

**Minutes of Meeting**  
**Business Meeting**  
**April 5, 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 Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Elections Manager Asa Gray, Elections Clerk Christi Olesen, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, Chief Deputy Assessor Allyson Knapp, Vehicle Licensing Manager Anna Frohboese, Solid Waste Director John “JP” Phillips, Human Resources Director Sylvia Proud, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Resource Management Office (RMO) Director Jody Bieze, Parks & Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder, Veteran’s Services Officer Tom Freeman, 911 Communications Services Administrator Collin McRoy, Civil Deputy Prosecutor R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, and Deputy Clerk Ronnie Davisson. Mr. McRoy, Ms. Bieze, Mr. Freeman and Mr. Snyder were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Solid Waste Director John “JP” Phillips led the Pledge of Allegiance.
- D. Changes to the Agenda (Action):** There were no changes to the agenda.  
*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.*
- E. Approve Meeting Minutes (Action):**
  - 1. 03/22/2022 Business Meeting
  - 2. 03/23/2022 Human Resources: ICRMP
  - 3. 03/24/2022 Signing/MSF22-0001/Hoodoo Valley North – Phase 1/Community Development
  - 4. 03/24/2022 Human Resources: Personnel Changes
  - 5. 03/24/2022 Vicious Dog Hearing
  - 6. 03/28/2022 *Executive Session §74-206(1)(d)*
  - 7. 03/29/2022 Request for Debt Forgiveness 2012-764 & 2012-1320
  - 8. 03/29/2022 Indigent Appeal 2022-6

Commissioner Leslie Duncan moved to approve items one through eight, minutes of prior meetings. 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.

Chief Deputy Treasurer Jill Smith and Treasury Specialist Amy Sweet entered the meeting at 2:03 p.m.

- F. Approve Consent Calendar (Action)**
  - 9. Human Resources PAF/SCF Report for FY22 PP08 Week 1
  - 10. BOCC Signatures for Indigent Cases: 03/24/2022 to 03/30/2022

Commissioner Duncan moved to approve items nine and ten, the Consent Calendar. 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.

**G. Approve Payables List (Action)**

**11. Payables List for March 28-April 1, 2022**

Commissioner Duncan moved to approve the Payables List for the week of March 28, 2022 through April 1, 2022, in the amount of \$326,524.31 with \$5221.95 in jury payments. Chairman Fillios 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.

**H. Business**

**12. Approval/Ballot Order/May 17,2022 Primary Election/Elections (Action)**

Elections Manager Asa Gray introduced Elections Clerk Christi Olesen and presented the Board with the proposed ballot order for the May 17, 2022 Primary Election. He explained that there would be five types of ballots for each precinct – Non-Partisan, Democratic, Republican, Constitution, and Libertarian. Mr. Gray explained that the Non-Partisan ballot would have any relevant ballot questions and the Judge’s seats.

Commissioner Duncan moved to approve the ballot order for the May 17, 2022 Primary Election. 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.

Assessor Bela Kovacs entered the meeting at 2:06 p.m.

Clerk Jim Brannon and Chief Deputy Clerk Jennifer Locke exited the meeting at 2:06 p.m.

**13. Memorandum of Understanding/Southwest Idaho Wireless Integrated Network/SWIWN 700MHz Trunking System/Bonner General Health/911 (Action)**

**14. Memorandum of Understanding/Southwest Idaho Wireless Integrated Network/SWIWN 700MHz Trunking System/Coeur d’Alene School District/911 (Action)**

911 Communication Services Administrator Collin McRoy requested Board approval for two MOUs (Memorandums of Understanding) related to 911 services. He said one MOU was with Bonner General Health and the other was with the Coeur d’Alene School District.

Commissioner Duncan moved to approve the MOUs for the SWIWN trucking system with Bonner General Health and the Coeur d'Alene School District. 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.

**15. Agreement and Notice to Title Riverstone Transit Center/Kootenai County/City of Coeur d'Alene/Resource Management Office (Action)**

RMO Director Jody Bieze requested approval of an agreement between Kootenai County and the City of Coeur d'Alene that would ensure future compliance with zoning codes related to the Riverstone Transit Center.

Commissioner Brooks moved to approve the agreement and notice to title Riverstone Transit Center between Kootenai County and the City of Coeur d'Alene. Commissioner Duncan 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.

**16. Construction Contract Bus Stop Improvements Panhandle Health/Huetter/Interstate Concrete & Asphalt/Resource Management Office (Action)**

Ms. Bieze explained the contract covered construction at the B3 and C15 bus stops, utilizing grant funding, for a total of \$236,655, with the match coming from both Panhandle Health District and the Post Falls Highway District.

Commissioner Duncan moved to approve the construction contract for bus stop improvements with Interstate Concrete & Asphalt and RMO. 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.

**17. MOU Office on Violence Against Women – Justice for Families Program Grant/Idaho Supreme Court-OVW 2022/Adult Misdemeanor Probation (Action)**

AMP Director Keith Hutcheson requested approval of an MOU with the Office on Violence Against Women that would provide a grant extension to cover ongoing training, domestic violence court officers, and equipment.

Commissioner Brooks moved to approve the MOU with Office on Violence Against Women – Justice for Families Program Grant and AMP. Commissioner Duncan 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.

Mr. Hutcheson exited the meeting at 2:11 p.m.

**18. Independent Agreement/Parks & Waterways Roof Maintenance/Granite Enterprises, Inc./Parks & Waterways (Action)**

Parks & Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder requested approval of an independent agreement with Granite Enterprises, Inc. for roof maintenance with an approximate cost of \$11,000.

Commissioner Duncan moved to approve the independent agreement with Granite Enterprises, Inc. 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.

**19. Financial/Budget: Unclaimed Tax Deed Surplus to State of Idaho Unclaimed Property/Treasurer (Action)**

Ms. Sweet requested for checks to be issued from the tax deed surplus to the State of Idaho Unclaimed Property.

Commissioner Brooks moved to approve the unclaimed tax deed surplus to the state of Idaho unclaimed property. Commissioner Duncan 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.

**20. Signature of Update License Agreement/Northwest Data Exchange (NWDE)/Human Resources (Action)**

HR Director Sylvia Proud explained that the license agreement with Northwest Data Exchange, a subsidiary of AmeriBen, had been revised to include name changes.

Commissioner Duncan moved to approve the license agreement update. 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.

**21. State of Idaho Department of Veteran's Services Lease Amended No. 5/Division of Public Works/Veteran's Services (Action)**

Veteran's Services Officer Tom Freeman requested an update to the current lease with the State of Idaho Department of Veteran's Services, which would continue providing the current office space.

Commissioner Brooks moved to approve the State of Idaho Department of Veteran's Services Lease Amendment Number 5, with the Division of Public Works and Veteran's Services. Commissioner Duncan 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.

**22. Annual Renewal/Q'Less/Assessor (Action)**

Chief Deputy Assessor Allyson Knapp requested approval for the annual renewal of the Q'Less queuing system, while explaining that they were searching for a new system.

Commissioner Duncan moved to approve the annual renewal of the Q'Less queuing system. 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.

Assessor Kovacs, Ms. Knapp and Ms. Frohboese exited the meeting at 2:17 p.m.

**23. Financial/Budget: Purchase Approval/Solid Waste (Action)**

Mr. Phillips requested approval for two purchases: 6 inch HDPE piping for \$29,543.28 and asphalt maintenance for \$28,016. He pointed out that both of the purchases had been included in their budget.

Commissioner Brooks moved to approve the purchases for Solid Waste. Commissioner Duncan 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.

**24. Resolution 2022-27/Removals of Asset 4575/Solid Waste (Action)**

Mr. Phillips asked the Board to approve Resolution 2022-27, which was to remove a transfer trailer from the Fixed Assets role. He explained that the transfer trailer had been in an accident and had been declared as a total loss.

Commissioner Duncan moved to approve Resolution 2022-27, to remove Asset Number 4575 from the role. 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.

Mr. Phillips exited the meeting at 2:19 p.m.

**25. Board Approval Request: Lot Line Adjustment/Deed Approval/214 Foster, Coeur d'Alene/Taylor/BOCC (Action)**

Commissioner Duncan explained that the lot line adjustment had been completed, with the Taylor's having remitted a payment of \$1000.

Commissioner Brooks moved to approve the lot line adjustment for 214 Foster between the Taylor's and the BOCC for a \$1000 consideration. Commissioner Duncan 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.

**26. Status Update Pending/Board of Commissioners (Discussion)**

Facilities Expansion – Commissioner Duncan said that they would be having a meeting on April 13 to discuss the expansion and would be meeting with the ARPA Task Force to determine whether they can fund the expansion.

PAC Airport Lease – Commissioner Brooks said that he reached out to Wally Jacobsen and asked to meet to discuss lease figures.

North Lot Land Sale – This has been completed.

Financial Snapshot – Finance Director Dena Darrow provided an update on open positions throughout the County, noting the biggest drivers are KCSO Jail and 911, and Public Defender. She said that the open positions had an annual loaded value of approximately \$6 million, which was 92 positions. She briefly touched on overtime costs and current level of spending.

**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. Adjourn:** Chairman Fillios adjourned the meeting at 2:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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