

**Minutes of Meeting
Business Meeting
September 20, 2022
2:00 p.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan, Chairman Chris Fillios and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Tax Accounting Specialist Alicia Lynch, Staff Accountant – Grants Julina Hildreth, Executive Assistant Ronnie Davisson, Elections Manager Asa Gray, 1st Judicial District Trial Court Administrator Karlene Behringer, Deputy Trial Court Administrator Samantha Wallis, KCSO Sheriff Robert Norris, Undersheriff Brett Nelson, Captain Kevin Smart, Office of Emergency Management (OEM) Director Tiffany Westbrook, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crottinger, Solid Waste (SW) Director John (JP) Phillips, Human Resources (HR) Director Sylvia Proud, HR Generalist – Risk Management and Compliance Cecilia Sweet, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Juvenile Detention Assistant Director Eric Sheffield, Juvenile Detention Senior Records Clerk Brandie Bradley, Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Airport Administrative Secretary Kim Stevenson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Huetter City Clerk Lang Sumner, Coeur d’Alene Press Reporter Bill Buley and Kootenai County Residents Bruce Mattare and Art Collins. Chairman Fillios, Ms. Riley, Mr. Snyder, Ms. Stevenson and Ms. Westbrook were present via teleconference.

- 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:** KCSO Sheriff Robert Norris 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.

Chair Pro Tem Duncan stated that item seven would be pulled from the meeting minutes to be approved.

- E. Approve Meeting Minutes (Action)**

08/09/2022	Parks & Waterways
08/31/2022	FY23 Public Budget Hearing
09/01/2022	Adopt FY23 Budget
09/06/2022	Business Meeting
09/07/2022	Requests for Cancellation of Taxes
09/08/2022	County Board of Canvassers: Elections
09/09/2022	Human Resources: Personnel Changes

Commissioner Bill Brooks moved that the Board approve items one through six 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)

Assessor Allow Homeowner Exemption A
Assessor Allow Homeowner Exemption B
Treasurer’s Settlements and Statements Report for August 2022
Treasurer’s Monthly Report for August 2022
Resolution 2022-64/Set Elected Officials’ Salaries
Vehicle Buyer’s Order/Evergreen Sales/Parks & Waterways
Employee Cell Phone Stipend Request/O’Neill/Parks & Waterways
Human Resources PAF/SCF Report for FY2022 PP20 Week 1
BOCC Signatures for Indigent Cases: 9/8/2022 – 9/14/2022
Treasurer’s Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 341500/
MZZ15W284340

Commissioner Brooks moved that the Board approve items eight through seventeen 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: Aye
The motion carried.

BOCC Senior Business Analyst Nanci Plouffe entered the meeting at 2:02 p.m.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of September 12, 2022 through September 16, 2022 in the amount of \$1,247,079.63, with no jury payments. 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: Aye
The motion carried.

H. Business:

Janitorial Services Agreement/Environment Control Building Maintenance Company of Spokane/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board’s approval for a Janitorial Services Agreement for after-hours and deep cleaning duties at the transfer stations and the landfill. He stated that SW had recently solicited quotes from interested companies and Environment Control Building Maintenance Company of Spokane had offered the lowest price to perform all the required duties. He said this was a one year agreement, to run from December 1, 2022 through November 30, 2023 and had been reviewed by Civil Deputy Prosecuting Attorney Jamila Holmes. He added that the expense had been included in their budget.

Commissioner Brooks moved that the Board approve the Janitorial Services Agreement with Environmental Control Building Maintenance Company of Spokane 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: Aye

The motion carried.

Billing Services Agreement/City of Coeur d’Alene/Solid Waste (Action)

Mr. Phillips requested the Board’s approval of a Billing Services Agreement with the City of Coeur d’Alene. He explained that SW paid the City to provide billing services for waste disposal fees for commercial SW accounts within the city limits. He said this arrangement had been going on for a number of years and they wished to continue it. He stated that the term of the agreement was October 1, 2022 through October 1, 2026 and that it had been included in their budget.

Commissioner Brooks moved that the Board approve the Billing Services Agreement with the City of Coeur d’Alene 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: Aye

The motion carried.

Mr. Phillips exited the meeting at 2:05 p.m.

