

**Minutes of Meeting  
Business Meeting  
January 19, 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, Solid Waste (SW) Director John Phillips, Airport Director Steven Kjergaard, KCSO Lieutenant Mark Ellis, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Commissioner Brooks, Mr. Kjergaard, Ms. Riley, Mr. Braden and Lieutenant Ellis 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:** Solid Waste (SW) Director John Phillips led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
  - Minutes of Meetings:**
    - 12/21/2020 Commissioners' Status Update
    - 12/22/2020 Business Meeting
    - 12/28/2020 Airport & Airport Advisory Board Update
    - 01/04/2021 Advisory Board Interview
    - 01/05/2021 Advisory Board Interview
    - 01/07/2021 Parks & Waterways
    - 01/12/2021 Request for Debt Forgiveness 2013-221
    - 01/14/2021 Community Development Update
  - Board Actions:**
    - Assessor's Adjustment to Tax/Valuation/AIN 341678; 341677
    - Treasurer's Request for Adjustment to Solid Waste Fees/AIN 181522
    - Authorization for Emergency Expenditure/Boathouse Repair/Parks & Waterways
    - Human Resources/Personnel Changes: Higher Duty Pay/Treasurer; Position Change/Assessor; Excellence in Service Award/Assessor; Retro Pay/Interim Vehicle Licensing Manager; AP Supervisor Duty Manager; Request for Temporary Staff/District Court; Reallocation of Funds/KCSO
    - Hayden Area Regional Sewer Board (HARSB)/Payment Request Form/Aqua Engineering; J-U-B Engineering
    - Resolution 2021-05/Disaster Emergency Declaration/Windstorm
    - Resolution 2021-06/Disaster Emergency Declaration/Windstorm
    - Windstorm Administrative Leave Authorization/Board of Commissioners
    - PAF/SCF Report: BOCC Review PP02/Week 2/Human Resources
    - BOCC Signatures for Indigent Cases: 1/7/21 through 1/13/21

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 January 11, 2021 through January 15, 2021 in the amount of \$1,620,743.87, 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.

Community Development Director David Callahan entered the meeting at 2:02 p.m.

**E. Changes to the Agenda (Action):**

Commissioner Duncan asked that an item be added to today's agenda on an emergency basis related to the removal of trees from the North Parking Lot on Garden Ave. She said they presented a hazard over the weekend and had to be taken down right away. She stated she would like the Board to approve both the charge for the service and reimbursement of the party who paid the charge initially.

Civil Deputy Prosecuting Attorney R. David Ferguson asked Commissioner Duncan to state the reasons the item was considered time critical.

Commissioner Duncan said that a private individual paid for their removal and she felt the money should be reimbursed as soon as possible.

Chairman Fillios agreed with her reasoning. He noted the trees were on County land and were leaning towards the Hamilton House, presenting a threat to property and the public.

Commissioner Duncan moved that the Board add the item to the agenda. 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.

**F. Action Items:**

**Reimbursement of Charge for Tree Removal**

Commissioner Duncan moved that the Board approve the work and payment from Contingency Funds to cover the tree removal at the North Parking Lot upon receipt of the invoice and proof of payment from the individual. 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 Bid 2020-09/Wheel Loader/Solid Waste**

Mr. Phillips stated that SW's recommendation was that the Board award Bid 2020-09, for the wheel loader, to Western States Equipment of Hayden, Idaho, in the amount of \$241,000.91. He noted this amount included optional trade-in and additional warranty.

Commissioner Duncan moved that the Board award Bid 2020-09, for a wheel loader, to Western States Equipment in the amount of \$241,000.91. 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 Bid 2020-10/Certified Dozer Rebuild/Solid Waste**

Mr. Phillips stated that SW's recommendation was that the Board award Bid 2020-10, for the certified dozer rebuild, to Western States Caterpillar of Hayden, Idaho, in the amount of \$525,000.

Commissioner Duncan moved that the Board award Bid 2020-10, for the certified dozer rebuild, to Western States Equipment in the amount of \$525,000. 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.

Mr. Phillips exited the meeting at 2:07 p.m.

**Lease Agreement/K&K Air Ventures, LLC/Airport**

Airport Director Steven Kjergaard requested the Board's approval of a new lease agreement with K&K Air Ventures, LLC, in the amount of \$6,944.08 per year. He noted this was at the commercial rate.

Commissioner Duncan moved that the Board approve the lease agreement with K&K Air Ventures, LLC for Airport hangar space. 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.

**Lease Agreement/TND Holdings, LLC/Airport**

Mr. Kjergaard requested the Board's approval of a lease agreement in the amount of \$2,620.80 per year. He noted this was at the private hangar storage rate.

