

**Minutes of Meeting  
Business Meeting  
January 21, 2020  
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 Coroner Dr. Warren Keene, KCSO Lieutenant Ward Crawford, Lieutenant Stu Miller, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, Solid Waste Director Cathy Mayer, Airport Director Steven Kjergaard, Finance Director Dena Darrow, Senior Staff Accountant Mel Merrifield, Staff Accountant – Budget Michelle Chiaramonte, First Judicial District Trial Court Administrator Karlene Behringer, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Also present was Kootenai County Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Solid Waste Director Cathy Mayer led the Pledge of Allegiance.

**C. Approval of Consent Calendar:**

**Minutes of Meetings:**

12/30/2019	Business Meeting
01/06/2020	Commissioners' Status Update
01/06/2020	Advisory Board Interview 10:00 a.m.
01/06/2020	Advisory Board Interview 2:00 p.m.
01/07/2020	Business Meeting
01/07/2020	Advisory Board Interview 1:30 p.m.
01/07/2020	Advisory Board Interview 3:00 p.m.
01/09/2020	Community Development Update

**Board Actions:**

Assessor's Adjustment to tax/valuation/parcel nos.: 182610/Foldvik; 336832/Galloway

Treasurer's Monthly Report: December 2019

Civil Division/December 2019 Financial Report

Hayden Area Regional Sewer Board/Payment Request Form: WesTech

Personnel Request/Employee Overlap/Office of Emergency Management; Pay

Correction/Public Defender; Service Award/P&W; Job Reclassification/Human Resources

Resolution 2020-06/Adjust Taxes to Reflect Circuit Breaker/AIN 229855/Alvarado

Resolution 2020-07/Cancel Penalties & Interest/AIN 113395/Gardner

Denial/Request for Cancellation of Taxes: 238520/Oliver; 204647/145217/Pearl;

112707/St. Vincent de Paul

PAF/SCF Report: BOCC Review PP01/Human Resources

BOCC Signatures for Indigent Cases: 01/09/2020 – 01/15/2020

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:**

Commissioner Duncan moved to accept the Payables List for the week of January 13, 2020 through January 17, 2020 in the amount of \$854,402.84 and \$3363.71 in jury panel payments. 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.

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

**F. Action Items:**

**Award Bid 2020-01/Landfill Compactor/Solid Waste**

Solid Waste Director Cathy Mayer said that sealed bids had been received on Tuesday, January 14, 2020; she was requesting the bid be awarded to Al-jon C&C Manufacturing from Iowa in the amount of \$845,220.

Commissioner Duncan moved to award Bid 2020-01 for the landfill compactor to Al-jon C&C Manufacturing. 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.

**First Amendment to Ramsey Transfer Station Household Hazardous Waste Facility Construction Agreement/Solid Waste**

Ms. Mayer presented the first change order for modifications and additional work that had been encountered since the start of the project, noting that a portion of the work had been added by the City of Coeur d'Alene. The amount of the amendment was \$57,249.55.

Commissioner Duncan moved to approve the First Amendment for the Ramsey Transfer Station Household Hazardous Waste Facility Construction Agreement in the amount of \$57,249.55. 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. Mayer exited the meeting at 2:05 p.m.

**Mutual Rescission of Lease/AAL-380/Green/Lewis/Airport**

Airport Director Steven Kjergaard explained that the mutual rescission of the lease was related to the following agenda item.

Commissioner Duncan moved to accept the mutual rescission of the lease for AAL-380/Green/Lewis. 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.

**Ground Lease/AAL-2020-100/Helidok, LLC/Airport**

Mr. Kjergaard said that the lease was for \$2791.25 yearly, with 28 years left on the lease.

Commissioner Duncan moved to approve Ground Lease-AAL-2020-100/Helidok, 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.

**FY20 Yoga Instruction Contract/Musante/Wellness Committee/Resource Management Office**

RMO Senior Program Manager Kimberli Riley explained that the primary yoga instructor had requested to have a backup instructor (Musante) on standby in case it was needed.

Commissioner Duncan moved to approve the FY20 Yoga Instruction Contract with Musante. 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.

**FY17 Submission/Equitable Sharing Agreement and Certification/North Idaho Violent Crimes Task Force/KCSO**

KCSO Lieutenant Stu Miller explained that they were in the process of closing out the task force account, so with this approval, they would be moving the FY17 funds to an alternate account.

Commissioner Duncan moved to approve the FY17 submission for the Equitable Sharing Agreement and Certification for the North Idaho Violent Crimes Task Force. 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.