Hardware Maintenance and Software License, Maintenance and Support Agreement Renewal and Payment Approval/Elections Systems and Software/FY 2023/Elections Systems & Software, LLC/Elections (Action)

Elections Manager Asa Gray requested the Board’s approval for the Hardware Maintenance and Software License, Maintenance and Support Agreement Renewal and Payment Approval with Elections Systems and Software (ES&S) for FY 2023. He said nothing had changed from the renewal agreement last year. He noted that the agreement would include the payment of \$30,660 from the FY23 Budget.

Commissioner Brooks moved that the Board approve the Hardware Maintenance and Software License, Maintenance and Support Agreement Renewal and Payment Approval with Elections Systems and Software FY 2023. 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: Aye
The motion carried.

Annual Renewal and Payment of Precinct Central Electronic Poll Book Contract/Tenex Software Solutions, Inc./FY 2023/Tenex Software Solutions, Inc./Elections (Action)

Mr. Gray requested the Board’s approval of the annual renewal and payment of the Precinct Central Electronic Poll Book Contract with Tenex Software Solutions, Inc. for FY23. He stated that the cost was \$22,500 and had been included in their budget.

Commissioner Brooks moved that the Board approve the annual renewal and payment of the Precinct Central Electronic Poll Book Contract with Tenex Software Solutions, Inc. for FY2023. 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: Aye
The motion carried.

Amendment to Food Service Agreement between Summit Food Services, LLC and District I Juvenile Detention for Resident Meals/Summit Food Services, LLC/Juvenile Detention (Action)

Juvenile Detention Senior Records Clerk Brandie Bradley requested the Board’s approval for the annual agreement with Summit Food Services, LLC to provide food for the residents at their facility. She pointed out there had been a slight price increase from \$2.39 to \$2.5812 per meal but there had been no other changes to the contract.

Commissioner Brooks moved that the Board approve the amendment for the Food Service Agreement between Summit Food Services, LLC and the District I Juvenile Detention Center for resident meals. 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: Aye
The motion carried.

Ms. Bradley and Juvenile Detention Assistant Director Eric Sheffield exited the meeting at 2:10 p.m.

Land Use Agreement – 1202RZ22T0104/USDA Forest Service/Airport (Action)

Airport Administrative Secretary Kim Stevenson requested the Board’s approval of the annual Land Use Agreement with the USDA Forest Service. She explained this allowed the Forest Service use of the South Ramp and other areas at the Airport during fire season.

She said the term was July 5, 2022 through December 31, 2024, with a minimum paid amount of \$10,000 per year.

Commissioner Brooks moved that the Board approve the Land Use Agreement 1202RZ22T0104 between the USDA Forest Service and the Airport. 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: Aye

The motion carried.

Additional Services Authorization No. 1-COE SRE Building PEMB-ITD Finishes/T-O Engineers/Airport (Action)

Ms. Stevenson requested the Board's approval of Additional Services Authorization, No. 1 for the COE (Coeur d'Alene Airport) SRE (Snow Removal Equipment) Building. She stated this was for \$13,563.13 with T-O Engineers for additional engineering for the SRE Building. She explained the amount was reimbursable from the ITD (Idaho Transportation Department) State Grant, so there would be no cost to the County.

Commissioner Brooks moved that the Board approve Additional Services Authorization No. 1-COE SRE Building PEMB-ITD Finishes between T-O Engineers and the Airport. 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: Aye

The motion carried.

SRO Program Renewal for 2022 – 2023/Lakeland School District/Sheriff/Patrol (Action)

KCSO Captain Kevin Smart requested the Board's approval of the SRO (School Resource Officer) Program Renewal for 2022 – 2023 with the Lakeland School District. He stated that the school had signed off on additional funding to cover the change in cost due to the update in the department's pay matrix, but not to the change from paying 65% of the cost of an SRO to the 70% paid by other schools. He explained that Lakeland School District was on a different budget cycle than the County and their budget was already set. He said that KCSO planned to open discussions with them in February about moving to 70% coverage in the future.

Commissioner Brooks remarked that they should be prepared to move to 70% in the future, although he understood the challenge posed by the different budget cycles.

Commissioner Brooks moved that the Board approve the SRO Program Renewal for 2022 – 2023 between Lakeland School District and 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: Aye

The motion carried.

Captain Smart exited the meeting at 2:15 p.m.

Chief Deputy Treasurer Jill Smith entered the meeting at 2:15 p.m.

