

**Minutes of Meeting  
Business Meeting  
August 20, 2019  
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 Chief Deputy Clerk Jennifer Locke, Elections Manager Shelly Amos, Finance Director Dena Darrow, Staff Accountant Julina Hildreth, Chief Deputy Treasurer Laurie Thomas, KCSO Captain Andy Deak, Lieutenant Ryan Higgins, Parks & Waterways/Noxious Weeds Director Nick Snyder, Airport Director Steven Kjergaard, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecutor Jamila Holmes, Civil Legal Assistant Barb Nyquist, Juvenile Diversion Case Worker Kelly Hilliard, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Chief Deputy Treasurer Laurie Thomas led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**

**Minutes of Meetings:**

- 07/10/2019 Public Hearing: Case APP19-0001/Johnson/Community Development
- 07/29/2019 CDA Economic Development Corporation
- 07/29/2019 North Idaho Centennial Trail Foundation
- 07/30/2019 Business Meeting
- 08/01/2019 Deliberations/PUD19-0001/Archstone, LLC/Community Development
- 08/05/2019 Commissioners' Debriefing
- 08/05/2019 Budget Process Review
- 08/05/2019 Solid Waste Update
- 08/06/2019 Business Meeting
- 08/08/2019 Human Resources: Personnel Changes
- 08/13/2019 Executive Session §74-206(1)(d) to consider records that are exempt from disclosure as provided by law

**Board Actions:**

- Assessor's Adjustment to tax/valuation/AIN Nos: 237399; 334512
- Treasurer's Request to Cancel Solid Waste Fees/AIN 139233/Culbreth
- Treasurer's Late Charge/Interest Waived: 194447; 120177
- Civil Division/July 2019 Financial Report/KCSO
- Request for Cancellation of Taxes/Denials/AIN 207984; 120947; 136350; 108186; 238656; 306154; 217031; 191886; 127242; 121048; 185860; 139933; 110895; 190165; 114623; 218182; 218179; 101513; 113851; 211505; 286709; 225846; 104733; 257185
- Resolution 2019-69/Cancel Taxes, Penalties & Interest/Taylor/AIN 106837
- BOCC Signatures for Indigent Cases: 08/08/2019 through 08/14/2019

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 (Action):**

Commissioner Duncan moved to accept the Payables List for the week of August 12, 2019 through August 16, 2019 for the amount of \$681,607.35 with \$2345.06 in 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):** There were no changes to the agenda.

**F. Action Items:**

**Facilities Agreement/US Forest Service/Airport**

Airport Director Steven Kjergaard presented an annual agreement with the US Forest Service for use of the Airport's South Ramp. He said it would be \$800 a week, with a \$50 fee for each aircraft parked on the ramp, with a minimum of \$10,000.

Commissioner Duncan moved to approve the agreement between the Airport and the US Forest Service. 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 exited the meeting at 2:03 p.m.

**Facilities Use Agreement/Lakeland Joint School District #272/Juvenile Diversion**

Juvenile Diversion Case Worker Kelly Hilliard presented an annual agreement with Lakeland Joint School District that allowed Juvenile Diversion to utilize space on Thursday nights to hold drug and alcohol classes.

Commissioner Duncan moved to approve the Facilities Use Agreement between Juvenile Diversion and Lakeland Joint School District. 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.

Ms. Hilliard exited the meeting at 2:04 p.m.

**FY19 Naloxone Mini Grant Award/Resource Management Office/KCSO**

RMO Senior Program Manager Kimberli Riley presented a mini grant award for approval. She explained that the grant was valued at approximately \$4500, which would come in the form of 16 Naloxone (Narcan) kits. Ms. Riley pointed out that the kits had been budgeted in the FY19 Budget and would now be considered a savings.

Commissioner Duncan moved to approve the grant award for 16 Narcan kits. 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.

**Award Sheriff's Badge/Weapon/ID Card/Retirement of Deputy Gregg/KCSO**

Lieutenant Ryan Higgins requested permission to award Deputy Gregg's badge, service weapon and ID card upon his retirement after 30 years of service.

Commissioner Duncan moved to approve awarding Deputy Gregg's badge, service weapon and ID card upon his retirement per Idaho Code. 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.

Lieutenant Higgins exited the meeting at 2:06 p.m.

**Amendment No. 3/Food Service Partnership Agreement/CBM Managed Services/Summit Food Service/KCSO**

Captain Andy Deak presented an amendment to the Food Service Partnership Agreement for approval.

Commissioner Duncan moved to approve Amendment Number 3 to the Food Service Partnership Agreement. 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.

Captain Deak exited the meeting at 2:07 p.m.

**First Amendment to Harrison Attenuator Design Agreement/Harrison Breakwater Renovation Phase I/Smithgroup/Parks & Waterways**

P&W Director Nick Snyder presented an amendment to the original contract (\$14,500) for an amount of \$32,500. He said the amendment would provide final engineering documents and that none of the funds expended were tax dollars; rather, it was a combination of grant dollars and restricted funds.

Commissioner Duncan moved to approve the first amendment to the Harrison Attenuator Design Agreement contract. 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. Snyder exited the meeting at 2:08 p.m.

**Agreement/Permit Process/Longwell Trapp Architects/Riley/Board of Commissioners**

Ms. Riley, on behalf of Contractor Shawn Riley, presented an agreement with Longwell Trapp related to the ADA Lift in Courtroom 1 replacement. She said the agreement was to provide construction documents, bidding, and construction administration and would not exceed \$3500.

Commissioner Duncan moved to approve the agreement with Longwell Trapp Architects not to exceed \$3500. 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.

**Revised SFY 2018/5339 Surplus Funding/Phase II Riverstone Transit Center/ Public Transportation/Resource Management Office**

Ms. Riley presented a revised award that reflected the revised procurement and extended the performance period by one year.

Commissioner Duncan moved to approve the FY18 5339 Surplus funding and Phase II Riverstone Transit Center. 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.

**Professional Services Agreement/Full-Scale Exercise/Resource Management Office/Office of Emergency Management**

Ms. Riley presented an agreement between Kootenai County and Welch Resources to design, develop and conduct a homeland security exercise and evaluation program. She said it would be funded with the 2018 SHSP Grant and would be conducted in May 2020.

Commissioner Duncan moved to approve the professional services agreement for the full-scale exercise. 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 2019-67/Classify Records/Elections**  
**Resolution 2019-68/Destroy Records/Elections**

Commissioner Duncan moved to approve Resolution 2019-67 to Classify Elections Records and Resolution 2019-68 to Destroy Elections Records. 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 2019-70/Surplus Equipment/ Treasurer**

Chief Deputy Treasurer Laurie Thomas requested approval to surplus their microfiche machine as they had it since 1993 and was inoperable.

Commissioner Duncan moved to approve Resolution 2019-70 to surplus equipment. 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. There were no public comments.

Chairman Fillios adjourned the meeting at 2:14 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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