

**Minutes of Meeting**  
**Business Meeting**  
**April 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 KCSO Undersheriff Dan Mattos, KCSO Captain Kim Edmondson, KCSO Lieutenant Stuart Miller, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, Public Defender Anne C. Taylor, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Airport Director Steven Kjergaard, Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, Finance Director Dena Darrow, Community Development Director David Callahan, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and North Idaho Fair General Manager Alexcia Jordan. Commissioner Bill Brooks, Ms. Sweet, Mr. Kjergaard, Ms. Riley, Mr. Riley, Undersheriff Mattos, Captain Edmondson, Ms. Proud, Mr. Braden, Ms. Jordan, Ms. Westbrook, Mr. Ferguson and Lieutenant Miller attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:03 p.m.
- B. Pledge of Allegiance:** Public Defender Anne C. Taylor led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
  - Minutes of Meetings:**
    - 03/31/2020 Business Meeting
    - 04/03/2020 Office of Emergency Management
    - 04/06/2020 Solid Waste
    - 04/07/2020 Business Meeting
    - 04/09/2020 Community Development
    - 04/09/2020 Human Resources

**Board Actions:**

Assessor’s Adjustment to Tax/Valuation/AIN 124986; 140669  
HARSB Resolution 2020-1/Resolution Modifying Sewer Capitalization Fee  
PAF/SCF Report: BOCC Review PP09 Week 1/Human Resources  
BOCC Signatures for Indigent Cases: 4/9/20 through 4/15/20

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.

Information Technology (IT) Director James Martin entered at 2:02 p.m.

**D. Payables List (Action):**

Commissioner Duncan moved that the Board accept the Payables List for the week of April 13, 2020 through April 17, 2020 in the amount of \$744,132.92, 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/Marine Support Services/Harrison Breakwater Installation Agreement/North Idaho Maritime/Parks & Waterways**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board’s approval of the contract for marine support services for the Harrison Breakwater Installation with North Idaho Maritime. He commented that the full cost of \$135,070 would come from grants and user fees; nothing would come from the General Fund.

Commissioner Duncan moved that the Board approve the contract for marine support services for the Harrison Breakwater Installation with North Idaho Maritime in the amount of \$135,070. 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.

**Authorization for Repair/Catastrophic Failure/Workboat/Parks & Waterways**

Mr. Snyder explained that the starboard outdrive had broken down on the workboat and needed to be fixed right away, since the boat was in constant use. He stated there were sufficient funds in the vessel account to cover the repair and asked the Board’s approval.

Commissioner Duncan moved that the Board authorize the repairs for the catastrophic failure of the drive on the workboat. 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. Snyder exited the meeting at 2:06 p.m.

**Request/Additional Funding/Evidence Building/KCSO**

KCSO Captain Kim Edmondson appealed to the Board to allocate additional funds needed for the Evidence Building. She reported that the project would cost about \$106,000 and noted that \$76,000 had already been set aside for it. She asked that the Board provide the additional money needed.

Commissioner Duncan remarked that they were just beginning work on the FY21 Budget and she would prefer to cover this during the budget discussions. Commissioner Brooks voiced his agreement.

KCSO Undersheriff Dan Mattos reminded the Commissioners that this project had been endorsed by a prior Board. He added that the building was needed for evidence collection from vehicles.

Contractor Shawn Riley suggested that the project be delayed until October or November of 2020, since contractors would be seeking indoor work at that time of year and their charges would be lower.

Finance Director Dena Darrow commented that the first meeting on the consolidated budget would be held next Friday, May 1, 2020. She suggested that the topic be discussed further at that time.

There was general agreement with Ms. Darrow's suggestion. No motion was required at this time.

**Memorandum of Understanding/Emergency Use/North Idaho College Residence Hall/Office of Emergency Management**

Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook requested the Board's approval of a memorandum of understanding for emergency use of the North Idaho College Residence Hall.