Board Approval Request: Cell Phone Reimbursement/Stipend for Assistant to the Trial Court Administrator/Specialty Court (Action)

1st Judicial District Trial Court Administrator Karlene Behringer asked the Board to approve cell phone reimbursement in the form of a stipend for her new assistant. She indicated that her budget could absorb the expense.

Commissioner Brooks moved that the Board approve the request for cell phone reimbursement/stipend for the Assistant to the Trial Court Administrator. 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: Aye

The motion carried.

Grant Award/FY20 EMPG Grant Adjustment Notice/US Department of Homeland Security/FEMA \$21,905.85/No Match Requirement/Office of Emergency Mgmt (Action)

Office of Emergency Management (OEM) Director Tiffany Westbrook explained this represented a Grant Adjustment Notice for the FY20 EMPG (Emergency Management Performance Grant) for an increase in the amount of \$21,905.85. She said no match was required from the County.

Commissioner Brooks moved that the Board approve the Grant Award for the FY20 EMPG Grant Adjustment Notice from the US Department of Homeland Security FEMA for \$21,905.85, with no match required. 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: Aye

The motion carried.

City of Huetter Mayor Brad Keene entered the meeting at 2:17 p.m.

Board Approval Request: ICRMP Renewal/Human Resources (Action)

Human Resources (HR) Generalist – Risk Management & Compliance Cecilia Sweet requested the Board's approval of the County renewal with ICRMP (Idaho County Risk Management Program). She stated that the FY23 premium would be \$830,462, an increase of \$31,244 from last year. She provided a brief overview of changes in the terms.

Chair Pro Tem Duncan moved that the Board approve the ICRMP renewal with payments on October 1, 2022 and April 1, 2023 in the amount of \$415,231 each. 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: Aye

The motion carried.

Blackwell Island Marina Lease Agreement YC21/Hagadone Hospitality Co./Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval of the Blackwell Island Marina Lease Agreement YC21 with Hagadone Hospitality Co. He stated that the lease amount was \$7,780, with the only change from previous years being an increase of \$545. He said the cost was split with KCSO and the P&W portion would be paid from the Vessel Account.

Commissioner Brooks moved that the Board approve the Blackwell Island Marina Lease Agreement YC21 with Hagadone Hospitality Co. for Parks & Waterways. 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: Aye

The motion carried.

Kootenai County Public Transportation Letters of Agreement – FY23 Match Funding/Cities of Coeur d'Alene, Post Falls, Hayden, Dalton Gardens, Huetter/Resource Management Office (Action)

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the Kootenai County Public Transportation Letters of Agreement from the cities of Coeur d'Alene, Post Falls, Hayden, Dalton Gardens and Huetter. She noted that these funds were primarily used for cash matches for grants and operations expenses. She said that the total for this year was \$153,058.

Commissioner Brooks moved that the Board approve the Kootenai County Public Transportation Letters of Agreement for FY23 Match Funding from the Cities of Coeur d'Alene, Post Falls, Hayden, Dalton Gardens and Huetter for the Resource Management 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: Aye

The motion carried.

Professional Consulting Appraisal Services/Highland Appraisal, Inc./Assessor (Action)

Assessor Bela Kovacs asked the Board's approval to enter into a contract for professional consulting appraisal services with Highland Appraisal, Inc. He explained that the staffing issues in the Assessor's Office made such a move necessary, if they were to meet statutory

deadlines. He indicated that the group would cover assessments of new construction and assist in training new staff in best practices. He added that the group also had experience with the Pro-Val System his office relied upon and would be able to help them with that software.

Chair Pro Tem Duncan inquired about the expense and suggested that the Assessor provide the Board an update when they reached \$200,000.

Assessor Kovacs said that the initial estimated cost was \$250,000 but that did not include such extras as travel, lodging, materials or per diem expenses. He agreed to notify the Board when the costs reached \$200,000. He said that some of his staff were familiar with the group and thought very highly of them.

Chief Deputy Assessor Ben Crotinger described the current staffing in their department and explained how the cost would be absorbed by their budget.

Chairman Fillios asked that some estimate of the additional expenses be provided to the Board. He urged that the cost be closely monitored.

Chair Pro Tem Duncan moved that the Board approve the Professional Consulting Appraisal Services with Highland Appraisal, Inc. and the Assessor’s Office, with the Assessor’s Office to check back with the Board when the amount of \$200,000 was reached. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Ms. Smith, Sheriff Norris, Mr. Crotinger, Assessor Kovacs and KCSO Undersheriff Brett Nelson exited the meeting at 2:36 p.m.

Board Approval Request: City of Huetter – Request for an Extension after Missing September 8th Levy Deadline and Allowance to Submit Amended L-2 to Levy \$69,515/BOCC (Action)

Huetter City Clerk Lang Sumner reported that they had missed the September 8, 2022 deadline to submit an amended L-2 to the County, and asked that the deadline be extended. He provided documents which had been requested by the Board.

Buildings & Grounds (B&G) Operations Manager Greg Manley exited the meeting at 2:38 p.m.

Ms. Smith re-entered the meeting at 2:41 p.m.

Clerk Jim Brannon pointed out that smaller taxing districts were able to file these documents on time while Huetter had been consistently late.

Chairman Fillios asked if Mr. Sumner could provide any assurance that this situation would not be repeated again in the future. He noted that this had been a habitual problem.

Mr. Sumner indicated that City Clerk was his secondary job and he performed his duties to the best of his ability.

Chair Pro Tem Duncan remarked that she disliked taking any action which would, in effect, punish Huetter residents for his inability to comply with the deadlines but allowing this to continue punished the Clerk's staff.

Deputy Finance Director Keith Taylor stated that Huetter had failed to meet this deadline every year for more than ten years. He provided additional details regarding Huetter's noncompliance in this regard.

General discussion followed, covering why Huetter had been unable to meet this deadline consistently for so many years, how Huetter would meet its obligations should the extension not be approved, the statutes which laid out the deadline and the recommendations of Clerk Brannon, Mr. Taylor and the individual commissioners. It was generally agreed that the extension would not be offered.

Chair Pro Tem Duncan suggested that Huetter comply with the deadline in the future or consider other alternatives, such as being absorbed by a neighboring city.

No motion was required.

Mr. Sumner and Mayor Keene exited the meeting at 2:59 p.m.

Resolution 2022-62/Donation Agreement/Equipment to Kootenai County Fairgrounds/Buildings & Grounds/Buildings and Grounds (Action)

Chair Pro Tem Duncan remarked that Mr. Manley had been excused from the meeting earlier to allow him to attend to other duties. She explained that the Resolution would make the transfer of listed equipment from B&G to the Fairgrounds official.

Commissioner Brooks moved that the Board approve Resolution 2022-62, the Donation Agreement for equipment to the Kootenai County Fairgrounds by Buildings and 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: Aye

The motion carried.

North Idaho Fair General Manager Alexcia Jordan, Fair Board Chair Jerry Johnson and Board Member Linda Rider entered the meeting at 3:00 p.m.

Financial/Budget: Purchase Furniture from Kootenai Electric Co-op/BOCC (Action)

Chair Pro Tem Duncan reminded those present that the County had been offered a chance to buy the furnishings for the building from Kootenai Electric Co-op for \$150,000. She said that the County would take possession of the building in December 2023. She stated that the furniture had been examined by a number of County officials and she felt confident that they would not be able to furnish the building for such a low price in any other way. She confirmed that a complete inventory had been received.

In response to a question from Chairman Fillios, she stated that the gym equipment on the premises would not be included. She noted that the exclusion list did not have to be addressed until October, so it would be brought back before the Board at that time.

Commissioner Brooks moved that the Board approve the purchase of furniture from Kootenai Electric Co-op by the BOCC in the amount of \$150,000, prepayment for FY23. 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: Aye

The motion carried.

New District Judge Support Letter (Discussion)

Ms. Behringer provided background information on why a new District Judge was needed in Kootenai County. She said the request would be made for the State FY2025 Budget.

All three Commissioners voiced agreement and urged Ms. Behringer to proceed as described. No motion was needed at this time.

Janitorial Service RFP/In-House Options (Discussion)

Chair Pro Tem Duncan reported that Mr. Manley was working on an RFP (Request for Proposals) regarding janitorial services, since the current providers were raising their prices again. She said that they were also exploring the idea of moving the services in-house.

All three Commissioners voiced encouragement for Mr. Manley to proceed as described. No motion was needed at this time.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Pro Tem Duncan reported that Legal was still reviewing the standard contract prior to starting negotiations.

- 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.

Commissioner Brooks welcomed Chairman Fillios back after his absence.

- J. Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 3:08 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk