

Minutes of Meeting
Business Meeting
August 2, 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 Assessor Bela Kovacs, Prosecutor Barry McHugh, KCSO Undersheriff Brett Nelson, Captain Stu Miller, Sergeant Ryan Miller, 911 Communication Services Technician Alan Mallory, Auto Shop Mechanic Russ Trueblood, Airport Director Steven Kjergaard, AMP (Adult Misdemeanor Probation) Director Keith Hutcheson, Human Resources (HR) Director Sylvia Proud, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Civil Deputy Prosecutor R. David Ferguson, Resource Management Office (RMO) Grants Manager Dorian Komberec, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, and Deputy Clerk Ronnie Davisson. Also present were Kootenai County residents Anita Dupzyk, Diana Sheridan, and Scott McNee. Commissioner Bill Brooks was 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:** Staff Accountant – Budget Brandi Falcon led the Pledge of Allegiance.
- D. **Changes to the Agenda (Action):** Commissioner Leslie Duncan asked that item #21 be removed.

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.

- E. **Approve Meeting Minutes (Action):**
 - 1. 06/21/2022 FY23 Budget Deliberations
 - 2. 06/21/2022 North Idaho Fair Board Quarterly Update
 - 3. 06/22/2022 Parks & Waterways – Snowgroomer Department
 - 4. 06/22/2022 TischlerBise (Galena Consulting) Impact Fees – Capital Improvement Plans
 - 5. 06/23/2022 Airport
 - 6. 06/23/2022 Prosecutor
 - 7. 06/28/2022 Business Meeting
 - 8. 07/22/2022 *Executive Session §74-206(1)(b)*

Commissioner Duncan moved to approve items one through eight, minutes of prior meetings. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

- F. **Approve Consent Calendar (Action)**
 - 9. Additional Application for Extension/Board of Equalization/Idaho State Tax Commission
 - 10. Human Resources PAF/SCF Report for FY2022 PP16 Week 2
 - 11. BOCC Signatures for Indigent Cases: 07/21/2022-07/27/2022
 - 12.

Commissioner Duncan moved to approve items nine through eleven, the Consent Calendar. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

G. Approve Payables List (Action)

13. Payables List for July 25-29, 2022

Commissioner Duncan moved to approve the Payables List for the week of July 25 through July 29, 2022, in the amount of \$759,811.19 with \$5054.09 in jury panel payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

Chief Deputy Treasurer Jill Smith and Treasury Specialist Amy Sweet entered the meeting at 2:04 p.m.

H. Business

14. Renewal of MOU's – Kootenai Co. and Spirit Lake Police Department – Needing Board Signatures/Spirit Lake Police Department/911 (Action)

911 Communication Services Technician Alan Mallory requested approval of an MOU with the Spirit Lake Police Department to provide access to the 700MHz trunking system.

Commissioner Duncan moved to approve the renewal of the MOU with Kootenai County and Spirit Lake Police Department for the network use. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

Mr. Mallory exited the meeting at 2:06 p.m.

15. Financial/Budget: Assign Fund Balance for Jail Camera Replacement Project/Auditor (Action)

Ms. Falcon reminded the Board that IT had accepted a bid for the Jail Camera System for the amount of \$455,644. She said that there was currently \$313,875 reserved for the project in Fund Balance and asked approval to assign the remaining \$141,769 from Fund Balance to complete the project.

Commissioner Duncan moved to approve the assignment of Fund Balance for the Jail Camera Replacement Project. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

16. Award/Execution of Agreement – Specialized Appraisal Consulting Services/Emma Richardson/Assessor (Action)

Assessor Bela Kovacs requested approval of a contract with the previous Timber/Agricultural Appraiser, Emma Richardson, to assist in training in the new Timber/Agricultural appraiser on staff. He said it would be approximately \$10,880 and would go through the end of December.

Commissioner Duncan moved to approve the award and execute the agreement for specialized appraisal consulting services. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Mr. Kovacs exited the meeting at 2:09 p.m.

17. Change Order No. 2 – Gulfstream Road Aggregate and Paving/LaRiviere Inc./Airport (Action)

Airport Director Steven Kjergaard presented Change Order No. 2 for approval. He said that due to delays in construction, the cost had increased \$15,288.28.

Commissioner Duncan moved to approve Change Order No. 2, for the Gulfstream Road Aggregate and Paving. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

18. AIP 054-Runway Lighting Improvements – Phase 1 Construction Contract/COLVICO Inc./Airport (Action)

Mr. Kjergaard requested approval of the Phase 1 Construction Contract with COLVICO Inc. He said it would be for approximately \$517,166.20; however, the County's responsibility was 5% as the Board had accepted a grant the week prior.

Commissioner Duncan moved to approve the contract for AIP 054-Runway Lighting Improvements Phase 1 Construction Contract with COLVICO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

19. Additional Services Authorization No. 2/T-O Engineers/Construction Observation for Extended Construction Schedule/T-O Engineers/ Airport (Action)

Mr. Kjergaard said that due to the delays of the construction schedule, they have to extend the construction observation period for T-Engineers and it would be an amount not to exceed \$8,000.