Commissioner Duncan moved that the Board approve the lease agreement with TND Holdings, LLC for Airport hangar space. 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.

**FY22 Hazardous Fuel Reduction (HFR) Grant Application/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the FY22 Hazardous Fuel Reduction (HFR) grant application. She explained the grant was through the Idaho Department of Lands (IDL), for services on the back of Hayden Lake and would affect about 400 residences on approximately 25 acres. She said the total amount was \$300,000, with an in-kind match.

Commissioner Duncan moved that the Board approve the grant application for the FY22 Hazardous Fuel Reduction Program with IDL. 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.

**Memorandum of Understanding/Operation North Snow-Overtime/US Marshals Service/Resource Management Office/KCSO**

KCSO Lieutenant Mark Ellis requested the Board's approval of a Memorandum of Understanding for Operation North Snow overtime between KCSO and the US Marshals Service.

Commissioner Duncan moved that the Board approve the Memorandum of Understanding for Operation Snow Overtime, to pay for overtime from the US Marshals Service for 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.

**Professional Service Agreement/Treasurer's Office Consulting Services/SHBT ,LLC  
Thomas/Treasurer**

Treasurer Steve Matheson requested the Board's approval of a professional service agreement for consulting services with SHBT, LLC. He explained this would allow his department to consult with Laurie Thomas at need, for a year after her retirement. He said the contract was for a maximum of \$20,000, would begin February 1, 2021 and would run through January 31, 2022. He stated he expected to fund the amount out of the existing Treasurer's Budget, mostly through salary savings and a reduction in travel expenses due to the pandemic.

Commissioner Duncan moved that the Board approve the professional service agreement between the Treasurer's Office and SHBT, LLC for consulting services. 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.

**Quitclaim Deed/Interstate Concrete and Asphalt/Community Development/Civil  
Prosecuting Attorney**

Civil Deputy Prosecuting Attorney Pat Braden explained the quitclaim deed would convey a small, triangular piece of property previously taken by tax deed, to the adjacent property owner, Interstate Concrete and Asphalt. Mr. Braden suggested that the Board coordinate with the Treasurer's Office regarding any past due taxes and fees. He said the Board could make the motion contingent on confirmation of fees owed.

Commissioner Duncan moved that the Board approve the quitclaim deed for the property going back to Interstate Concrete and Asphalt, contingent upon working with the Treasurer's Office to determine what fees were due. 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.

**Two (2) Quitclaim Deeds/Withycombe/Foresburg/Pipeline Easement/Yellowstone Pipeline Company/Community Development/Civil Prosecuting Attorney**

Mr. Braden explained this item also related to property that was taken by tax deed and went through the auction process, but was not sold. He said the County would be quitclaiming half to Withycombe and half to Foresburg Trust, with express indication of a pipeline easement in favor of Yellowstone Pipeline Company. He suggested they follow the same procedure as with the previous item.

Commissioner Duncan moved that the Board approve two (2) quitclaim deeds, one to Withycombe and one to Foresburg, which splits in half the pipeline easement for Yellowstone Pipeline Company, to be contingent upon reconciliation of fees with the Treasurer's Office. 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.

Treasurer Matheson exited the meeting at 2:20 p.m.

**Resolution 2021-08/Unfunded Mandates/Board of Commissioners**

Commissioner Duncan reminded those present that the Board had previously discussed sending a resolution that requested the Governor and the Legislature to pass legislation stating that, if they required more services from the County, they would allocate state funds to support the increased services. She stated she would have the resolution sent to each of the nine legislators for Kootenai County.

Commissioner Duncan moved that the Board approve Resolution 2021-08, regarding unfunded mandates, to the appropriate legislators. 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 2021-09/Adopt Findings/Parcels outside the City Limits of Post Falls to be Included in the Pleasant View Urban Renewal District/City of Post Falls/Civil Prosecuting Attorney**

Mr. Braden requested the Board's approval of Resolution 2021-09. He explained this would allow certain properties along Pleasant View Road to be annexed into the Post Falls Urban Renewal District, as part of the Pleasant View Urban Renewal District. He stated that the Post Falls City Attorney Warren Wilson had told him that all the property owners involved had consented to annexation. He added that a small part of the Transfer Station property along the right-of-way of Pleasant View Road would be included. He noted that Civil Deputy Prosecuting Attorney Jamila Holmes was handling that part of the annexation process.

Commissioner Duncan commented that she believed that the Transfer Station property had already been deeded to Post Falls recently.

Commissioner Duncan moved that the Board approve Resolution 2021-09 and adopt the findings for the parcels outside the city limits of Post Falls to be included in the Pleasant View Urban Renewal District, in an agreement with the City of Post Falls. 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 2:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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