/Airport

Mr. Kjergaard requested the Board's approval of a mutual rescission of lease between the Airport and Southfield Fuel. He explained it was for the fuel island at Southfield Fuel, which had been sold to CDA Jet.

Commissioner Duncan moved that the Board approve the mutual rescission of lease with Southfield Fuel, AAL-320 Booher. 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.

Development and Ground Lease/CDA Jet Center/AAL-2019-330/Airport

Mr. Kjergaard requested the Board's approval of the development and ground lease with CDA Jet Center. He noted that the lease included some lot line corrections. He said the lease rate was 25 cents per square foot, or \$17,167.50 per year, with a term of twenty-five years remaining.

Commissioner Duncan moved that the Board approve the development and ground lease with CDA Jet Center, AAL-2019-330. 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.

Development and Ground Lease/CDA Jet Center/AAL-2019-340/Airport

Mr. Kjergaard requested the Board's approval of another development and ground lease with CDA Jet Center. He explained this was a ramp lease, which was intended to replace the need to bill for overnight aircraft costs, with the company paying a yearly fee instead. He noted it was for 11 cents per square foot, or about \$23,167.39 per year.

Commissioner Duncan moved that the Board approve the development and ground lease with CDA Jet Center for AAL-2019-340. 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.

Addendum A to Lease Agreement/AAL-2019-310/CDA Jet Center/Airport

Mr. Kjergaard requested the Board's approval of Addendum A to the lease agreement AAL-2019-310 with CDA Jet Center. He explained they had discovered an error in the lease agreement, which they have now corrected.

Commissioner Duncan moved that the Board approve Addendum A to the lease agreement AAL-2019-310 with CDA Jet Center. 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.

Service Agreements/Admin and Elections Lots/All West Testing and Engineering/Riley/Board of Commissioners

Contractor Shawn Riley requested the Board's approval of two service agreements with All West Testing and Engineering for the Administrative Building and Election Building parking lots. He explained they would take core samples of the soil beneath the pavement of both lots to determine whether the material below was suitable or would have to be removed before the projects could move forward. He said he recommended this to allow better cost estimates for the projects. Mr. Riley noted that some funds had been included in the initial estimates as contingency against potential soil problems.

Commissioner Duncan moved that the Board approve the service agreements for the Admin and Election lots with All West Testing and Engineering, for \$5,500. 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.

Tax Deed Bid/AIN 122173/Shane

Civil Deputy Prosecuting Attorney R. David Ferguson handed Commission Duncan a sealed envelope containing the bid for AIN 122173. Commissioner Duncan opened the envelope and stated it contained a letter and a second envelope with a check for \$100.00. She noted that Community Development had recommended the acceptance of the bid.

Commissioner Duncan moved that the Board accept the bid, apply the amount received to the remaining taxes and cost fees, and cancel the late charges and interest. 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 2019-51/Classify Records/Medical Records/Miscellaneous Records/KCSO

Resolution 2019-52/Destroy Records/Medical Records/Miscellaneous Records/KCSO

Chairman Fillios suggested that item twelve and item thirteen on the agenda be covered together.

Commissioner Duncan moved that the Board approve Resolutions 2019-51 and 2019-52, to classify and destroy medical records no longer required by KCSO. 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 2019-53/Surplus Vehicles/Juvenile Probation/KCSO

KCSO Auto Shop Mechanic Will Stein requested the Board's approval of Resolution 2019-53, to declare certain vehicles surplus. He explained KCSO was seeking to surplus two vehicles that were not thought to be worth the cost of repairs. He said one was a 2002 GMC with major front-end problems and the other was a 1993 Dodge Caravan that was no longer being used.

Mr. Stein added that Juvenile Probation had also recently had a vehicle wrecked. He said he had discussed it with ICRMP (Idaho Counties Risk Management Program) and Human Resources and determined that it would be better to send the vehicle to auction with a clean title than to put it through as an insurance claim.

Commissioner Duncan moved that the Board approve Resolution 2019-53, to declare the vehicles described as surplus. 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.

SFY20 Substance Abuse Block Grant/Idaho Office of Drug Policy/Resource Management Office

Ms. Riley requested the Board's approval of the SFY20 Substance Abuse Block Grant from the Idaho Office of Drug Policy. She explained it was the award for the grant for Juvenile Diversion. She noted that the reviewers had scored the grant request very highly and she said Juvenile Diversion Supervisor Douglas Hall and his staff should be commended for their excellent work. She added the grant request had been scored at 123 points out of a possible 140.

Commissioner Duncan moved that the Board approve the SFY20 Substance Abuse Block Grant from the Idaho Office of Drug Policy to Juvenile Diversion. 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.

Change Order/Riverstone Transit Center/Resource Management Office

Ms. Riley requested the Board’s approval for a change order for the Riverstone Transit Center. She stated the change order was for the architects and would not exceed \$8,000. She said they planned to ask the architects for advice on how to best furnish the interior space. Ms. Riley added that the construction was on schedule and would probably be completed in August 2019.

Commissioner Duncan moved that the Board approve the change order for the Riverstone Transit Center, not to exceed \$8,000, as described. 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.

Second Amendment to Construction Agreement/Hayden Area Regional Sewer Board (HARSB)/Board of Commissioners

Commissioner Duncan requested the Board’s approval for a second amendment to the construction agreement between the Hayden Area Regional Sewer Board (HARSB) and the Board of Commissioners. She explained it related to some of the Phase 2 project completion items. She added that Legal had reviewed and approved the amendment.

Commissioner Duncan moved that the Board approve second amendment to the construction agreement for the Hayden Area Regional Sewer Board. 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/Drug and Alcohol Collection Services/American Mobile Drug Testing/Human Resources

Human Resources (HR) Generalist - Compliance Cecilia Sweet requested the Board’s approval of an agreement for drug and alcohol collection services with American Mobile Drug Testing. She explained that it was a renewal to a previous agreement and was in compliance with County, State and Federal Regulations. She said it would be valid for one year, with the option of two additional one-year renewals. Ms. Sweet stated it would take effect immediately upon signing and there had been no changes in the agreement or increase in cost.

Commissioner Duncan moved that the Board approve agreement for drug and alcohol collection services with American Mobile Drug Testing. 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.

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 2:21 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
