

Minutes of Meeting
Business Meeting
June 21, 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 Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, KCSO Captain Andy Deak, Deputy Finance Director Keith Hutcheson, Staff Accountant – Budget Brandi Falcon, Juvenile Diversion Caseworker Annette Brandvold, Civil Deputy Prosecuting Attorney R. David Ferguson, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Airport Administrative Secretary Kim Stevenson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Ms. Stevenson and Ms. Riley were present via teleconference. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Auditor’s Office Staff Accountant – Budget Brandi Falcon 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	Indigent Appeal 2021-170
04/19/2022	Request for Debt Forgiveness 2017-444
06/01/2022	FY23 Budget Meeting – BOCC Departments
06/07/2022	Business Meeting
06/07/2022	FY23 Budget Meeting – Sheriff
06/07/2022	Solid Waste
06/07/2022	FY23 Budget Meeting – Prosecutor
06/07/2022	Tax Exempt Revocation Appeal Hearing
06/08/2022	FY23 Budget Meeting – District Court
06/08/2022	FY23 Budget Meeting – Coroner
06/09/2022	Human Resources: Personnel Changes
06/10/2022	Executive Session §74-206(1)(a) 9:00 a.m.
06/10/2022	Executive Session §74-206(1)(a) 10:00 a.m.
06/10/2022	Executive Session §74-206(1)(a) 11:00 a.m.
06/10/2022	FY23 Budget Meeting – Community Development
06/13/2022	Executive Session §74-206(1)(a)
06/16/2022	VAR22-0003/Mark Lazar Intervivos Trust/Community Development

Commissioner Leslie Duncan moved that the Board approve items one through seventeen 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)

Commissioner Duncan remarked that she had some questions regarding the PAF report, so she asked if this item could be deferred without it causing any problems.

No objections were voiced.

Offer of Employment/Alexander/Juvenile Probation

~~Human Resources PAF/SCF Report for FY2022 PP13 Week 2~~

BOCC Signatures for Indigent Cases: 6/9/2022 – 6/15/2022

Commissioner Bill Brooks entered the meeting at 2:04 p.m.

Commissioner Duncan moved that the Board approve items eighteen and twenty on the agenda, with number nineteen moved to the next week. Chairman Fillios 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 June 13, 2022 through June 17, 2022 in the amount of \$1,073,567.14, with no jury payments. Chairman Fillios 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:

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

Airport Administrative Secretary Kim Stevenson confirmed that they had received approval from Legal to terminate this lease. She stated that several attempts had been made to communicate with the group, including two certified mail packets. She said no construction had been started at the site.

Commissioner Duncan moved that the Board approve the termination of Ground Lease AAL-2021-100. 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.

Financial/Budget: Fleet Management Committee/Request for Signature on a PO for Buildings & Grounds/Adult Misdemeanor Probation (Action)

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board to sign a PO (Purchase Order) for a vehicle for Buildings & Grounds (B&G).

Commissioner Duncan moved that the Board approve the Fleet Management Committee request for a signature on a purchase order of a pickup truck. 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. Hutcheson exited the meeting at 2:07 p.m.

CorreTrak Inmate Tracking Installation and Service Contract/CorreTrak – Dynamic Imaging/Sheriff – Jail (Action)

KCSO Captain Andy Deak requested the Board’s approval of the CorreTrak Inmate Tracking Installation and Service Contract, with a total cost of about \$47,000. He stated that the documents had been reviewed by Legal. He reminded the Commissioners that ICRMP (Idaho Counties Risk Management Program) had pledged to reimburse the County \$21,000 for the project.

Commissioner Brooks moved that the Board approve the CorreTrak Inmate Tracking Installation and Service Contract with CorrTrak – Dynamic Imaging and the Sheriff’s Office. 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.

Captain Deak exited the meeting at 2:09 p.m.

Board Approval Request: Kootenai County Public Transportation Title VI Plan/Resource Management Office (Action)

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board’s approval of the Kootenai County Public Transportation Title VI Plan. She explained that updating this plan every three years was part of the requirements for the

FTA (Federal Transit Administration) funding for the public transportation program. She added that it had been reviewed and approved by Legal.

Commissioner Duncan moved that the Board approve the Kootenai County Public Transportation Title VI 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.

Grant Agreement # FY2023 SABG/Notice of Award/Substance Abuse Block Grant (SABG)/Idaho Office of Drug Policy \$7,578/No Match Requirement/Juvenile Diversion (Action)

Juvenile Diversion Caseworker Annette Branvold asked the Board to approve acceptance of the grant.

Commissioner Brooks moved that the Board approve Grant Agreement #FY2023 SABG, Notice of Award of the Substance Abuse Block Grant (SABG) from the Idaho Office of Drug Policy, in the amount of \$7,578. 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.

Ms. Branvold exited the meeting at 2:11 p.m.

Grant Agreement/Agreement between ALLWEST Testing/Engineering and Kootenai County RTC Phase II/Federal Transit Administration (FTA) \$12,000/Cash and In-Kind Match \$3,000/Resource Management Office (Action)

Ms. Riley explained that this was an agreement with ALLWEST to perform construction materials testing on the Riverstone Transit Center (RTC) Phase II project.

Commissioner Duncan moved that the Board approve the agreement between ALLWEST and Kootenai County for the Riverstone Transit Center Phase II, with the grant amount of \$12,000 and an in-kind match of \$3,000. Intended to cover the cost of the testing. 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.

Board Approval Request: Policies and Procedures for Federally Funded Procurements/Resource Management Office (Action)

Ms. Riley commented that this document was required for many grants and that the policies and procedures needed to be approved by the Board.

Commissioner Brooks moved that the Board approve the Policies and Procedures for Federally Funded Procurements, as requested by RMO. 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.

Chairman Fillios suggested that the Board address item 30 on the agenda next, since Ms. Riley was also going to present it.

Resolution 2022-46/Adoption of Kootenai County Policies and Procedures for Federally Funded Procurements/Resource Management Office (Action)

Ms. Riley requested the Board's approval of Resolution 2022-46. She explained that the County would officially adopt the Policies and Procedures for Federally Funded Procurements. She noted that the document had been reviewed and approved by Legal.

Commissioner Duncan moved that the Board approve Resolution 2022-46, for the adoption of the Policies and Procedures for Federally Funded Procurements. 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.

Chairman Fillios stated that item 29 from the agenda would now be addressed.

Resolution 2022-41/Sign Approved Resolution 2022-41/Community Development (Action)

Commissioner Duncan noted that the agenda item did not clearly state the content of Resolution 2022-41 and asked Legal if it was appropriate to proceed. She said that the item had been approved in an open meeting last week and related to fee increases for Community Development.

Civil Deputy Prosecuting Attorney R. David Ferguson commented that the item could have been more descriptive, but that the Board could proceed.

Commissioner Duncan moved that the Board approve Resolution 2022-41. 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.

Status Update Pending Items (Discussion)

Facilities Expansion

Commissioner Duncan reported that the scoring of the submitted packets would be completed this week and interviews scheduled for the applicants for the week of July 11, 2022.

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 2:15 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk