

Minutes of Meeting
Business Meeting
April 28, 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 Chief Deputy Treasurer Laurie Thomas, Customer Service Clerk III Amy Sweet, Finance Director Dena Darrow, Staff Accountant – Grants Julina Hildreth, Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, Airport Director Steven Kjergaard, Buildings & Grounds (B&G) Operations Manager Greg Manley, B&G Maintenance Supervisor Tom Reed, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Communications Manager Nancy Jones, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, North Idaho Fair General Manager Alexcia Jordan, Fair Board Chair Jerry Johnson, Resort Aviation General Manager Joe Rosetti and Customer Service Supervisor Darcy Belcher. Commissioner Bill Brooks, Ms. Sweet, Mr. Murphey, Mr. Riley, Ms. Proud, Mr. Reed, Mr. Kjergaard, Ms. Jordan and Ms. Riley attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:14 p.m.
- B. Pledge of Allegiance:** Staff Accountant – Grants Julina Hildreth led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

04/16/2020 Community Development Update

Board Actions:

Assessor’s Adjustment to Tax/Valuation/AIN 314436; 336839

Treasurer’s Monthly Report/March 2020

Treasurer’s Request for Destruction of Files

Civil Division/March 2020 Financial Report/KCSO

PAF/SCF Report FY20 PP9 week 2/Human Resources

BOCC Signatures for Indigent Cases: 4/16/20 through 4/22/20

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.

D. Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of April 20, 2020 through April 24, 2020 in the amount of \$926,230.05, 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:

Public Hearing: Pending Issue of Tax Deeds/Treasurer

Treasurer’s Office Customer Service Clerk III Amy Sweet presented the 2020 Tax Deed Hearing Report to the Commissioners, which contained the list of properties that owed taxes from 2016 and before. She requested the Board’s approval to record the tax deeds in compliance with Idaho Codes 63-1005 and 63-1006.

Ms. Sweet reported that they had begun with 697 parcels last May; the current list was composed of only 25 parcels. She confirmed that the owners had until the day of the sale to redeem the properties.

Chairman Fillios requested public comment, but none was offered. He suggested the public hearing be closed and the Board enter into deliberations.

Commissioner Duncan moved that the Board end public testimony and enter into deliberations. 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.

Commissioner Duncan moved that the Board approve the Treasurer’s request for recording of the tax deeds for delinquent tax properties as presented. 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. Sweet and Chief Deputy Treasurer Laurie Thomas exited the meeting at 2:19 p.m.

Public Hearing: Program of Projects/FY21-25/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board’s approval of the Program of Projects for FY21 through FY25. She noted that the focus for today was on FY21. She stated that notice of the public hearing had been posted in the paper on March 27, 2020 and had received no written comments. She said the total amount they were budgeting in Operations was \$1,312,150 for FTA (Federal Transit Administration) grants with an in-kind local match of \$974,785, made up of services provided by their partners and administrative labor.

Chairman Fillios requested public comment, but none was offered. He suggested the public hearing be closed and the Board enter into deliberations.

Commissioner Duncan moved that the Board end public testimony and enter into deliberations. 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.

Commissioner Duncan moved that the Board approve the program of projects for FY21 through FY25 as presented. 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 Agreement Extension RV20-1-28-1/Fairgrounds RV Park Phase III/Resource Management Office

Ms. Riley requested the Board’s approval of an extension to the grant agreement RV20-1-28-1 for the Fairgrounds RV Park Phase III. She explained the original span of the grant had been July 1, 2019 through June 30, 2020 but they did not think they would be finished by then. She said they were asking for a one year extension, which had already been approved by the State of Idaho Department of Parks & Recreation. She stated they wanted it on the record that the project date had been extended through June 30, 2021.

Commissioner Duncan moved that the Board approve the grant agreement extension for RV20-1-28-1 to June 30, 2021 for the Fairgrounds RV Park Phase III. 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.

Reimbursement Request/Grant Closeout/BG18-1-28-1/Resource Management Office/Parks & Waterways

Ms. Riley explained that this was for the second of the two boating infrastructure grants for the Harrison Breakwater Project. She stated that this was the first and final reimbursement request for \$184,500 and said the \$61,500 match would come from the Vessel Restricted Fund.

Commissioner Duncan moved that the Board approve the reimbursement request, which was also the grant closeout, for BG18-1-28-1 in the amount of \$184,500. 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.

Consent to Assignment of Lease/AAL-2015-700/Resort Aviation/Airport

Airport Director Steven Kjergaard explained this represented a request from Resort Aviation to change the name on their lease agreement to match the name they have listed with the state.

Commissioner Duncan moved that the Board approve the consent to assignment of lease for AAL-2015-700 for Resort Aviation to be changed to Resort Aviation Services, 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.

FAA Grant Application 3-16-0010-049/Design and Construction of Partial Perimeter Fence Extension/Airport

Mr. Kjergaard requested the Board's approval of applying for FAA (Federal Aviation Administration) grant 3-16-0010-049 for the design and construction of a partial perimeter fence extension at the Airport. He said the grant amount would be about \$800,000 and would not require any local match due to provisions in the CARES (Coronavirus Aid, Relief and Economic Security) Act. He confirmed that he anticipated all bidders for the project would be local.

Commissioner Duncan moved that the Board approve the FAA grant application 3-16-0010-049 for the design and construction of a partial perimeter fence extension. 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.

Idaho CARES Act Grant Application SF-424/Airport

Mr. Kjergaard requested the Board’s approval to submit an application for the Idaho CARES Act Grant SF-424. He explained that the Airport, as a general aviation airport, would receive \$69,000 to use for any eligible expenses under FAA guidelines.

Commissioner Duncan moved that the Board approve the Idaho CARES Act grant application SF-424 for 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.

Request Pay Overlap/Training/Accounts Receivable/Auditor

Finance Director Dena Darrow requested the Board’s approval for a pay overlap during the training period of the new Accounts Receivable position. She noted that the department had enough in salary savings to fund the request. She confirmed the total cost would be about \$2,400.

Commissioner Duncan moved that the Board approve the request for pay overlap for training for the new Accounts Receivable person in the Auditor’s Office, in the amount of \$2,415. 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.

Request Funding/Temporary Janitor/COVID-19/Buildings & Grounds

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board’s approval for funding for a Temporary Janitor position for up to eight weeks to carry out additional duties in sanitizing the buildings due to the COVID-19 requirements. He estimated that the cost would be up to \$5,600, if the position were kept for a full eight weeks. He confirmed that the expense would be reimbursable under the COVID-19 provisions.

Commissioner Duncan noted that the expense would come out of the BOCC Temp Pool funds first, and then be reimbursed at a later date.

Commissioner Duncan moved that the Board approve the request for funding for a Temporary Janitor due to the COVID-19 situation, with Buildings & Grounds, to come from the Temp Pool, not to exceed eight weeks, at \$5,600. 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.

Change Order/Jail Roof Top Unit Replacement Project/McKinstry/Riley/BOCC

Contractor Shawn Riley requested the Board’s approval for a change order related to the Jail Roof Top Unit Replacement Project. He explained that the original quoted price had been for nine units of a specific type, but they had decided to replace two different units than originally planned. He said the two units were larger and more expensive; the increase in cost would be \$2,137.

Commissioner Duncan moved that the Board approve the change order for the Jail Roof Top Unit Replacement Project, with an increased amount of \$2,137, coming from the Five Year Plan. 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.

Approval/Worker’s Compensation Policy/North Idaho State Fair/Human Resources

Human Resources (HR) Generalist – Compliance Cecilia Sweet requested the Board’s approval of a separate Worker’s Compensation endorsement to the County’s Policy for the North Idaho State Fair.

Civil Deputy Prosecuting Attorney Darrin Murphey explained the legal aspect of the need for a separate policy for the Fair.

Ms. Darrow indicated it was appropriate for there to be a separate Worker’s Comp policy since they did their own payroll.

Commissioner Duncan moved that the Board approve the Worker’s Compensation policy under the name of the North Idaho State Fair to be continue to be paid through County funds, with the intent of additional adjustments to be made during the budget process. 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: Motorcycle Awareness Month

Commissioner Duncan read the Proclamation for Motorcycle Awareness Month for May 2020 into the record. She asked the Board to adopt the proclamation.

Commissioner Duncan moved that the Board approve the proclamation designating Motorcycle Awareness Month for May 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.

Ratify Decision/Tax Deed Bids/AIN 256820 Shafer; AIN 128085 Nagel

Commissioner Duncan explained that the Board had previously agreed to deny the sale because the people offering to purchase the parcels did not own adjacent land.

Commissioner Duncan moved that the Board ratify its decision made last week for tax deed bids for AIN 256820 Shafer and 128085 Nagel and deny the sale of the properties. 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 2:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
