

**Minutes of Meeting**  
**Business Meeting**  
**June 14, 2022**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Staff Accountant – Budget Brandi Falcon, Juvenile Probation Director Debra Nadeau, Probation Officer Supervisor Bryan Alexander, Juvenile Detention Director JT Taylor, Juvenile Detention Senior Records Clerk Brandie Bradley, Airport Director Steven Kjergaard, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Fair Board Chair Jerry Johnson and Kootenai County Residents Paul Ellis and Shane Rogers. Ms. Riley was present via teleconference. Commissioner Bill Brooks was excused.

- 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:** Human Resources (HR) Generalist – Employee Relations Dorothy Cross 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 six items be removed from the agenda. Since the Commissioners did not have the updated agenda, the item numbers did not match those verbalized throughout the meeting.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

05/24/2022	Business Meeting
05/25/2022	Kootenai Joint School District #274 Board Interviews
05/25/2022	FY23 Budget Deliberations
05/31/2022	FY23 Budget Deliberations
05/31/2022	Resource Management Office & Adult Misdemeanor Probation
05/31/2022	Business Meeting
06/01/2022	Requests for Cancellation of Taxes
06/09/2022	Executive Session §74-206 (1)(f)

Commissioner Duncan moved that the Board approve items one through eight on the agenda, the submitted minutes for approval. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**F. Approve Consent Calendar (Action)**

Assessor Adjustment to Tax-Valuation 141441, 326846  
Hayden Area Regional Sewer Board (HARSB) Payment Request Forms  
Letter of Denial/Tax Exemption Revocation Appeal/Spirit Lake Masonic Lodge/106538  
BOCC Signatures for Indigent Cases: 6/2/2022 – 6/8/2022

Commissioner Duncan moved that the Board approve items nine through twelve on the agenda, the Consent Calendar. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused  
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 June 6, 2022 through June 10, 2022 in the amount of \$766,746.69, with no jury payments. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

The motion carried.

**H. Business:**

**MOU to Support Clinical Service in Juvenile Detention Facilities/Idaho Department of Juvenile Corrections/Juvenile Detention (Action)**

Juvenile Detention Senior Records Clerk Brandie Bradley explained that this represented her department's annual contract with the State of Idaho for the grants used to fund their Mental Health Clinician at the Detention Center. She stated that the agreement contained no changes this year and the amount of \$100,000 was also the same.

Commissioner Duncan moved that the Board approve the MOU to Support Clinical Service in the Juvenile Detention Facilities. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

~~**Termination of Ground Lease AAL-2020-640/Lease Termination/No Limits Aviation, Inc./Airport (Action) - Pulled**~~

~~**Termination of Ground Lease AAL-2020-990/Lease Termination/No Limits Aviation, Inc./ Airport (Action) - Pulled**~~

~~**Termination of Ground Lease AAL-2020-991/Lease Termination/No Limits Aviation, Inc./Airport (Action) - Pulled**~~

~~**Termination of Ground Lease AAL-2021-100/Lease Termination/Copper Basin Construction, Inc./Airport (Action) - Pulled**~~

**Ground Lease AAL-2022-1100/Lease Renewal/Panhandle Area Council (PAC)/Airport (Action)**

Airport Director Steven Kjergaard requested the Board's approval of the new lease negotiated with Panhandle Area Council (PAC). He stated it would become effective October 1, 2022 and would initially be for \$13,118.70 per year. He explained that the rate would increase every four years until, at the 20 year mark, it would be moved to market rate.

Commissioner Duncan moved that the Board approve Ground Lease AAL-2022-1100, with Panhandle Area Council. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Deputy Finance Director Keith Taylor entered the meeting at 2:07 p.m.

~~**Development and Ground Lease AAL-2022-1000/Lease Approval/Luxury International, LLC/Airport (Action) - Pulled**~~

**RV Park Phase IV Change Order #1 (\$7,184.18)/Stewart Contracting, Inc./Resource Management Office (Action)**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of Change Order #1 for the RV Park Phase IV with Stewart

Contracting, Inc. She noted that, in addition to the decrease of \$7,184.18 to the total amount, it added one day to the performance period.

Commissioner Duncan moved that the Board approve Change Order #1 for the RV Park Phase IV with Stewart Contracting, Inc. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Fair Board Chair Jerry Johnson exited the meeting at 2:09 p.m.

**Financial/Budget: Authorization to Purchase Vehicle/Parks & Waterways (Action)**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder stated that the vehicle cost was \$34,655, with \$25,001 coming from Noxious Weeds and \$10,003 from the Vessel Account. He noted that they would use the full \$35,000 so that they could get snow tires too.

Commissioner Duncan moved that the Board authorize the vehicle purchase for Parks & Waterways, as outlined. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Bus Stop Improvements Change Order #1 (\$6,470)/Interstate Concrete/Resource Management Office (Action)**

Ms. Riley requested the Board's approval of Change Order #1 to the Bus Stop Improvements Project with Interstate Concrete. She reported that the increase of \$6,470 would bring the total cost up to \$243,135. She said the funds came from an FTA (Federal Transit Agency) grant.

Commissioner Duncan moved that the Board approve Change Order #1 to the Bus Stop Improvements with Interstate Concrete. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**RTC Phase II Construction Contract/Idaho Construction and Development dba Idaho Stage Construction/Resource Management Office (Action)**

Ms. Riley requested the Board's approval of the RTC (Riverstone Transit Center) Phase II Construction Contract with Idaho Construction and Development dba Idaho Stage Construction, in the amount \$1,302,600.