**Proposal/Control Density Fill/Able Clean-Up Technologies/Riley/Board of Commissioners**

Kootenai County Contractor Shawn Riley requested approval of a proposal from Able Clean-Up Technologies to close the underground storage tank at the Jail, which would include backfilling the 3000 gallon tank. He explained that there would be a \$700 reduction for using backfill.

Commissioner Duncan moved to approve the proposal for the control density fill with Able Clean-Up Technologies. 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.

**Letter of Intent/Grant Submission/Office on Violence Against Women/Resource Management Office**

Ms. Riley requested approval of a Letter of Intent and Authorization to Apply related to a grant submission with the Office on Violence Against Women. She explained that it was a cooperative agreement for \$150,000 and would not have a match requirement other than the personnel time involved.

First District Court Trial Court Administrator Karlene Behringer explained that the Domestic Violence Court in Kootenai County had been nationally recognized and had provided a lot of mentoring with other courts, which led to them being contacted to see if they wished to apply for the grant. Commissioner Duncan asked to see the application before submittal, stating that she wanted to make sure there was nothing in the application that would be surprising.

Commissioner Duncan moved to approve the Letter of Intent and Grant Submission for the Office on Violence Against Women. 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.

Adult Misdemeanor Probation Director Keith Hutcheson entered the meeting at 2:13 p.m.

Mr. Riley exited the meeting at 2:13 p.m.

**First Amendment to Agreement/Joint Use of Facilities/Kootenai County Fire & Rescue/Office of Emergency Management**

OEM Preparedness Coordinator Tiffany Westbrook presented an amendment to an existing Joint Use of Facilities contract with Kootenai County Fire and Rescue. She explained that the amendment allowed for usage of the facility to store the mobile communication trailer.

Commissioner Duncan moved to approve the First Amendment to the Agreement for the Joint Use of Facilities with Kootenai County Fire and Rescue. 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.

**Kootenai County Employee Benefit Health Plan/Administrative Services Contract/Regence BlueShield of Idaho/Human Resources**

HR Generalist – Benefits & Compensation Dorothy Cross presented the Administrative Services Contract for the Board’s approval, noting that Regence was now offering a Stop Loss refund which had not been offered prior.

Commissioner Duncan moved to approve the Kootenai County Employee Benefit Health Plan and the Administrative Services Contract with Regence BlueShield of Idaho. 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.

**Advisory Board Appointments/Stearns/VanDyke/Reappoint Hanson/Planning & Zoning Commission**

Commissioner Duncan moved to appoint Barry Stearns and Bingham VanDyke through December 31, 2022 and reappoint Wes Hanson through December 31, 2021 to the Planning & Zoning Commission. 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.

**Advisory Board Appointments/Birch/Salzar/Reappoint Boyer/Gfeller/Airport Advisory Board**

Commissioner Duncan moved to appoint Alex Birch through December 31, 2020 and Aaron Salzar through December 31, 2021 and reappoint Boyer and Gfeller through December 31, 2022. 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.

**Authorization/Hayden Area Regional Sewer Board (HARSB) Setback/Coer d'Alene Airport Property Line/Board of Commissioners**

Commissioner Duncan explained that HARSB was closely approaching the Airport property line in their second phase. HARSB wanted to verify that the County and the Airport was okay with the proximity and as the Airport does not use that area much, the Airport was amenable.

Commissioner Duncan moved to execute the letter of authorization to HARSB regarding the setback and the Airport property line. 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.

**Resolution 2020-09/Classify Records/KCSO**  
**Resolution 2020-10/Destroy Records/KCSO**

Lieutenant Miller requested approval to classify and destroy training documents dating from 1994 through 2017.

Commissioner Duncan moved to approve Resolutions 2020-09 and 2020-10. 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.

**Resolution 2020-11/Burial or Cremation of Indigent County Residents/County Assistance**

Commissioner Leslie Duncan presented an updated resolution that was agreeable for both Elected Officials involved and the funeral homes.

Commissioner Duncan moved to approve Resolution 2020-11 Burial or Cremation of Indigent County Residents. 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.

**Resolution 2020-12/Burial or Cremation of Unclaimed Bodies/Coroner**

Coroner Dr. Warren Keene presented Resolution 2020-12 for the Board's approval, which would require the County to remain in compliance due to a law change.

Commissioner Duncan moved to approve Resolution 2020-12 Burial or Cremation of Unclaimed Bodies. 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.

- 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.

AMP Director Keith Hutcheson spoke to item #8, related to the Violence Against Women grant request. He said that his agency (AMP) would be directly affected by the grant and asked that a great deal of review be provided to the grant application.

Chairman Fillios adjourned the meeting at 2:23 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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