

**Minutes of Meeting**  
**Business Meeting**  
**March 29, 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 Coroner Warren Keene, M.D., Chief Deputy Treasurer Jill Smith, Airport Director Steven Kjergaard, Solid Waste (SW) Director John (JP) Phillips, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Information Technology (IT) Network Administrator Grant Kinsey, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Welch Comer & Associates, Inc. Representative Melissa Cleveland, T-O Engineers Representative Corrie Esvelt-Siegford, North Idaho Fairgrounds General Manager Alexcia Jordan, Fair Board Chair Jerry Johnson and Swinerton Builders Representative Nathan Gray. Mr. Snyder, Ms. Bieze 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. Moment of Silence**
- C. Pledge of Allegiance:** North Idaho Fairgrounds General Manager Alexcia Jordan led the Pledge of Allegiance.
- D. Changes to the Agenda: (Action):**

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.

Commissioner Leslie Duncan asked that item 24 on the agenda be handled right after item 16.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

03/15/2022	Business Meeting
03/15/2022	County Board of Canvassers: Elections
03/15/2022	North Idaho Fair Board Quarterly Update
03/16/2022	Elected Officials
03/17/2022	Kootenai County Sheriff's Office
03/17/2022	Community Development
03/23/2022	Executive Session §74-206(1)(f)

Commissioner Duncan moved that the Board approve items one through seven on the agenda, the submitted minutes for approval. 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.

**F. Approve Consent Calendar:**

Assessor Adjustment to Tax-Valuation  
Assessor Adjustment to Tax-Valuation  
Assessor Allow Homeowner Exemption  
Human Resources PAF/SCF Report for FY22 PP07 Week 2  
BOCC Signatures for Indigent Cases: 03/17/2022 to 03/23/2022

Commissioner Duncan moved that the Board approve items eight through twelve as part of the Consent Calendar. 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. Approve Payables List (Action):**

Commissioner Duncan moved that the Board accept the Payables List for the week of March 21, 2022 through March 25, 2022 in the amount of \$570,602.40, with \$4,093.37 in 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.

**H. Business:**

**Bid-Opening Bid #2022-04/Snow Removal Equipment (SRE) and Airport Office Building/FAA/AIP 3-16-0010-052-2021/Airport (Action)**

Commissioner Duncan stated that there had been one bid received, from Swinerton in Spokane.

Schedule A, SRE Building	\$5,553,695.00
Schedule B, Airport Office Building	\$3,294,314.00
Total	\$8,848,009.00

Commissioner Duncan moved that the Board acknowledge receipt of the bid and it be sent to Legal and the Airport for review. 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's Office Treasury Specialist IV DeeAnn Reed entered the meeting at 2:06 p.m.

**Bid-Award/2022-05 Hydraulic Excavator Bid Award/Solid Waste (Action)**

Solid Waste (SW) Director John (JP) Phillips reported that SW had recently solicited bids for a hydraulic excavator for use at the landfill. He said that three responses had been received.

PacWest Machinery	"no bid"
Pape Machinery	\$363,400.00, but the equipment deviated from bid specifications in several areas.
Western States Equipment	\$383,752.91, with no deviations.

Mr. Phillips recommended that the bid from Western States Equipment be accepted. He said that the options to be added to the base price included a full-length undercarriage guard, bucket quick change system, HEA cab guard and running boards and a five year fail safe warranty bringing the total to \$421,261.31, which was within the budgeted amount. He added that the bids had been reviewed by Legal.

Commissioner Brooks moved that the Board award bid 2022-05 for the Hydraulic Excavator to Western States Equipment, as outlined by SW Director Phillips. 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.

**Bid-Award/Fairground RV Park Phase IV/Stewart Contracting, Inc./Fairgrounds (Action)**

North Idaho Fairgrounds General Manager Alexcia Jordan reported that she had reviewed the two bids the Board had received last week. She asked the Board to accept the bid from Stewart Contracting, Inc.