Commissioner Duncan moved that the Board approve Riverstone Transit Center Phase II Construction Contract with Idaho Construction and Development. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Board Approval Request: Purchase Order/John Deere 310SL Backhoe/Pape Machinery/Parks & Waterways (Action)**

Mr. Snyder requested the Board's approval for the purchase of the John Deere 310SL Backhoe from Pape Machinery. He stated the cost was \$125,180.

Commissioner Duncan moved that the Board approve the purchase order for the John Deere 310SL Backhoe. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Snyder exited the meeting at 2:12 p.m.

**Board Approval Request: MOA with Idaho Dept. of Juvenile Corrections to Support Community Based Services Program and Substance Use Disorder Services Program/Juvenile Probation (Action)**

Juvenile Probation Officer Supervisor Bryan Alexander explained that this represented the annual renewal of a MOA (Memorandum of Agreement) with the Idaho Department of Juvenile Corrections. He said it allowed the department to apply for funding for clients that meet their criteria for treatment for substance abuse, mental health and behavioral addiction.

Juvenile Probation Director Debra Nadeau announced that she would be retiring on July 15, 2022 and Mr. Alexander would be her replacement.

Commissioner Duncan moved that the Board approve the MOA with the Department of Juvenile Corrections for the Community Based Service Programs. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Kjergaard exited the meeting at 2:13 p.m.

**Board Approval Request: Approval of SABG Grant/Juvenile Diversion (Action) - Pulled**

Mr. Alexander and Ms. Nadeau exited the meeting at 2:14 p.m.

**Board Approval Request: Buildings & Grounds: JJC Bldg. Roof Contract, Tear Off & New Roof/Buildings & Grounds (Action)**

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval for a contract to remove and replace the roof of the Juvenile Justice Center. He reminded the Board that they had approved this project on August 23, 2021, but the cost of the project had increased by \$10,265. He said the project had originally been delayed because they could not get the required materials; now they could get them, but the price had gone up substantially. He stated he hoped that they could begin the project this fall and confirmed that the project would be paid for out of District Court restricted funds.

Commissioner Duncan moved that the Board approve the JJC Building Roof Contract, Tear off & New Roof, including the additional amount. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Resolution 2022 – 45/Surplus Vehicle/Juvenile Detention (Action)**

Ms. Bradley requested the Board's approval of Resolution 2022-45, for the surplus of a 1995 Jeep Grand Cherokee. She said it was in poor condition and would be sent to auction.

Commissioner Duncan moved that the Board approve Resolution 2022-45, to surplus a vehicle for Juvenile Detention. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Board Approval Request: Mid-Year and Out-of-Cycle Personnel Requests/Human Resources (Action)**

Human Resources (HR) Director Sylvia Proud called the Commissioners' attention to the Personnel Matrix Guidelines that went into effect October 14, 2021. She said she had been asked to place this item on the agenda to enable the Board to discuss what items would or would not be considered for mid-year and out-of-cycle personnel requests for the remainder of FY22.

Commissioner Duncan stated that she did not wish to consider any out-of-cycle requests unless they were directly related to hiring and related parity issues. She said that the Board was looking at an \$8 million wage increase across the County and indicated that the focus needed to be on that.

Chairman Fillios said he generally agreed with Commissioner Duncan's statement.

Ms. Proud asked how the Board would like to pass this information on to County-wide Management.

Commissioner Duncan said she would email her request to Ms. Proud and BOCC Communications Coordinator Jonathan Gillham so they could format an announcement.

Ms. Proud suggested increasing the required number of liaison approvals from one to two in order to place an item on an agenda.

Chairman Fillios and Commissioner Duncan agreed that two approvals should be required in the future.

Civil Deputy Prosecuting Attorney R. David Ferguson exited the meeting at 2:21 p.m.

**Purchase of Kootenai Electric Cooperative Furniture (Discussion)**

Commissioner Duncan reported that the Kootenai Electric Cooperative (KEC) furniture was priced at \$150,000. She said that she and Chief Deputy Clerk Jennifer Locke were going to look at the items. She remarked that she thought it might be a pretty good deal and asked Mr. Manley if he would accompany them. She said she would bring this back to another meeting as a discussion item, once they had a clear impression of what was being offered, and the Board could decide if they wanted to go ahead with a purchase.

Chairman Fillios agreed with her suggestions.

**Status Update Pending Items (Discussion)**

Facilities Expansion

Commissioner Duncan reported that they were waiting to hear from Legal so that they could begin scoring the RFQs (Request for Qualifications). She said they had received two last week.

- 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.

Kootenai County Resident Paul Ellis asked whether any decisions had been made regarding building impact fees.

Commissioner Duncan said that impact fees were still under consideration. She explained the process that would be followed before any implementation took place. She pointed out that the cities would have to partner with the County to collect impact fees, so if the cities refuse to cooperate, the project could not move forward. She indicated that this was what happened about 10 years ago.

Commissioner Duncan, in response to another question from Mr. Ellis, explained how the Assessor’s property assessments were related to property tax. She also explained how New Growth and URD (Urban Renewal District) figures would impact the County’s tax rates.

- J. **Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:28 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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