

**Minutes of Meeting**  
**Business Meeting**  
**August 17, 2021**  
**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 Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Elections Manager Asa Gray, KCSO Captain Stuart Miller, KCSO 911 Communication Services Administrator Collin McRoy, Solid Waste (SW) Director John (JP) Phillips, Buildings & Grounds (B&G) Operations Manager Greg Manley, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Supervisor Leighanna Keiser, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Solid Waste (SW) Director John Phillips led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

07/26/2021 Airport and Airport Advisory Board Update  
08/03/2021 Business Meeting  
08/04/2021 Requests for Cancellation of Taxes  
08/04/2021 Tentative Balanced Budget  
08/04/2021 Court Appointed Special Advocates (CASA) Interview #1  
08/05/2021 Community Development Update  
08/05/2021 Court Appointed Special Advocates (CASA) Interview #2  
08/06/2021 Tentative Balanced Budget Approval

**Board Actions:**

Assessor's Adjustment to tax/evaluation/AIN Nos. 111676; 114961; 339915; 104262; 141255; 169600; 170575; 187212; 190262; 302111; 204577; 111757; 246030; 140369; 305141; 133157; 258029; 126742; 253437; 221930; 130891; 210506; 134958; 240911; 126798; 182319; 233060; 335860; 105392; 189852; 251207; 130885; 178018; 145721; 248186; 200275; 249908; 108878; 303519; 310991; 134496; 219177; 104575; 118598; 101559; 310121; 119853; 185415; 206440; 316540; 125890; 341409; 195470; 180868; 125545; 198195; 258895; 104289; 210338; 207867; 117323; 217658; 302284; 204849; 253841; 131066; 113656; 329127; 225150; 108778; 153537; 303689; 199970; 125633; 256751; 113729; 329914; 177813; 200758; 248470; 115246; 104231; 110587; 176158; 316088; 130906; 180859; 164806; 189405; 128347; 333823; 117782; 123329; 101615; 197456; 156112; 197372; 142753; 342816; 116369; 338728; 113169; 116133; 217918; 106818; 145275; 218168; 217728; 115729; 207746; 313670; 128598; 144457; 309426  
Proposal of Minimum Bid on Tax Deed Parcels/October 5, 2021/Treasurer  
Kootenai County ARPA Taskforce/CARES Act Extended Performance Period  
Human Resources/Personnel Changes: New Hire & Retention Bonus  
Funding/Prosecutor; Position Changes and Distribution of Salary Savings/Prosecutor;  
Staff Overlap/District Court; Staff Attorney/District Court

PAF/SCF Report: BOCC Review PP17/Human Resources  
BOCC Signatures for Indigent Cases: 8/5/21 through 8/11/21

Commissioner Bill Brooks moved that the Board approve the Consent Calendar as it appeared on the agenda. 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.

**D. Payables List (Action):**

Commissioner Brooks moved that the Board accept the Payables List for the week of August 9, 2021 through August 13, 2021 in the amount of \$662,996.01, with jury payments of \$1,305.40. 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.

**E. Changes to the Agenda (Action):** There were no changes to the agenda.

**F. Action Items:**

**Janitorial Services Agreement/TESH, Inc./Solid Waste**

Solid Waste (SW) Director John (JP) Phillips asked the Board's approval for a Janitorial Services Agreement for SW premises with TESH, Inc. He noted that the agreement had been reviewed and approved by Civil Deputy Prosecuting Attorney Jamila Holmes and that the expense had been included in the SW budget.

Commissioner Brooks moved that the Board approve the Janitorial Services Agreement between TESH, Inc. and 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.

Mr. Phillips exited the meeting at 2:04 p.m.

**Service Agreement/Emergency CallWorks/Motorola Solutions/KCSO/911**

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of a Service Agreement renewal for their 911 phone system. He explained that the new system had been installed in 2020 and this represented the first renewal of their

contract since the initial agreement. He said the term would be July 2021 through June 2022.

Mr. McRoy stated that the expense was more than they had included in their Budget due to the addition of four more remote telephone positions than they had expected to have, paid for by CARES (Coronavirus Aid, Relief and Economic Security) funds. He assured the Commissioners that their FY21 911 Budget did have funds elsewhere that could cover the cost for this fiscal year and the correct amount had been included in their FY22 Budget. He said the total was \$92,911.98.

Commissioner Brooks moved that the Board approve the Service Agreement for Emergency CallWorks between Motorola Solutions and KCSO 911. 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.

**Public Defender Conflict Contract/Chesebro/Board of Commissioners**

BOCC Administrative Supervisor Leighanna Keiser requested the Board's approval of a Conflict Contract for the Public Defender's Office with Lisa Chesebro. She noted this would cover the remainder of FY21, through September 30, 2021, and would be renewed along with all the other Conflict Contracts for FY22.

Commissioner Brooks moved that the Board approve the Public Defender Conflict Contract between Lisa Chesebro and the Board of Commissioners. 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.

**Agreement/Court Appointed Special Advocates (CASA) Legal Services/Schwartz Law Office, P.C./Board of Commissioners**

Ms. Keiser asked the Board to approve the Agreement selecting Schwartz Law Office, P.C. for Court Appointed Special Advocates (CASA)'s legal services.

Commissioner Brooks moved that the Board approve the Agreement for Court Appointed Special Advocates (CASA) Legal Services with between Schwartz Law Office, P.C. and the Board of Commissioners. 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.

**Independent Contractor Agreement/CASA Transition Agreement/Moss/Board of Commissioners**

Ms. Keiser requested the Board’s approval of an Independent Contractor Agreement, for CASA’s transition period, with Alycia Moss. She explained that Ms. Moss would train the new legal services provider for three weeks, for no more than 24 hours total. She added that this had been a budgeted expense.

Commissioner Brooks moved that the Board approve the Independent Contractor Agreement for the CASA Transition Agreement between Alycia Moss and the Board of County Commissioners. 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.

**Approve/Use of District Court Funds/Replace Flooring/Courthouse/Buildings & Grounds**

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board’s approval for the use of District Court funds to replace flooring at the Courthouse. He said the cost would be about \$5,207.

Commissioner Brooks moved that the Board approve the use of District Court funds to replace flooring in the Courthouse by Buildings & Grounds. 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.

**Approve Order/Absentee Ballot Envelope/Blank Ballot Order/K&H Election Services/ Elections**

Elections Manager Asa Gray requested the Board’s approval to order absentee ballot envelopes and blank ballot stock from K&H Election Services for the upcoming elections. He remarked that Elections had about \$80,000 left in its “B” (Operations) Budget and ordering early would avoid supply chain issues that could arise. He said this order should cover their needs through the November 2022 mid-term election.

Commissioner Brooks moved that the Board approve the order for absentee ballot envelopes and blank ballot stock from K&H Election Services. 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.

**Resolution 2021-77/Bill of Sale/K9 Bailey/Deputy Dooley/KCSO**

KCSO Captain Stuart Miller stated that the drug detection K9 Bailey was going to be retired from her duties and her current handler, Deputy James Dooley wished to purchase her from the department.

Commissioner Brooks moved that the Board approve Resolution 2021-77, for the sale of K9 Bailey to Deputy Dooley by KCSO. 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.

**Resolution 2021-78/Classify Records/Elections**

**Resolution 2021-79/Destroy Records/Elections**

Mr. Gray stated that items nine and ten could be handled together. He asked the Board to approve the two Resolutions, which would allow Elections to classify and destroy records they were no longer required to retain.

Commissioner Brooks moved that the Board approve Resolution 2021-78 and 2021-79, for the classification and destruction of records for Elections. 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.

**Change Order/Amplifier Replacement Acquisition/Avidex/Board of Commissioners**

BOCC Communications Manager Nancy Jones reported that some of the sound system problems in Meeting Rooms 1A and 1B were caused by an amplifier that no longer functioned properly. She asked the Board to approve a Change Order with Avidex to cover replacement of the old amplifier.

Commissioner Brooks moved that the Board approve the Change Order for the acquisition of a replacement amplifier by Avidex for the Board of Commissioners. 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/Board of Commissioners**

Facilities Expansion

Chair Pro Tem Duncan stated there was no new information to discuss.

PAC Airport Lease

Commissioner Brooks stated there had been no new developments on this.

Financial Snapshot

Chair Pro Tem Duncan said this information had previously been provided for the month of August.

Impact Fee Analysis

Commissioner Brooks said there was nothing to update on this topic.

Fair Booth Volunteers

Ms. Jones reported that a final call would be made for volunteers. She said there were about 15 slots still open, but that things were under control.

**North Garden Lot Fence Discussion/Board of Commissioners**

Chair Pro Tem Duncan reminded those present that a survey of the North Garden Avenue Parking Lot had revealed that the County's property line went through a neighbor's shed and a corner of their house. She said that the neighbor would be offered the opportunity to purchase that section of land from the County. In addition, she reported that the cost of fencing that edge of the property as previously discussed had been estimated at about \$5,300. She stated that the question would be further discussed in next week's meeting.

No further action was required today.

**OEM Roof Repair Discussion/Board of Commissioners**

Mr. Manley confirmed that a quote for the repair of the roof at the Office of Emergency Management (OEM) building had been received and funding had been arranged. He said this item would be brought for approval to a Business Meeting when they were ready to proceed.

No further action was required today.

**G. 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.

**H. Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 2:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: \_\_\_\_\_

\_\_\_\_\_

Tina Ginorio, Deputy Clerk