

**Minutes of Meeting**  
**Business Meeting**  
**May 3, 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 Prosecutor Barry McHugh, KCSO Sheriff Robert Norris, KCSO Captain Brett Nelson, KCSO Lieutenants Kyle Hutchison and Jarred Peterson, KCSO Personnel Technician Marcia Heglie, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Senior Staff Accountant Melissa Merrifield, Airport Director Steven Kjergaard, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Resource Management Office (RMO) Director Jody Bieze, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were North Idaho Fair General Manager Alexcia Jordan, Assistant General Manager Shanda Masterson, Fair Board Member Linda Rider, Wildlife Services Specialist Shane Robinson, District 1 Representative for the USDA Wildlife Program Loren Scarcello, Kootenai County Residents Jim Thorpe, Dustin Aufrichtig, Keen Meeks, Brittany Vian, Heidi Stephens, Michael Pereira and David Waterhouse. Ms. Heglie and Ms. Bieze 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:** Airport Director Steven Kjergaard Locke 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.

There were no changes to the agenda.

- E. Approve Meeting Minutes (Action)**

04/12/2022	Business Meeting
04/19/2022	Business Meeting
04/19/2022	John Rubert
04/19/2022	Auditor
04/20/2022	Elected Officials
04/20/2022	Kootenai County Historic Preservation Commission

Commissioner Leslie Duncan moved that the Board approve items one through six 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:**

Approval/Eide Bailly Final Audit Billing/Auditor  
Developer's Infrastructure Exemption Applications: Gabrio Estates; Delcardo Village;  
Foxtail 5<sup>th</sup> Addition; Foxtail 6<sup>th</sup> Addition; enclave at The Trails  
Agricultural Exemption Reviews  
Revocation/Tax Exemption Order/Victory City Church/Faith Ministries  
Denial Orders/Tax Exempt Request  
Approval Orders/Tax Exempt Request  
Human Resources PAF/SCF Report for FY22 PP10 Week 1  
BOCC Signatures for Indigent Cases: 4/21/2022 – 4/27/2022

Commissioner Duncan moved that the Board approve items seven through fourteen 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 April 25, 2022 through April 29, 2022 in the amount of \$786,313.75, with \$4,639.54 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-Award Bid # FAA-AIP 3-16-0010-054-2022/Runway Lighting Improvements/Phase 1/Colvico/Airport/Airport (Action)**

Mr. Kjergaard asked the Board's approval for a Notice of Bid Award to Colvico. He explained that the notice provided three things: it stated that a contract would be forthcoming, if the Airport received the expected funding; informs them that they were the low bidder and that they had met the required qualifications of the bid. He stated

that, if the Airport did not receive the grant for the expected amount, the agreements would be terminated and the process would begin again.

Commissioner Duncan moved that the Board award the bid for Bid # FAA-AIP 3-16-0010-054-2022 to Colvico for Runway Lighting Improvements. 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.

Kootenai County Resident Brittany Vian exited the meeting at 2:26 p.m.

**Bid-Opening Bid # Specification Number 030522/Riverstone Transit Center Phase II Bids/Resource Management Office (Action)**

Commissioner Duncan opened the three bids received for the Riverstone Transit Center Phase II.

- Darden Enterprises, Inc. \$1,197,347
- Idaho Construction \$1,285,700
- LaRiviere, Inc. \$1,266,293

Commissioner Duncan moved that the Board acknowledge receipt of the bids and forward them to RMO and Legal 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.

Kootenai County Residents Heidi Stephens, Michael Pereira and David Waterhouse exited the meeting at 2:08 p.m.

**Financial/Budget: Purchase Orders for 2 Vehicles Sheriff/Coroner Fleet Management Request/Adult Misdemeanor Probation (Action)**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, speaking for Fleet Management, requested the Board's approval for purchase orders for three vehicles, two for the Sheriff's Office and one for the Coroner's Office.

Commissioner Brooks moved that the Board approve the purchase orders for two vehicles for the Sheriff's Office and one for the Coroner's Office, as requested by Fleet Management/Adult Misdemeanor Probation. 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. Hutcheson exited the meeting at 2:09 p.m.

**Fee Agreement between Kootenai County and Samuel Plainfield dba Syntax Technical Computer Forensics/Syntax Technical Computer Forensics/Prosecuting Attorney (Action)**

Prosecutor Barry McHugh explained that his office wished to engage Syntax Technical Computer Forensics to recover some emails related to the Renfro case. He stated that there had been a period of time when certain emails “were deleted during the normal course of Kootenai County’s policy,” but they wished to try to recover them. He stated he had \$30,000 left in the civil side of his budget for this year that could be applied to the expense and, if more was needed, he could draw on the criminal side’s budget as well.

Commissioner Duncan moved that the Board approve the fee agreement between Kootenai County and Samuel Plainfield dba Syntax Technical Computer Forensics. 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.

Prosecutor McHugh, Civil Deputy Prosecuting Attorney Jamila Holmes and Kootenai County Resident Keen Meeks exited the meeting at 2:11 p.m.