Commissioner Duncan moved that the Board award the bid for the Fairground RV Park Phase IV to Stewart Contracting, Inc. 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.

Chairman Fillios stated that the Board would address item 24 from the agenda next.

**Grant Amendment #RV22-1-28-1/Project Period Extension to 6/30/2023 / Idaho Department of Parks and Recreation (IDPR) \$470,500/Cash Match \$24,965/Fairgrounds (Action)**

Ms. Jordan explained that the amendment would extend the project period through to June 30, 2023. She requested the Board's approval of the amendment.

Commissioner Duncan moved that the Board approve Grant Amendment #RV22-1-28-1, for the extension of the project to June 30, 2023 for the IDPR Grant for the Fairgrounds. 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.

Ms. Jordan, Fair Board Chair Jerry Johnson and Welch Comer & Associates, Inc. Representative Melissa Cleveland exited the meeting at 2:10 p.m.

Chairman Fillios indicated the Board would proceed to item 17 on the agenda.

**Bid-Award Bid #Specification Number 280222/Notice of Award Bus Stop Improvements Panhandle Health (C15) Hayden and Huetter/Seltice (B3) Coeur d'Alene (Federally Funded Project)/Resource Management Office (Action)**

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of a bid for Specification Number 280222 from Interstate Concrete & Asphalt, as the lowest responsive bidder. She asked the Board to approve award of the bid in the amount of \$236,665.00.

Commissioner Brooks moved that the Board award bid # Specification Number 280222 for the Notice of Award for Bus Stop Improvements Panhandle Health (C15) Hayden and Huetter/Seltice (B3) Coeur d'Alene, as a federally funded project to Interstate Concrete and Asphalt. 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.

**Rural System Collection Agreement/Sunshine Recyclers, Inc./Solid Waste (Action)**

Mr. Phillips requested the Board's approval of an agreement for Rural System Collection with Sunshine Recyclers, Inc. He stated this would be a seven year agreement for the collection and transport of solid waste from the rural collection sites. He said that Sunshine Recyclers, Inc. had been the lowest qualified bidder.

Mr. Phillips said the costs would include: \$573,900 per year cost for the actual collection, a biannual fuel adjustment in March and September and a CPI (Consumer Price Index) adjustment on October 1 each year. He added that this was a budgeted expense.

Commissioner Duncan moved that the Board approve the Rural System Collection Agreement with Sunshine Recyclers, Inc. 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.

**Transport Services Agreement First Amendment/NRC Environmental Services, Inc./  
Solid Waste (Action)**

Mr. Phillips explained that the amendment related specifically to the movement of waste from the transfer stations to the landfill. He said it included an extension of the current agreement by one year and allowed for an increase in the cost per ton of 2%, with the new rates set \$5.36 per ton at Ramsey and \$6.66 per ton at Prairie. He stated it also included a biannual fuel adjustment, to be calculated in March and September of each year. He added that the expense was included in their budget.

Commissioner Brooks moved that the Board approve the Transport Services Agreement First Amendment with NRC Environmental Services, Inc. for Solid Waste. 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.

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

**Contract/Rubrik Advanced Backup Solution/Structured/Information Technology  
(Action)**

Information Technology (IT) Network Administrator Grant Kinsey requested the Board's approval of a contract for the purchase of Rubrik Advanced Backup Solution from the company Structured. He reminded the Commissioners that he had described this improvement to the County's cyber security measures in previous meetings. He asked that the Board allocate about \$470,000 for the complete package, including incidentals. He added that it was possible that the expense could be covered by ARPA (American Rescue Plan Act) funds.

Resource Management Office (RMO) Director Jody Bieze remarked that cyber security issues had been approved as an acceptable category by the ARPA Task Force, but this particular project had not yet been submitted. She explained that they would have to review the procurement process to be sure it followed the required rules.

Commissioner Duncan commented that the expense would be covered from Fund Balance initially, and if ARPA funds could be used, they would return the cost to Fund Balance. She voiced her belief that it was important to make the purchase now, due to the threat posed by ransomware attacks.

Commissioner Duncan moved that the Board approve the contract for the Rubrik Advanced Backup Solution, with money coming from IT Fund Balance, not to exceed \$470,000. 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.

Swinerton Builders Representative Nathan Gray exited the meeting at 2:24 p.m.

**Weed Spraying Agreement/Panhandle Spray Service/Noxious Weeds (Action)**

Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval for a Weed Spraying Agreement with Panhandle Spray Service. He remarked this was a renewal of an annual contract, with a cost of \$49,934.00. He added that this was covered under their current budget.

Commissioner Brooks moved that the Board approve the Weed Spraying Agreement with Panhandle Spray Service for Noxious Weeds. 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.

Mr. Kinsey exited the meeting at 2:25 p.m.

**Grant Correspondence/Fiscal Year 2022 Certifications and Assurances Federal Transit Administration (FTA) \$0/No Match Requirement/Resource Management Office (Action)**

RMO Senior Program Manager Kimberli Riley explained that RMO was required to update the Certifications and Assurances annually for the Federal Transit Administration (FTA).

Commissioner Duncan moved that the Board approve the grant correspondence for Fiscal Year 2022. 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.

**Grant Application/COE Snow Removal Equipment (SRE) Building Grant Application  
Idaho Transportation Department (ITD) \$300,000/Cash Match \$1,306,452/Airport  
(Action)**

Airport Director Steven Kjergaard stated that the Airport still needed snow removal equipment. It had been explained that the bid received in item 14 on today's agenda had been so high that it was more practical to use this grant funding for the equipment they needed, rather than the building. It was indicated that changes would be made to the application for this reason.

Commissioner Duncan asked whether the grant for the equipment would be approved, since it was stated by ITD (Idaho Transportation Department) that a building had to be present before the equipment would be considered.

Mr. Kjergaard said he hoped to persuade them. He said that the Airport did have bays large enough to house some of the equipment, but not the larger, multi-function pieces.

Commissioner Duncan said she thought they should not sign the grant as it stood now. She asked whether, if the Board approved it with the proposed changes, it could be placed on the Consent Calendar for next week, for ratification, since there was a deadline of April 1, 2022 for submission.

Civil Deputy Prosecuting Attorney R. David Ferguson voiced no objection.

Commissioner Duncan moved that the Board approve the grant application, once the changes were made, for Snow Removal Equipment with ITD, in the amount of \$300,000. 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.

Chairman Fillios pointed out that item 24 from the agenda had already been addressed.

**Development and Ground Lease/ NORTH AAL-2021-1300 Hangar Development/Riley  
Creek-Montana LLC/Airport (Action)**

Mr. Kjergaard requested the Board's approval for a Development and Ground Lease for NORTH AAL-2021-1300. He stated it was for 4.277 acres, for \$39,310.57, with a reduction of 50% for the first year. He said there would be about \$200,000 in utility infrastructure installed, for which the Airport would be reimbursed.

Commissioner Brooks moved that the Board approve the Development and Ground Lease for NORTH AAL-2021-1300 Hangar Development with Riley Creek-Montana LLC and the Airport. 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.

**Financial/Budget: Policy 930 – Request Purchase Approval Capital Budget/Airport (Action)**

Mr. Kjergaard requested the Board’s approval for Capital Budget Purchases, as required by Policy 930. He announced that the Airport’s new pickup had arrived, so he needed their authorization to complete the purchase. He explained that this expense would exceed their estimated revenue by about \$12,000, so he asked if the overage could be covered from Fund Balance.

Commissioner Duncan said she would prefer that the Board wait to see how the estimated revenue compared to the final numbers. She suggested that they could consider if it was necessary to cover it from Fund Balance at the end of the fiscal year.

