

**Minutes of Meeting  
Business Meeting  
September 8, 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 KCSO Undersheriff Dan Mattos, KCSO Lieutenants Ryan Higgins and Ward Crawford, KCSO 911 Communications Services Manager Collin McRoy, Office of Emergency Management (OEM) Director Tiffany Westbrook, OEM Preparedness Coordinator Cody Pace, Chief Deputy Treasurer Laurie Thomas, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Staff Accountant – Grants Julina Hildreth, Airport Director Steven Kjergaard, Resource Management Office (RMO) Director Jody Bieze, Information Technology (IT) Network Administrator Grant Kinsey, Civil Deputy Prosecuting Attorneys R. David Ferguson and Pat Braden, 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. Mr. Riley, Mr. McRoy and Mr. Braden were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Staff Accountant – Budget Michelle Chiaramonte led the Pledge of Allegiance.

**C. Consent Calendar (items to be approved listed below):  
Minutes of Meetings:**

- 08/24/2020 Commissioners’ Status Update
- 08/25/2020 Business Meeting
- 08/26/2020 FY21 Public Budget Hearing
- 08/27/2020 Human Resources: Personnel Changes
- 08/31/2020 Executive Session §74-206(1)(b)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.
- 08/31/2020 Commissioners’ Status Update
- 08/31/2020 Executive Session §74-206(1)(c) to acquire an interest in real property which is not owned by a public agency.
- 09/01/2020 Request for Payment Reduction 2019-259
- 09/02/2020 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.
- 09/03/2020 Community Development Update

**Board Actions:**

- Assessor’s Adjustment to tax/valuation/AIN No. 170332/Brooks
- Resolution 2020-59/Cancel Late Fees & Interest/Hanna/AIN 117812
- Letters of Denial/Request for Cancellation of Taxes: Zerbe, LLC; Maynard; Cook
- Memo from Warren Keene/Coroner re: Bonus/Part-Time Deputy/Hunt

Letter to Public Defense Commission re: FY2021 Financial Assistance Grant Award  
Facilities Use Agreements (2)/Music Conservatory of Coeur d'Alene/Concerts/Open  
House  
Proposal/ATS Inland NW/RTU Controls/Jail/KCSO  
PAF/SCF Report: BOCC Review PP19 (Week 1)/Human Resources  
BOCC Signatures for Indigent Cases: 8/20/20 through 8/26/20; 8/27/20 through 9/2/20

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 31, 2020 through September 4, 2020 in the amount of \$575,346.90, 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):**

Commissioner Duncan asked that item twelve on the agenda be pulled. Chairman Fillios agreed.

**F. Action Items:**

**Approval/Grant 3-16-0010-050-2020/Airport Perimeter Fencing/Airport**

Airport Director Steven Kjergaard requested the Board's approval to accept this grant for \$558,694 for fencing on the north and west side of the Airport.

Commissioner Brooks moved that the Board approve grant 3-16-0010-050-2020 for the Airport Perimeter Fencing in the amount of \$558,694. 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.

**Finalize/Armory Building Purchase/CARES Funding/Emergency Operations Center (EOC)/Office of Emergency Management**

Office of Emergency Management (OEM) Director Tiffany Westbrook asked the Board to approve moving forward with using the CARES Act Funding to renovate the Armory Building.

Commissioner Duncan confirmed that the building belonged to the County, while the land's value needed to be reimbursed to the Airport. She said that they had \$161,000 for the first payment and the remaining amount would be paid in the next fiscal year. She noted the payment in the next year might trigger a requirement for a second appraisal. She added that she believed she had a good source for the second year funding.

Commissioner Duncan moved that the Board utilize CARES Funding for the Emergency Operations Center at the Armory Building. 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.

Mr. Kjergaard exited the meeting at 2:06 p.m.

