

**Minutes of Meeting  
Business Meeting  
January 4, 2022  
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, Finance Director Dena Darrow, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Airport Director Steven Kjergaard, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Civil Legal Assistant Lindsey Beitzel, KCSO Personnel Technician Marcia Heglie, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, BOCC Administrative Secretary Teri Johnston, BOCC Administrative Secretary Julie Kamps and Deputy Clerk Tina Ginorio. Ms. Riley, Ms. Heglie and Mr. Kjergaard 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:** Finance Director Dena Darrow led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

12/02/2021	APP21-0003/Appeal of MIN21-0046/Community Development
12/15/2021	Historic Preservation Commission
12/21/2021	North Idaho Fair Board Quarterly Update
12/21/2021	Idaho State Patrol
12/21/2021	Business Meeting
12/23/2021	Community Development Update
12/23/2021	Human Resources: Personnel Changes
12/28/2021	Business Meeting

**Board Actions:**

Assessor’s Adjustment to tax/valuation: AIN Nos. 142346; 145185; 303063; 220811; 194391; 325228; 154951; 138467; 114009; 248624; 164382; 212113; 131570; 105601; 338863; 255488; 140890; 224416; 136965; 113861; 108392; 144103; 108592; 146803; 107092; 156061; 211512

Hayden Area Regional Sewer Board (HARSB) Payment Approval Form: TML  
Approval/Airline Travel Insurance/Noxious Weed Department

BOCC Signatures for Indigent Cases: 12/23/21 through 12/29/21

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 December 27, 2021 through December 31, 2021 in the amount of \$186,298.27, with no 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.

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

**F. Action Items:**

**Contract/Vault Restroom Replacement/CXT Products/Parks & Waterways**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder asked the Board's approval of a contract with CXT Products for the Vault Restroom Replacement at Fernan Park. He said the cost was \$34,579, to be paid for from the Vessel Account.

Commissioner Duncan moved that the Board approve the contract for the Vault Restroom Replacement with CXT Products. 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.

**Release of Liens/52N04W-33-4300/Barrows/Noxious Weed Control**

Mr. Snyder requested the Board's approval of a Release of Lien on the listed property. He stated that the amount owed, \$1,187.99, had been received by his office.

Commissioner Brooks moved that the Board approve the Release of Lien on 52N04W-33-4300/Barrows. 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.

**2021 Equal Employment Opportunity Commission EEO-4 Survey Countywide/Human Resources**

Human Resources (HR) Generalist – Compliance Cecilia Sweet requested the Board's approval to submit the survey of employee demographics. She said the report was normally done in September, but due to COVID the due date was pushed back. She added that it was due today.

Commissioner Duncan moved that the Board approve and execute the survey, the 2021 Equal Employment Opportunity Commission EEO-4, for countywide demographics. 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.

**Award Weapon/Badge/ID/Sergeant Cox/KCSO**

KCSO Personnel Technician Marcia Heglie requested the Board's approval for the award of service weapon, badge and ID to Sergeant Brad Cox, upon his retirement.

Commissioner Brooks moved that the Board approve the award of weapon, badge and ID to Sergeant Cox upon his retirement. 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.

Chairman Fillios explained the process and reasons for redistricting.

Chairman Fillios suggested that the Board move to the next items on the agenda, until a representative from GIS (Geographic Information System) was present to report on item five, "Biennial Commissioner Redistricting."

**Request for Annexation/Hayes/Nelson/Chew/Robinson/Northern Lakes Fire Protection District**

Civil Deputy Prosecuting Attorney R. David Ferguson requested the Board's approval of a request for annexation into the Northern Lakes Fire District from Hayes, Nelson, Chew and Robinson, for a total of six properties. He stated that all appropriate prerequisites had been completed.

Commissioner Duncan moved that the Board approve the request for annexation for Hayes, Nelson, Chew and Robinson into the Northern Lakes Fire Protection District, as outlined. 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.

Information Technology (IT) GIS Manager David Christianson entered the meeting via teleconference at 2:10 p.m.

**Biennial Commissioner Redistricting/GIS/Information Technology**

Mr. Christianson requested the Board's approval of the redistricting.

Commissioner Brooks moved that the Board approve the biennial Commissioner Redistricting by GIS through Information Technology. 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.

