

Minutes of Meeting
Business Meeting
August 16, 2022
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Sergeant Ryan Miller, KCSO 911 Communication Services Administrator Collin McRoy, KCSO Auto Shop Supervisor Russ Trueblood, Chief Deputy Treasurer Jill Smith, Treasury Specialist III Amy Sweet, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Solid Waste (SW) Director John (JP) Phillips, Resource Management Office (RMO) Director Jody Bieze, Civil Deputy Prosecuting Attorney R. David Ferguson, Elections Manager Asa Gray, Auditor’s Office Staff Accountant – Budget Brandi Falcon, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Kootenai County Residents Bruce Mattare and Diana Sheridan. Mr. Trueblood and Ms. Bieze were present via teleconference. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Civil Deputy Prosecuting Attorney R. David Ferguson 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.

Chief Deputy Treasurer Jill Smith asked that items 14 and 15 on the agenda be taken in reverse order.

No objections were voiced.

E. Approve Meeting Minutes (Action)

- 06/27/2022 Human Resources – Alliant Employee Benefits
- 06/27/2022 FY23 Budget Deliberations
- 07/06/2022 Request for Cancellation of Taxes
- 08/02/2022 Business Meeting
- 08/11/2022 PUD21-0003/Gozzer Ranch PUD Amendment/Community Development

Commissioner Bill Brooks moved that the Board approve items one through five on the agenda, the submitted minutes for approval. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

F. Approve Consent Calendar (Action)

Taxes Request for Adjustments/Letter of Denial/AIN Nos. 123462; 162219; 108567/
PEAK Tennis in Hayden
Taxes Request for Adjustments/Resolution 2022-55 Adjust Taxes to Reflect Casualty
Loss/AIN 135400/Townsend
Taxes Request for Adjustments/Corrected Resolution 2022-61/Supersedes Resolution
2022-55/Adjust Taxes to Reflect Casualty Loss/AIN 135400/Townsend
Hayden Area Regional Sewer Board (HARSB) Payment Request Forms/AQUA
Engineering/ Cole Industrial, Inc./Panhandle Area Council/ J-U-B Engineering/Wes Tech/
TML Construction
Letter to Kalberer RE: Dangerous or At Risk Dog Declaration
Human Resources PAF/SCF Report for FY2022 PP16 Week 1
Human Resources PAF/SCF Report for FY2022 PP17 Week 1 & 2

Commissioner Brooks moved that the Board approve items six through twelve on the agenda, the Consent Calendar. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

G. Approve Payables List (Action)

Chair Pro Tem Duncan moved that the Board accept the Payables List for the week of August 8, 2022 through August 12, 2022 in the amount of \$725,151.44, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

H. Business:

Board Approval Request: Discuss RFI Responses for Online Tax Deed Auction Services/Treasurer (Action)

Chief Deputy Treasurer Jill Smith reported that her office had put out an RFI (Request for Information) for online auction services and had received responses. She stated that her

office had selected a provider who charged a flat per parcel fee of \$200, with no additional fees for bidder registration or payment processing. She added that the County did not have to pay a fee if a parcel did not sell.

Ms. Smith explained that online auctions generally required bidders to register in advance and, as part of that, a deposit was required. She suggested that the deposit amount for this be \$1,500. She said that the deposit was intended to protect the County's interests.

Ms. Smith stated that the contract would be brought to the Board in next week's Business Meeting.

Chair Pro Tem Duncan and Commissioner Brooks agreed that the deposit was a good idea.

No motion was required at this time.

Board Approval Request: Proposed Minimum Bids for Tax Deed Sale/Treasurer (Action)

Treasury Specialist III Amy Sweet said that the Commissioners had been provided with an updated list of proposed minimum bids for the parcels in the upcoming tax deed sale.

Chair Pro Tem Duncan explained that the minimum bid was intended to cover all the hard costs incurred by the County.

Commissioner Brooks moved that the Board approve the proposed minimum bids for the tax deed sale for the Treasurer's Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Chair Pro Tem Duncan suggested that items 16, 17 and 18 be handled together, since all were related to use of the KCSO radio network.

No objections were voiced.

Ms. Smith and Ms. Sweet exited the meeting at 2:06 p.m.

Renewal of MOU's – Kootenai County and Kootenai Health – Needing Board Signatures/Kootenai Health/911 (Action)

Renewal of MOU's – Kootenai County and Kootenai County Bailiff – Needing Board Signatures/Kootenai County Bailiff /911 (Action)

Renewal of MOU's – Kootenai County and City of Hayden Lake – Needing Board Signatures/City of Hayden Lake/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of MOU's (Memoranda of Understanding) between Kootenai County and Kootenai Health, Kootenai County Bailiffs and the City of Hayden Lake for radio system access.

Chair Pro Tem Duncan moved that the Board approve the MOU's for the radio network with Kootenai Health, Kootenai County Bailiffs and the City of Hayden Lake. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

Resolution 2022-56/Resolution to Send Surplus Vehicles to Auction/Sheriff – County Auto Shop (Action)

KCSO Auto Shop Supervisor Russ Trueblood requested the Board's approval to send surplus vehicles to auction. He said one was a 2009 Ford Crown Victoria and the other was a 1987 Chevy Bread Truck.

Commissioner Brooks moved that the Board approve Resolution 2022-56, to send surplus vehicles to auction for the Sheriff's Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

Financial/Budget: Purchase of Polaris Ranger XP1000 UTV/Sheriff – Rec Safety (Action)

KCSO Sergeant Ryan Miller requested the Board's approval for the purchase of a Polaris Ranger XP1000 UTV (Utility Terrain Vehicle) for \$23,658 for use by Search & Rescue and Back Country Patrol. He said most of the money would come from the dedicated Title III funds and the remainder would come from the Snowmobile Fund Balance.