Commissioner Duncan moved that the Board approve the financial expenditure for the pickup truck at the Airport. 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. Kjergaard and T-O Engineers Representative Corrie Esvelt-Siegford exited the meeting at 2:32 p.m.

**Financial/Budget: Morgue Trailer Funding/Coroner (Action)**

Coroner Warren Keene, M.D. informed the Commissioners that he had secured funding to cover the morgue trailer they had previously approved. He explained the sources of the money: State Homeland Security, Bonner County, Benewah County, sale of one of the department’s body coolers, and the conversion of some funds from last year’s budget. He thanked Finance Director Dena Darrow, Staff Accountant – Grants Julina Hildreth, Office of Emergency Management (OEM) Director Tiffany Westbrook, OEM Administrative Assistant Rachel Irish and OEM Preparedness Coordinator Sarah Loffredo for their help throughout the process.

Dr. Keene remarked that, once the process was complete, he would sell the remaining two body coolers. He confirmed that the total cost for the trailer was \$56,594.00, which included delivery.

Dr. Keene said that MOUs (Memoranda of Understanding) were being completed regarding use of the trailer by other entities. He stated that these would be brought before the Board for approval as soon as they were ready.

Dr. Keene stated that arrangements had been made with the Sheriff’s Office to move the trailer, if necessary.

Commissioner Brooks complimented Dr. Keene on the huge amount of work he put into arranging the financing.



Ms. Darrow confirmed that everything necessary had already been approved, so no motion was required at this time. She noted that Dr. Keene was about \$84 short of the full cost, but that there was no doubt this could be covered.

**Financial/Budget: Public Administrator – Contingency Funds Request/Treasurer (Action)**

Chief Deputy Treasurer Jill Smith announced that this was the first year that there had been a separate budget created for the Public Administrator function of the Treasurer’s Office. She explained the Treasurer’s Office provided mandated services and acted as a personal representative for people who died without heirs or without a will. She said their initial estimate of the expense had been \$10,000, which had already been used up.

Ms. Smith stressed that these were not optional services. She stated that they would be reimbursed for the services, but they still needed to be covered from the budget initially.

Ms. Smith reported that they had already recovered about \$7,000 of what had been spent and she did not think that they would be much over budget by the end of the fiscal year.

Ms. Smith explained that, if the Board did not allow them to draw from Contingency Funds, they would have to operate over budget for the rest of the year, until the revenue repayments were completed.

Commissioner Duncan moved that the Board approve Contingency Funds up to \$30,000 to be allocated to the Treasurer Line Item for the Public Administration function. 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. Ferguson, Mr. Phillips and Ms. Reed exited the meeting at 2:38 p.m.

**State of the County Address/April 5, 2022 (Discussion)**

Commissioner Brooks stated his portion of the Address would cover his liaison groups and a report on the general feelings about the state of the county.

Commissioner Duncan confirmed that she would also cover her liaison groups, plus information relating to ARPA.

Chairman Fillios said he would cover his liaison groups and an overview of the county finances. He said he would provide a Power Point Presentation.

**Status Update Pending Items (Discussion)**

Facilities Expansion

Commissioner Duncan remarked that there was an April 13, 2022 presentation from LCA (Lombard Conrad Architects). She noted that the ARPA meeting would be offered during the first week of April and would include information relevant to the project.

PAC Airport Lease

Commissioner Brooks stated that he was present at the PAC (Panhandle Area Council) Board meeting via teleconference. He said that they were continuing to review the lease.

Chairman Fillios indicated that a final decision would need to be made soon.

North Lot Land Sale

Commissioner Duncan said that the people would soon deliver their check and sign the deed. She expressed her hope that the Board would be able to sign off on the deed in the April 5, 2022 meeting and complete the project.

Financial Snapshot

Chairman Fillios noted that this would be provided on the April 5, 2022 meeting.

- I. **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.

- J. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:40 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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