Commissioner Duncan moved that the Board approve the memorandum of understanding for emergency use of North Idaho College Residence Hall with the Office of Emergency Management. 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/Federal Transit Administration (FTA) Grant Agreement ID-2020-002-00/Public Transportation/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the Federal Transit Administration (FTA) Grant Agreement ID-2020-002-00 for public transportation. She stated that RMO had come before the Board on November 25, 2019 for authorization to apply for this grant. She noted this was the

5307 annual apportionment and this specific award was intended to cover preventive maintenance. She said the amount was \$115,000 in federal funds and required a \$28,750 match, which would be in-kind.

Commissioner Duncan moved that the Board approve the award of the FTA grant agreement ID-2020-002-00 for public transportation. 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.

### **Service Agreement/Verizon/Information Technology**

Mr. Martin requested the Board's approval of a service agreement with Verizon which would cover the County's three toll free numbers.

Commissioner Duncan moved that the Board approve the service agreement with Verizon for the County's toll-free numbers. 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. Martin exited the meeting at 2:22 p.m.

### **Approval/Workers' Compensation Policy/Idaho State Fair/Human Resources**

Human Resources (HR) Generalist – Compliance Cecilia Sweet explained that, in the past, the North Idaho State Fair employees had been covered under the County's own Workers' Compensation Policy. She said that the Fair needed to have a Policy of its own to be in compliance with regulations and asked the Board to approve it. She noted that the budget impact was unknown at this time.

Commissioner Duncan asked whether the matter was time sensitive.

Ms. Sweet stated that the County had fourteen days to correct the situation.

Ms. Darrow said that the Auditor's Office would research the costs and have the information ready for the next Business Meeting, which would be within the time allowed.

There was general agreement with Ms. Darrow's suggestion. No motion was required at this time.

**Consent to Assignment of Agreement/CDA Jet Center/Airport**

**Consent to Assignment of Lease/AAL-2019-300A/310/320/330/340/CDA Jet Center/Airport**

Airport Director Steven Kjergaard remarked that item number eight and item number nine on the agenda could be handled as one, since they related to the same topic. He explained that the CDA Jet Center changed their legal name from “CDA Jet Center, Inc.” to “CDA Jet Center, LLC.” He said that the wording on their leases would need to be changed to conform to the new name also. He asked the Board’s approval of the process.

Commissioner Duncan moved that the Board approve the consent to assignment of agreement with CDA Jet Center and the consent to assignment of lease numbers AAL-2019-300A/310/320/330/340. 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. Darrow exited the meeting at 2:31 p.m.

**Quit Claim Deed/Park and Walkways/Block 3 of McGuire Estates/AIN 335534 per Resolution 2020-08/Community Development**

Community Development Director David Callahan requested the Board’s approval of a quit claim deed with Park and Walkways regarding Block 3 of McGuire Estates, AIN 335534, as per Resolution 2020-08. He confirmed that the people who had submitted bids for this parcel did own adjacent property. He added that Civil Deputy Prosecuting Attorney Pat Braden had reviewed the request and had made no objections.

Commissioner Duncan moved that the Board approve Resolution 2020-08 and that the Board execute the quit claim deed for Block 3 of McGuire Estates, AIN 335534. 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.

**Proclamation: National Crime Victims’ Rights Week April 19 – 25, 2020**

Commissioner Duncan read into the record the proclamation stating that the week of April 19 – 25, 2020 would be National Crime Victims’ Rights Week.

Commissioner Duncan moved that the Board approve the National Crime Victims’ Rights Week proclamation for April 19 – 25, 2020. 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.

**Petitions for Annexation/Field & Ryan/Cozad/Jacobsen/Hendrix/Smith/East Side Fire District**

Civil Deputy Prosecuting Attorney R. David Ferguson stated that the petitions for annexation for Field & Ryan, Cozad, Jacobsen, Hendrix and Smith had been reviewed and approved by East Side Fire District. He recommended that the Board approve them as well.

Commissioner Duncan moved that the Board approve the petitions for annexation by Field & Ryan, Cozad, Jacobsen, Hendrix and Smith with East Side Fire District. 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 2:38 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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