**Communications Site Lease/Addendum #1/Mount Spokane State Park/L175000K001/Washington State Parks & Recreation Commission/KCSO/911**

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval of an addendum to the communications site lease. He said it would continue their lease for five more years, retroactive to July 1, 2020, with Washington State Parks & Recreation Commission for their site at Mount Spokane. He noted there were no other changes in the agreement and they would be paying \$14,334.42 for the year, with an agreed-upon 3% increase next year.

Commissioner Brooks moved that the Board approve the communications site lease addendum #1 for Mount Spokane State Park L175000K001 with Washington State Parks & Recreation Commission. 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.

**Request RBS Grant Funds/Two (2) Boat Motors/KCSO**

KCSO Lieutenant Ryan Higgins reported that KCSO had some money left from the RBS grant which they would like to use to replace two 2013 boat engines, which were failing. He said they would like to buy two Honda engines at a cost of about \$56,000. He noted there was about \$80,000 in the account.

Commissioner Duncan moved that the Board approve RBS grant funds to be used for the purchase of two boat motors. 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.

**Request for Reallocation/Partial Return of Funds/2020 Capital Project/KCSO/911**

KCSO Lieutenant Ward Crawford asked the Board to approve reallocation of funds received for a capital project in the amount of about \$18,000. He said they would like to use about \$1,600 to replace lights and about \$7,000 to replace carpeting in the 911 Center. He noted the remaining amount would be returned to the Board.

Commissioner Brooks moved that the Board approve the request for reallocation and partial return of funds from a 2020 Capital Project as described. 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.

Lieutenant Crawford exited the meeting at 2:13 p.m.

**Approve/Asbestos Survey/Old Armory Building/Summit Environmental, Inc./Riley/Board of Commissioners**

Contractor Shawn Riley requested the Board's approval to proceed with an asbestos survey of the Armory Building with Summit Environmental, Inc. He said the cost would be \$1,185.

Commissioner Duncan moved that the Board approve the asbestos survey for the old Armory Building in the amount of \$1,185 with Summit Environmental, Inc. 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.

**Agreement/Passio Technologies/Citylink North Regional Mobility Platform/Integrated Mobility Innovation (IMI) Demonstration Program/Public Transportation/Resource Management Office**

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of an agreement with Passio Technology to create an application. She said the cost would be \$187,500.

Commissioner Brooks moved that the Board approve the agreement with Passio Technologies for the Citylink North Regional Mobility Platform/Integrated Mobility Innovation (IMI) Demonstration Program. 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.

BOCC Administrative Supervisor Leighanna Keiser entered the meeting at 2:16 p.m.

**Approval/2020 State Homeland Security Grant Program (SHSP) Application/Office of Emergency Management**

Ms. Westbrook requested the Board's approval to submit the 2020 State Homeland Security Grant program application in the amount of \$205,887.

Commissioner Duncan moved that the Board approve the 2020 State Homeland Security Grant Program application. 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.

**Opt-out/Governor's Tax Rebate/CARES Act Dollars/Property Tax Relief Funding/Board of Commissioners**

Chairman Fillios asked for comments on the topic.

There was general agreement on opting out of the program. Additional information was provided by Ms. Bieze and Finance Director Dena Darrow.

Commissioner Duncan moved that the Board opt out of the Governor's tax relief program using CARES Act Dollars for property tax relief. 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.

**Resolution 2020-56/Adopting Budget for Fiscal Year 2021/Auditor**

Ms. Darrow asked the Board to approve Resolution 2020-56, to adopt the budget for Fiscal Year 2021.

Commissioner Brooks moved that the Board approve Resolution 2020-56, to adopt the budget for Fiscal Year 2021. 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 2020-57/Surplus Equipment/Asset Deletion/Board of Commissioners**

Ms. Keiser asked the Board to approve Resolution 2020-57, which would declare certain fixed asset items as surplus and enable their disposal.

Commissioner Duncan moved that the Board approve Resolution 2020-57, to surplus equipment and asset deletion for the Board of Commissioners. 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.

**Resolution 2020-58/Set Elected Officials Salaries/Board of Commissioners** - Pulled

**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 2:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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