Chair Pro Tem Duncan moved that the Board approve the purchase of the UTV using Title III funds, with the remaining balance coming from the Sheriff's Snowmobile Account. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused
The motion carried.

Financial/Budget: SAR 2 Door Access Control Estimate/Sheriff – Rec Safety (Action)

Sergeant Miller reported that \$7,780 had been entered into their budget last year to add a "prox card" system to their alarm system. He explained that the bid had been increased by \$1,444.99, which they did not have in their budget, so they had asked the Sheriff's

Office Maintenance Department for help. He said Maintenance had agreed to move the money from their account, since they were done with all their projects for the year. He added that they were going to try to have the work done as soon as possible, but if the work could not be done before the end of the fiscal year, they would ask the Board to allow the money to be rolled over into next year.

Commissioner Brooks moved that the Board approve the budget request for the SAR 2 Door Access Control for the Sheriff's Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Deputy Finance Director Keith Taylor entered the meeting at 2:09 p.m.

Grant Award # CLG-2021-05/Idaho CLG Memorandum Agreement (CLG-2021-05) by Idaho SHPO and Kootenai County/Idaho State Historic Preservation Office (SHPO) \$12,232.00/In Kind Match Volunteer Hours \$12,232/Resource Management Office (Action)

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of a grant award in the amount of \$12,232, from the Idaho State Historic Preservation Office. She noted that there was a required match of \$12,232. She explained that the award would fund the Historic Preservation Commission's attendance at the Idaho Heritage Conference and a study addressing historic context of land use and development of Cougar Gulch.

Chair Pro Tem Duncan moved that the Board approve the Grant Award CLG-2021-05 with the Idaho State Historic Preservation Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Independent Contractor Agreement, Centennial Trail Bridge Lighting Project/Conifer Electric, Inc./ Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval of an Independent Contractor Agreement with Conifer Electric, Inc. for the Centennial Trail Bridge Lighting Project. He stated that the cost of \$72,000 would be paid from the Centennial Trail Joint Powers Fund 18 and a \$60,000 donation from the North Idaho Centennial Trail Foundation.

Commissioner Brooks moved that the Board approve the Independent Contractor Agreement for the Centennial Trail Bridge Lighting Project. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Board Approval Request: Offer to Purchase 11th Street Dock Pump-Out/Parks & Waterways (Action)

Resolution 2022-58/Surplus Equipment and Asset Deletion/11th Street Dock Pump-Out/Parks & Waterways (Action)

Chair Pro Tem Duncan suggested that item 24 and 27 from the agenda be handled together.

No objections were voiced.

Mr. Snyder explained that there was a County-owned vessel marine pump out station located on the 11th Street dock which had reached the end of its life expectancy but still functioned. He said he would like the Board's permission to sell the station to the marina for \$100. He added that Civil Deputy Prosecuting Attorney Jamila Holmes had reviewed and approved the proposal. He confirmed that the County would have no further responsibility or liability for the station once the sale was completed.

Chair Pro Tem Duncan moved that the Board approve the offer to purchase the 11th Street Dock Pump-Out and Resolution 2022-58 for the surplus of this equipment and deletion of the asset. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

KCSO Sheriff Robert Norris and Kootenai County Resident Bruce Mattare exited the meeting at 2:15 p.m.

Addendum L to the Service Level Agreement for Electronic Transaction and Access/NIC Idaho d.b.a. Access Idaho/Parks & Waterways (Action)

Mr. Snyder requested the Board's approval of Addendum "L" to the Service Level Agreement for Electronic Transaction and Access, which would add an additional online sale option on the P&W website to let people donate to the RV dump rather than put cash in the box. He said it would also allow people to pay for day-use passes at their local boat launches using a scan-type device on a cellphone. He explained this would come at no cost to the County.

Commissioner Brooks moved that the Board approve Addendum “L” to the Service Level Agreement for electronic transaction and access with NIC Idaho d.b.a. Access Idaho. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Mr. Snyder and Sergeant Miller exited the meeting at 2:16 p.m.

Resolution 2022-57/Surplus Equipment/Asset Deletion/Elections (Action)

Elections Manager Asa Gray requested the Board’s approval of Resolution 2022-57, for surplus of equipment and asset deletion. He said one item was an old voter registration software system that had not been in use for several years and the other was an old scanner.

Chair Pro Tem Duncan moved that the Board approve Resolution 2022-57, for surplus equipment and asset deletion for Elections. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Resolution 2022-60/Removal of Asset 4685/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board’s approval of Resolution 2022-60, to remove the old front end loader’s asset number from their records. The old item was traded in as part of the deal to get a replacement.

Commissioner Brooks moved that the Board approve Resolution 2022-60, for the removal of asset 4685 for Solid Waste. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Duncan: Aye
Chairman Fillios: Excused

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Pro Tem Duncan reported that she and Corey Trapp had met with Kreg Shelby yesterday and talked about the scope of work for the addition to the Justice Center. She said the next step would be to enter into negotiations. She stated that the Board would consider this further when Chairman Fillios returned.

- 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 Diana Sheridan remarked that she had been present for some of the meetings regarding the lease of 20 acres at the Airport. She suggested that the County acquire a tracking system for all its leases.

Chair Pro Tem Duncan stated that the BOCC had just approved a software package that would do just that.

- J. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:20 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk