

**Minutes of Meeting  
Business Meeting  
September 1, 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, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiamonte, Staff Accountant – Grants Julina Hildreth, Tax Auditing Technician JoAnn Conner, Administrative Assistant Ronnie Davisson, Elections/County Assistance Manager Shelly Amos, Chief Deputy Treasurer Laurie Thomas, KCSO Undersheriff Dan Mattos, KSCO Captains John Holecek and Kim Edmondson, KCSO Lieutenant Ryan Higgins, Office of Emergency Management (OEM) Preparedness Coordinator Cody Pace, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Assessor’s Office Administrative Manager Reba Grytness, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley. Ms. Conner, Ms. Riley, Ms. Grytness, Mr. Riley, Captain Edmondson, Lieutenant Higgins, Mr. Pace and Mr. Snyder were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** KCSO Captain John Holecek led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

08/06/2020	ZON19-0007/Huetter Properties, LLC/Community Development
08/06/2020	CUP19-0002/Real Life Ministries/ Community Development
08/10/2020	Office of Emergency Management
08/17/2020	Commissioners’ Status Update
08/18/2020	Business Meeting
08/19/2020	Elected Officials
08/20/2020	Community Development Update
08/20/2020	University of Idaho Extension
08/24/2020	Airport & Airport Advisory Board Update
08/24/2020	Executive Session §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated.

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN Nos. 339497; 129804; 254911; 340226  
Treasurer’s Request to Adjust Solid Waste Fees/AIN No. 142204  
Treasurer’s Proposal of Minimum Bids on Tax Deed Parcels  
Resolution 2020-50/Reserving the Forgone Amount for FY21 for Potential Use in Subsequent Years/Auditor  
PAF/SCF Report: BOCC Review PP18/Human Resources  
BOCC Signatures for Indigent Cases: 8/20/20 through 8/26/20

Commissioner Leslie Duncan moved that the Board approve the Consent Calendar as it appeared on the agenda. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

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

Commissioner Duncan moved that the Board accept the Payables List for the week of August 24, 2020 through August 28, 2020 in the amount of \$645,378.65, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio 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:**

**Janitorial Services Agreement/Riverstone Transit Center/TESH/Public Transportation/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the janitorial services agreement for Riverstone Transit Center with TESH. She said the agreement would run September 1, 2020 through August 31, 2021, for \$477 per month.

Commissioner Brooks moved that the Board approve the janitorial services agreement for the Riverstone Transit Center with TESH. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Requests for Certification to 2020 Property Tax Roll/Yield & Deferred Tax/Treasurer**

Chief Deputy Treasurer Laurie Thomas explained that the "Yield" tax was for when a person took timber off of their property and was assessed a 3% tax; "Deferred" tax came from a change of use on a property, so it no longer qualified for a certain status. She asked the Board to certify these 2019 unpaid amounts to the 2020 Property Tax Roll.

Commissioner Duncan moved that the Board approve the request for certification to the 2020 Property Tax Roll for the Yield & Deferred Tax. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Requests for Certification to 2020 Property Tax Roll/Inactive Real Properties/  
Treasurer**

Ms. Thomas explained that these parcels had been platted into a subdivision and the underlying tax had remained unpaid by the prior owner.

Commissioner Brooks moved that the Board approve the request for certification to the 2020 Property Tax Roll of inactive real properties. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Requests for Certification to 2020 Property Tax Roll/Omitted Occupancies/Treasurer**

Ms. Thomas said these parcels represented bills that had new homes that were occupied in 2019.

Commissioner Duncan moved that the Board approve the request for certification to the 2020 Property Tax Roll for the omitted occupancies. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Requests for Certification to 2020 Property Tax Roll/Delinquent Personal Property/  
Treasurer**

Ms. Thomas stated this request was for delinquent personal property such as mobile homes or businesses that were unpaid for the 2019 tax year and would be added to the owner's regular property tax bill.

Commissioner Brooks moved that the Board approve the request for certification to 2020 Property Tax Roll of delinquent personal property. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Requests for Certification to 2020 Property Tax Roll/Taxing Districts/Treasurer**

Ms. Thomas explained that several taxing districts had asked that the Treasurer add delinquent LID (Local Improvement District) water and sewer bills to the 2020 Tax Roll. She said the total amount was \$113,849.18.

Commissioner Duncan moved that the Board approve the request for certification to the 2020 Property Tax Roll for the taxing districts. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Yearly Lease Agreement/Blackwell Island Marina/Hagadone Hospitality/Parks & Waterways**

Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval of the annual lease agreement with Blackwell Island Marina for the boathouse that they share with KCSO. He said the lease was for \$6,890, which would be split with KCSO. He added that their own portion was paid through vessel registration dollars, not tax dollars.

Commissioner Brooks moved that the Board approve the yearly lease agreement with Blackwell Island Marina and Hagadone Hospitality for Parks & Waterways. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Yearly Lease Agreement/Blackwell Island Marina/Hagadone Hospitality/KCSO**

KCSO Lieutenant Ryan Higgins requested the Board's approval of their annual lease agreement with Blackwell Island Marina for their boathouse. He noted that they do not split this one with any other entity and the expense was covered by their 2021 Budget.

Commissioner Duncan moved that the Board approve the yearly lease agreement for the Blackwell Island Marina with Hagadone Hospitality for KCSO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Approve Utilization of Drug Forfeiture Funds/KCSO**

KCSO Captain Kim Edmondson asked the Board to approve the use of Drug Forfeiture Funds for improvements to the former Work Release Center. She explained that Professional Standards was moving there and some changes needed to be made. She said the cost should not exceed \$17,500.

Commissioner Brooks moved that the Board utilization of Drug Forfeiture Funds, as described, by KCSO in an amount not to exceed \$17,500. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Kootenai County Resident Robert Norris entered the meeting at 2:11 p.m.

Ms. Thomas exited the meeting at 2:12 p.m.

**Purchase of Body Scanner/Jail/KCSO**

KCSO Captain John Holecek reported they had received two bids for the body scanner, only one of which met their requirements. He asked that the Board award the bid to OD Security North America in the amount of \$118,750. He stated that the funding would come from the Jail Budget.

Commissioner Brooks moved that the Board approve the purchase of the body scanner from OD Security North America in the amount of \$118,750, with the funding coming from a Capital Line Item and a "B" Budget Line Item, as indicated. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Captain Holecek exited the meeting at 2:18 p.m.

Mr. Norris exited the meeting at 2:19 p.m.

**Proclamation: Kootenai County Preparedness Month/Office of Emergency Management**

Office of Emergency Management (OEM) Preparedness Coordinator Cody Pace read the proclamation into the record.

Commissioner Duncan moved that the Board adopt the proclamation for Kootenai County Preparedness Month. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Approval/Taxing District Extension Requests/Coeur d’Alene Public Schools/ Lakeland Joint School District/Plummer-Worley Joint School District/City of Harrison/Auditor**

Auditor’s Office Tax Auditing Technician JoAnn Conner listed the taxing districts that had requested an extension to file their paperwork this year.

Commissioner Duncan moved that the Board approve the following taxing districts for an extension for their L2 deadline to September 21, 2020: Coeur d’Alene School District #271, Lakeland Joint School District #272, Plummer-Worley Joint School District #44 and the City of Harrison. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Electric Service Agreement/Fairgrounds RV Park/Avista/Riley/Board of Commissioners**

Contractor Shawn Riley asked the Board to approve the electric service agreement for the Fairgrounds RV Park with Avista.

Commissioner Brooks moved that the Board approve the electric service agreement for the Fairgrounds RV Park with Avista. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Agreement/Architectural Services/Remodel of Former US Army Reserve Site for Office of Emergency Management/Riley/Board of Commissioners**

Mr. Riley requested the Board’s approval of the agreement for bid, design and construction oversight with Longwell Trapp Architects. He explained that the amount of the contract would be 10% of the owner’s budget for the project, to be determined at the time the lowest bid was accepted.

Commissioner Duncan moved that the Board approve the agreement for architectural services for the remodel of the former US Army Reserve site for the new location of the Office of Emergency Management. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Undersheriff Dan Mattos exited the meeting at 2:24 p.m.

**Request for Annexation/Palouse Properties/Kootenai County Fire & Rescue**

Civil Deputy Prosecuting Attorney R. David Ferguson reported that all requirements for annexation of Palouse Properties into the Kootenai County Fire & Rescue district had been met. He recommended that the Board approve the request.

Commissioner Brooks moved that the Board approve the request for annexation from Palouse Organics/Properties LLC into Kootenai County Fire & Rescue. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

**Resolution 2020-55/Surplus Equipment/Assessor**

Assessor's Office Administrative Manager Reba Grytness requested the Board's approval of Resolution 2020-55, to declare a homemade utility trailer as surplus so they could dispose of it.

Commissioner Duncan moved that the Board approve Resolution 2020-55, to surplus equipment for the Assessor's Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

**HAVA CARES/HAVA Election Security/CARES Funding Expenditures/2020 Federal Election Cycle/Resource Management/Election Office**

Clerk Jim Brannon praised both Staff Accountant – Grants Julina Hildreth and Resource Management Office (RMO) Director Jody Bieze for their hard work on this.

Ms. Hildreth requested the Board accept the HAVA CARES grant award in the amount of \$167,909.29 and the HAVE Security grant award in the amount of \$82,247.48 and for both to be used to purchase new Elections equipment.

Commissioner Duncan moved that the Board approve the HAVA CARES finance allocation and the HAVA Election Security and the CARES Funding Expenditures for the FY2020 Federal Election Cycle. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

**Reclassify Funds/Grant Match/HAVA CARES Funds/2020 Federal Election Cycle/Resource Management Office/Election Office**

Ms. Hildreth explained that the HAVA COVID grant had a match of \$66,000; to meet this she said they hoped to reclassify unused temporary personnel funds in the Election Budget. She noted there was a remainder of \$75,115 and they would like to move the entire amount, with the extra used to buy toner ink for the printers.

Commissioner Brooks moved that the Board approve the reclassification of funds as described for the 2020 Federal Election Cycle by the Resource Management Office. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

**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):** Chairman Fillios adjourned the meeting at 2:33 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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