**Resolution 2022-01/Classify Records/Parks & Waterways**

**Resolution 2022-02/Destroy Records/Parks & Waterways**

Chairman Fillios suggested that items seven and eight be covered in one motion.

Mr. Snyder explained that the two resolutions would allow his department to dispose of records of day-use passes from 10/21/2018 through 12/31/2019, which they were no longer required to retain.

Commissioner Duncan moved that the Board approve Resolution 2022-01 and 2022-02, for classification and destruction of records for Parks & Waterways, according to Idaho code. 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.

**Discussion: 2021 CARES Act Broadband Grant/Twin Lakes Village/Intermax Certificate of Completion/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley reported that Section 3 of RMO's agreement with the Idaho Department of Commerce that required that this project be completed by December 31, 2021 in order to be eligible for reimbursement had been fulfilled. She said that RMO had received the Certificate of Completion and they were reviewing the information that had to be submitted with the reimbursement request. She noted that the submission deadline was January 30, 2022.

Chairman Fillios confirmed that no motion was needed at this time.

**Discussion: Assigned Fund Balance Policy/Board of Commissioners**

Commissioner Duncan explained that she and Finance Director Dena Darrow had discussed the County's policy of retaining a full two months' worth of expenses in the Assigned Fund Balance. She briefly reviewed the purposes of Assigned and Unassigned Balance Funds. She remarked that she would support holding three months in reserve going forward and asked if the other Commissioners agreed.

Ms. Darrow confirmed that industry best practices held that the appropriate amount to hold in reserve was three full months. She noted that the final information on the precise

amount they would want to hold would be available in February, after the CAFR (Comprehensive Annual Financial Report) was completed. She pointed out that the Legislature was considering examining potentially excessive fund balances held by counties, so she felt that having the amount recommended under best practices would be in the interest of fiscal safety.

Commissioner Duncan suggested that the Treasurer be asked for his input when the final figures became available in February.

It was generally agreed that this topic would be pursued by the Board. No motion was required at this point.

#### **Discussion: Travel Policy/Purchase of Travel Insurance/Board of Commissioners**

Commissioner Duncan stated that departments were purchasing travel insurance because of the frequency of cancellation of flights. She said that the County had not previously paid for travel insurance, but she felt that this should be reconsidered in light of current circumstances. She said that BOCC Senior Business Analyst Nanci Plouffe had researched the topic and had voiced her support of allowing travel insurance coverage, under certain parameters.

Commissioner Duncan suggested this item be added to the Human Resources Meeting agenda for January 27, 2022.

It was generally agreed that the language in County Policy would be reviewed.

Mr. Ferguson exited the meeting at 2:18 p.m.

#### **Status Update Pending Items/Board of Commissioners**

##### Facilities Expansion

Commissioner Duncan said the next update would be available in February. She remarked that she would be in Boise this Friday and she planned to check in with LCA to see if there were any preliminary drawings available.

##### PAC Airport Lease

Airport Director Steven Kjergaard said that he and PAC (Panhandle Area Council) Executive Director Wally Jacobson had discussed the group's lease rate and negotiated an agreement by which the group's rent would increase every four years until it reached market rate in sixteen years.

##### Financial Snapshot

Ms. Darrow stated that Fund 14, Health Insurance, had fairly low claims as of this month. She said that claims were usually highest during the first quarter of a fiscal year, so this was a good sign.

She reviewed budgeted funds versus actual spending by Elected Official, and expenses and revenues by budget type.

Ms. Darrow pointed out that the County had about 84 positions open currently, with an estimated loaded value of about \$5.6 million annually. She said this represented about 10% of the County’s workforce and resulted in high staff stress levels and potential burnout.

Impact Fee Analysis

Commissioner Brooks said he had received a draft contract from Galena Consulting and had circulated it to the other Commissioners for review and future discussion.

North Lot Land Sale

Commissioner Duncan stated that Mr. Ferguson had not yet reported a response to his letter to the property owner.

Skeet & Gun Club

Commissioner Brooks said that the third appraisal still had not been completed.

Mr. Kjergaard confirmed that he had no additional information at this time.

ARPA Statement

Chairman Fillios read the prepared ARPA (American Rescue Plan Act) statement into the record.

- 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 2:28 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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