

**Minutes of Meeting**  
**Commissioners' Status Update**  
**June 29, 2020**  
**11:00 a.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 Office of Emergency Management (OEM) Director Tiffany Westbrook, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Staff Accountant – Grants Julina Hildreth, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, North Idaho Fair General Manager Alexcia Jordan, University of Idaho Extension 4-H Program Coordinator Teresa Balderrama, University of Idaho Extension 4-H Educator Sharla Wilson, and Aquifer Protection Board Chair Necia Maiani. Ms. Riley was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:03 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**COVID Task Force Update and Direction (Discussion)**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley reported that the COVID Task Force had been meeting on a weekly basis and keeping up on the changing procedures coming from the state. She said a document had been posted to the KC Place website showing information they had at this point. She stated that they were working on reimbursement request #1, for all of March and April's expenses, in the amount of about \$18,000. She noted that there were some reclassified expenses that would soon be added to that.

Ms. Riley said there would be a second reimbursement request document filed for just the EOC (Emergency Operations Center) expenses. She commented that they were working on a pre-approval for the EOC relocation.

Ms. Riley added that they were still waiting for the payroll reimbursement parameters to be finalized.

Office of Emergency Management (OEM) Director Tiffany Westbrook reported that her department had sent out a survey last week asking all departments to turn in their requirements for PPE (Personal Protective Equipment) for about the next six months. She said they have found it more advantageous to bulk purchase when possible. She asked whether the Board would wish to provide funding to supply PPE to the smaller municipalities out of COVID grants.

Commissioner Leslie Duncan indicated she was willing to have the County help in that regard, providing all requirements were carefully observed to prevent losing access to the grants. There was general agreement expressed by the other Commissioners.

Ms. Riley asked if the Board were interested in purchasing modular furniture that would promote social distancing with part of the COVID money.

Chairman Fillios encouraged her to gather more information and get quotes on the furniture. The other Commissioners offered no objections.

Ms. Riley reported that a specific department had asked for additional laptops. She said the COVID Team agreed that it would be a good idea for the County to provide laptops to anyone who provided essential services if another shutdown occurred. She said the question was, if a person had a permanent workspace that allowed social distancing, whether the County would want to purchase all the components to create another full set up at home. She added the Board should also consider if the employee had accommodations in the office work space, whether the County was obliged to provide the same for their home. She noted that the current telecommuting policy might need to be updated to clarify those issues.

Ms. Bieze stated that they would not recommend that the County duplicate the full office capacity at home in a case like that.

Chairman Fillios said he accepted their recommendation. The other Commissioners voiced their agreement.

Chairman Fillios asked that they move to item three on the agenda before item two. No objections were voiced.

### **Aquifer Protection District Budget Review (Action)**

Chair of the Aquifer Protection Board Necia Maiani presented their recommendations for the 2020 – 2021 fiscal year. She stated they had received nine outside requests so far this year, totaling \$487,574. She said they were recommending eight of those for action, for a total of \$462,974.

Ms. Maiani commented that many projects had been delayed due to the COVID-19 shutdown, so many of the internal requests would be carried forward from last year. She said the Aquifer Atlas reprint had been moved to the next fiscal year. She added that they were still working on recharge conservation easement contracts.

Ms. Maiani stated that the total they were recommending to the Commissioners this year was \$546, 874. She remarked that they were not recommending any change to the \$5 parcel fee. She noted that their reserve was continuing to grow, but they planned to use some of it over the next couple of years to secure the previously mentioned conservation easements.

Commissioner Duncan moved that the Board accept and approve the Aquifer Protection District budget to go forth for FY21. 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.

### **University of Idaho Extension Facilities (Discussion)**

Chairman Fillios asked to return to item two on the agenda.

University of Idaho Extension 4-H Educator Sharla Wilson stated that she had discussed plans to move the Extension offices to the Fairgrounds with North Idaho Fair General Manager Alexcia Jordan, but it looked like it would take about six months to accomplish. She said the Fairgrounds would have no appropriate space available for them until after October 1, 2020, which was when Elections needed to take over the space they had been occupying.

After some discussion of compromises and alternatives, Ms. Jordan suggested the Board consider placing a portable building on the Fairgrounds.

It was generally agreed by the Board that Contractor Shawn Riley, a representative from the Elections Office, Ms. Wilson and Ms. Jordan would meet and try to make arrangements to suit everyone's needs.

### **Communication to Governor Little Regarding Prison Release Center Advisory Vote**

Commissioner Brooks reported that the results from the non-binding advisory vote on locating the proposed prison release center in Kootenai County were over 70% unfavorable. He suggested that the Board send these results to the governor and to the head of the Idaho Department of Corrections. He offered to draft a letter and asked the other two Commissioners to consider signing it as well.

### **Citizen Advisory Committee**

Commissioner Brooks asked what steps would need to be taken in order to bring his idea of a Citizens' Advisory Committee to action.

BOCC Communications Manager Nancy Jones confirmed that bylaws, scope, number of members and the length of members' terms would need to be presented to the Board and approved.

Commissioner Brooks volunteered to draft those items.

### **Possible Public Workshops for Citizens to Address Concerns with the Commissioners**

Commissioner Brooks asked if public workshops for citizens to discuss concerns with the Commissioners could be arranged.

Civil Deputy Prosecuting Attorney R. David Ferguson pointed out that any meeting of two or more Commissioners had to follow open meeting laws, have public notice of the meeting, a posted agenda and be clerked.

Chairman Fillios said that informal discussions of the type Commissioner Brooks seemed to be suggesting could be held with one Commissioner, but not more.

### **Pending Items Status Review (List Attached)**

#### **Romer House:**

Chairman Fillios confirmed that Civil Deputy Prosecuting Attorney Pat Braden had completed the facilities use agreement, but there had been no other developments.

Mr. Riley reported that Ms. Dance had requested a key to the Romer House so they could plug speakers into the electricity for their fund raiser. He remarked that Ms. Dance had not been pleased when she was told this was not possible.

#### **Fire Station at Fairgrounds**

Chairman Fillios said there had been no movement on this project; the legal agreements were still in progress.

#### **Body Scanner**

Commissioner Brooks stated that this was ongoing, not completed.

#### **Facilities Expansion**

Commissioner Duncan reported that an appraisal appointment had been set for the end of July 2020 for the building they were considering.

Mr. Riley said he was working on the RFQ (Request for Qualifications) for the new building they planned to eventually construct.

#### **PAC Airport Lease**

Commissioner Duncan predicted this topic would be addressed after the FY21 Budget was completed in August.

- D. Public Comment:** 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 Cristina Ginorio suggested that the sort of informal discussions Commissioner Brooks was suggesting could be held as part of the public comment section of a regular meeting.

- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:47 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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