

**Minutes of Meeting
Business Meeting
August 11, 2020
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 Clerk Jim Brannon, County Assistance/Elections Manager Shelly Amos, Deputy Finance Director Keith Taylor, Staff Accountant – Grants Julina Hildreth, Prosecutor Barry McHugh, Civil Deputy Prosecutors R. David Ferguson and Pat Braden, Airport Director Steven Kjergaard, Parks & Waterways/Snowgroomers/Noxious Weeds Director Nick Snyder, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, BOCC Communications Manager Nancy Jones, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Also present were Contractor Shawn Riley and Post Falls Urban Renewal Executive Director Diane Fountain. Mr. Riley, Mr. Kjergaard, Mr. Snyder, and Ms. Cross were all present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Civil Deputy Prosecutor R. David Ferguson led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**
 - Minutes of Meetings:**
 - 07/16/2020 VAR19-0008/Heatherly Living Trust/Community Development
 - 07/23/2020 CUP20-0002/Basin Properties LLC/Community Development
 - 07/27/2020 CDA Economic Development Corporation
 - 07/28/2020 Business Meeting
 - 07/29/2020 Human Resources: Personnel Changes
 - 07/31/2020 Tentative Balanced Budget
 - 08/03/2020 Solid Waste
 - 08/03/2020 University of Idaho Extension Office
 - 08/04/2020 City of Post Falls

Board Actions:

Assessor’s Adjustment to tax/valuation/AIN Nos. 123790; 334571; 142204
Treasurer’s Monthly Settlements and Statements/July 2020
Resolution 2020-51/Cancel Late Fees & Interest/AIN Nos. 254640; 218690; 128746; 236300
Letters of Denial/Request for Cancellation of Taxes: AIN Nos. 339348; 312688; 207971
Notification/Commissioner Duncan to replace Commissioner Fillios/First District Magistrate Commission/District Court
2 Public Facilities Use Agreements/Interior Tours/Outdoors Informational/Music Conservatory of Coeur d’Alene
Kennel License Application/Corning/Vom Corvinus Haus Rottweilers
PAF/SCF Report: BOCC Review PP17/Human Resources
BOCC Signatures for Indigent Cases: 07/20/2020 through 08/05/2020

Commissioner Leslie Duncan moved to approve the Consent Calendar as it appeared on the agenda. 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.

D. Approval of Payables List:

Commissioner Duncan moved to accept the Payables List for the week of August 3, 2020 through August 7, 2020, in the amount of \$568,180.62 with no jury 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.

E. Changes to the Agenda (Action): Item #11: Ballot Envelope Order/FY20 Budget Expenditure/Elections

Chairman Fillios explained that item number eleven would be added, while item number eight would be pulled from the agenda.

Commissioner Duncan moved to make the changes to the agenda, noting that number eleven was being added due to the time sensitivity of the request. 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. Ferguson asked the Board to let Clerk Jim Brannon address the time sensitivity of the addition for the record.

Clerk Brannon explained that due to the current pandemic, many people across the Country were wanting to vote by mail and he said that the suppliers were requesting local entities to place their orders as quickly as possible. He requested the Board approve a letter of intent and pointed out that the County would not be billed for the envelopes until after 30 days.

F. New Business:

Contract/Construct North Taxiway Project/ARFF Road/Entrance Road/FAA/Northwest Grading/Airport

Airport Director Steven Kjergaard presented a contract for \$1,236,694.25, which would be fully funded by the CARES Act. He said there would be no grant match required.

Commissioner Duncan moved to approve the contract with Northwest Grading for the construction of the North Taxiway 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.

Approve/Additional Spending/Litigation Costs/Prosecuting Attorney

Prosecutor Barry McHugh explained that he provided an MOU (Memorandum of Understanding) requesting spending authority for expert witnesses. He said the total amount was \$7900, \$1000 being speculative.

Commissioner Brooks moved to approve the additional spending for litigation costs for the Prosecuting Attorney's Office in the amount of \$7900, to come from contingency funds. Commissioner Duncan 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. McHugh exited the meeting at 2:09 p.m.

Application for Group Insurance/Standard Insurance Company/Alliant/Human Resources

HR Generalist – Dorothy Cross presented an application to allow the switch from Unum to Standard Insurance.

Commissioner Duncan moved to approve the application for group insurance with Standard Insurance Company. 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.

Broker of Record Letter/Liberty Mutual/Human Resources

Ms. Cross requested approval to add Liberty Mutual to the County's Broker of Record so Alliant could negotiate with Liberty Mutual on pet insurance.

Commissioner Brooks moved to execute the Broker of Record Letter with Liberty Mutual Insurance. Commissioner Duncan 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.

Approval/Transfer of Title III Funds/KCSO/Auditor

Staff Accountant – Grants Julina Hildreth requested approval to transfer Title III Funds into the Sheriff’s Office account so they could properly spend those funds.

Commissioner Duncan moved to approve the transfer of Title III Funds into KCSO, now that the proper publishing had been completed. 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.

Quit Claim Deed/City of Coeur d’Alene/Civil Prosecuting Attorney

Civil Deputy Prosecutor Pat Braden explained that the County had taken ownership of the parcel through the Tax Deed process and the City of Coeur d’Alene asked that the parcel be added to their jurisdiction.

Commissioner Brooks moved to approve the Quit Claim Deed from the County to the City of Coeur d’Alene. Commissioner Duncan 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.

Quit Claim Deed/Ela/Civil Prosecuting Attorney

Mr. Braden presented a Quit Claim Deed for approval. He explained the approval would clear up the title for the parcel that Mr. and Mrs. Ela owned, which the Idaho Department of Transportation were in the process of purchasing.

Commissioner Duncan moved to execute the Quit Claim Deed from the County to the Ela’s. 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.

Approve Payment/RTU Project/CTC Electrical/Building & Grounds – PULLED

Potential Joint Powers Agreement between the City of Post Falls and Kootenai County to Assist with the Creation of New Urban Renewal District for Project Drive

Commissioner Duncan pointed out that the County would not be entering into an Urban Renewal District, it was just a way for annexed properties from Kootenai County to Post Falls could enter into the Urban Renewal District.

Chairman Fillios then read into the record the process of the transfer of authority.

Commissioner Duncan moved to authorize Civil to work with the City of Post Falls and the Post Falls Urban Renewal District to in order to prepare the proper paperwork for BOCC signature. 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.

Resolution 2020-52/Surplus Equipment/Snowgroomers

P&W/Noxious Weeds/Snowgroomers Director Nick Snyder requested approval of Resolution 2020-52, which would allow surplus of a 1974 Caterpillar Grader. He said it had been offered to all the highway districts, with no takers and was valued at approximately \$2500.

Commissioner Brooks moved to approve Resolution 2020-52. Commissioner Duncan 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.

Ballot Envelope Order/FY20 Budget Expenditure/Elections

Clerk Brannon asked the Board to approve the ballot envelope order as it was a dire situation for all counties and wanted to ensure that the order was placed.

Commissioner Duncan moved to approve the Ballot envelope order and letter of intent for the upcoming election. 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. 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.

Ms. Hildreth asked that the amount of the Title III Funds to be transferred be part of the record. Commissioner Duncan said the amount was \$30,070.62.

Chairman Fillios adjourned the meeting at 2:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