Commissioner Duncan moved to approve the additional services authorization No. 2 with T-O Engineers regarding the Construction Observation Extension. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

20. Board Approval Request: Approve Gulfstream Road and Utility – Change Order for Blow-Off Valve on the 18-inch Pipe Capped for Future Extension to Avondale Well/Airport (Action)

Mr. Kjergaard requested approval of a change order and said that Avondale would be reimbursing the Airport for the Change Order, which would be approximately \$2164.50.

Commissioner Duncan moved to approve the Gulfstream Road and Utility Change Order for blow-off valve to be reimbursed by Avondale. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Mr. Kjergaard and Kootenai County Resident Scott McNee exited the meeting at 2:14 p.m.

21. Financial/Budget: Fleet Management Committee, Request for Signature, PO's 1 (ONE) Sheriff's Office & 2 (TWO) Community Development/Adult Misdemeanor Probation (Action)

AMP Director Keith Hutcheson requested signatures for three new vehicles for Fleet Management; one for the Sheriff's Office and two for Community Development.

Commissioner Duncan moved to approve the request for signatures for one Sheriff CSO Vehicle and 2 Community Development vehicles. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

22. Grant Application/Digital Evidence Management Software/Bureau of Justice Assistance \$21,707/Cash Match KCSO FY22 Budget \$27,778/Sheriff

Captain Stu Miller said the total cost of the project was \$49,485, with \$27,778 allocated in the FY22 Budget. He said the grant application would cover the remaining \$21,707.

Commissioner Duncan moved to approve the grant application for digital evidence management software with the Bureau of Justice Assistance. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

23. Board Approval Request: Sonar Boat Purchase, Partial Grant Funded/Sheriff – Marine (Action)
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24. Financial/Budget: Purchase of Patrol Boat for Lake CDA/Sheriff – Marine (Action)

Sergeant Ryan Miller asked to appropriate \$240,000 back to the Vessel Account Fund Balance that had previously been set aside to construct a new boat storage facility. He then asked approval to utilize \$90,000 to purchase and outfit a new Sonar boat.

Commissioner Duncan moved to approve the purchase of the patrol for Lake CDA using previously restricted money for boat storage out of the vessel account. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

25. Board Approval Request: Request for Additional Expert Witness Funding/Prosecuting Attorney/Prosecuting Attorney (Action)

Prosecutor Barry McHugh requested additional funding of \$45,000 for Expert Witnesses, as the Prosecutor's Office was working through a large backlog of cases that required expert testimony.

Commissioner Duncan moved to approve the request for additional expert witness funding for the Prosecutor not to exceed \$45,000 to come out of Contingency Funds. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

26. Board Approval Request: Vehicle Salvage/Request to Retain/Sheriff – County Auto Shop (Action)

Auto Shop Mechanic Russ Trueblood informed that Board that there was a patrol vehicle that had been deemed totaled and requested to retain that vehicle for PIT training.

Commissioner Duncan moved to approve the vehicle salvage and purchase to be used for training and the remaining amount to go back into the vehicle fund. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

27. Resolution 2022-54/Resolution to Surplus Vehicles/Community Development

Commissioner Duncan moved to approve Resolution 2022-54, to surplus vehicles for Community Development. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: Aye
The motion carried.

28. Online Tax Deed Auction/Treasurer (Discussion)

Chief Deputy Treasurer Jill Smith began a discussion with the Board on the possibility of holding tax deed auctions online rather than in person. She said there were numerous reasons why it would be beneficial for the County; opens the market internationally, increases security as the purchases would be handled online, and the auctions would also continue even if the office had an unexpected closure.

The Board asked for Ms. Smith to bring a contract forward for decision.

29. Budget Overages Process (Discussion)

Commissioner Duncan urged everyone to review Policy 930 and that the Auditor's Office would send out their year-end reminder to cut off P-Cards purchases. She reminded them also that if they were getting close to going over Budget, to let their BOCC Liaison know so they were aware.

30. Status Update Pending (Discussion)

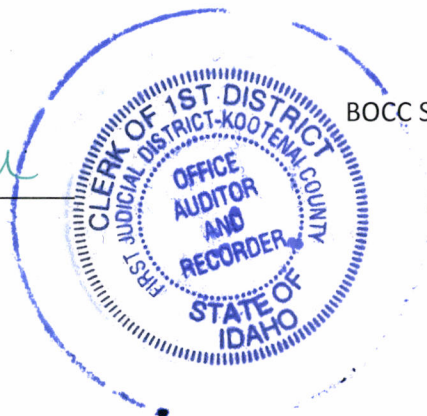
Facilities Expansion – Commissioner Duncan said the interviews went very well and that the scoring team was hoping to meet and deliberate so they could make a decision.

- 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. **Adjourn:** Chairman Fillios adjourned the meeting at 2:32 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BY: Ronnie Davisson
Ronnie Davisson, Deputy Clerk



BOCC SIGNATURE