**Service Award: Service Award for Sergeant Ward Crawford/Sheriff (Action)**

KCSO Personnel Technician Marcia Heglie asked the Board’s approval to award retiring Sergeant Ward Crawford with his badge, ID card and service weapon.

Commissioner Brooks moved that the Board award Sergeant Ward Crawford his badge, ID card and duty weapon upon retirement, in accordance with Chapter 8, Title 31. 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.

**Proclamation: Motorcycle Awareness Month/May 2022/BOCC (Action)**

Commissioner Duncan reminded those present that each year, at about this time, the County proclaims the month of May as Motorcycle Awareness Month.

Commissioner Duncan moved that the Board proclaim May 2022 as Motorcycle Awareness Month. 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.

### **Overview of USDA Wildlife Program (Discussion)**

#### **USDA Wildlife Program FY23 Funding Request (Discussion)**

Chairman Fillios stated that items 22 and 23 from the agenda would be addressed together.

District 1 Representative for the USDA Wildlife Program Loren Scarcello asked the County's continued financial support for their efforts. He said Kootenai County usually provided around \$3,000 each year, although a larger amount would be welcome.

Wildlife Services Specialist Shane Robinson described the various sorts of issues his department handled.

Prosecutor McHugh reentered the meeting at 2:14 p.m.

Mr. Robinson said their program received funds from a number of different sources: Fish & Game, the agricultural producers through the head tax/wool tax and the counties.

Commissioner Duncan stated that the budget process would begin at the end of May and the Board would get in touch when they had information to share.

#### **University of Idaho Extension Office Lease Rate and Term Extension (Discussion)**

Chairman Fillios reported that the University of Idaho Extension Office had contacted the Board and asked for a 20% increase in funding. He reminded those present that their lease cost \$36,000 per year, was good for two years and expired this coming September. He declined their request and said they had agreed to remain at the same \$36,000 per year for the next two year period.

Commissioner Duncan pointed out that this would be a \$36,000 increase to the County Budget, because there had been one-time funds available to pay for the first two year lease and these were no longer present. She said this would have to wait until the end of May when the Board knew what the revenues would be.

#### **Jail Status/Judges' Meeting/KCSO (Discussion)**

KCSO Lieutenant Kyle Hutchison gave the Board an update on the vacancies for Jail Staff and the current number of inmates. He stated that 21 Kootenai County inmates were now housed in Ferry County, Washington and 6 inmates were in different hospitals around the state. He said their smallest housing unit, Unit 2, was shut down due to staffing issues. He provided data on the Jail population and staffing over the past year.

KCSO Sheriff Robert Norris remarked that the recent judges' meeting had not gone the way he had hoped. He reported that the judges had informed him that he could not reduce statutory services, which eliminated his plan to take Work-Release Staff and bring them to the Jail. He added that they had rejected his other ideas as well. He requested the Board to offer direction on how to cope with the situation.

Sheriff Norris suggested that the Commissioners meet with the judges to discuss things. He also suggested that the Board allocate enough money to complete the unfinished shells at the Jail and get the staff he needed.

Chairman Fillios said that these requests would be considered when the Board addressed ARPA (American Rescue Plan Act) spending at the end of the month.

Sheriff Norris confirmed that there were 12 Detention Deputies in training, with 16 Detention Deputy, 4 Control Room Operator and 4 Jail or Administrative Clerk vacancies. He stated that the County was required to provide a jail, so some solutions to staffing and population problems needed to be found.

Commissioner Duncan reported that a general discussion of how to proceed with the ARPA funds was included in the agenda for the Business Meeting next week.

Sheriff Norris, Lieutenant Hutchison, KCSO Lieutenant Jarred Peterson and KCSO Captain Brett Nelson exited the meeting at 2:33 p.m.

### **Status Update Pending Items (Discussion)**

#### Facilities Expansion

Commissioner Duncan said the RFQ (Request for Qualifications) was published today and bids would be opened on May 24, 2022.

#### PAC Airport Lease

Commissioner Brooks stated that Mr. Kjergaard had agreed to the latest proposal and sent it back to Wally Jacobson at PHD (Panhandle Health District). He reported that PHD would be charged the new lease rate starting October 1, 2022.

#### Financial Snapshot

Finance Director Dena Darrow said that today's snapshot was the Quarterly Report. She praised her colleagues for their excellent work, particularly Senior Staff Accountant Melissa Merrifield, who was responsible for adding the graphics.

Ms. Darrow reviewed the highpoints of the report. She said that 52% of the total budget would normally have been used at this point, while only 43% had actually been spent. She stated that 63% of the property tax revenue and 75% of the non-property tax revenue had been collected.

Mr. Robinson and Mr. Scarcello exited the meeting at 2:36 p.m.

She touched on the Capital Carry Forward amounts, Fund Balance use and Grant Use.

Prosecutor McHugh exited the meeting at 2:37 p.m.

Ms. Darrow called attention to a special section of the report in which notes were included to explain areas which had reached over 50% spent.

Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 2:38 p.m.

She also pointed out the section which included details on all the grants the County receives, including the grant amount, required match, dates and how much of each had been by this date.

**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 2:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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