

**Minutes of Meeting  
Business Meeting  
September 22, 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 Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Tax Auditing Technician JoAnn Conner, Staff Accountant – Fixed Assets Isaac Ohm, Airport Director Steven Kjergaard, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, KCSO Lieutenant Ryan Higgins, KCSO 911 Communications Services Manager Collin McRoy, Information Technology (IT) Network Administrator Grant Kinsey, First Judicial District Trial Court Administrator Karlene Behringer, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, BOCC Communications Manager Nancy Jones, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Insurance Northwest Representative John Goedde and ICRMP (Idaho Counties Risk Management Program) Underwriting/Technology Manager Sandy Moser. Ms. Moser, Mr. Kjergaard, Mr. Snyder, Ms. Riley and Mr. Murphey 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:** Information Technology (IT) Network Administrator Grant Kinsey led the Pledge of Allegiance.

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

**Minutes of Meetings:**

09/02/2020	CDA Economic Development Corporation Jobs Plus
09/02/2020	Requests for Cancellation of Taxes
09/08/2020	Business Meeting
09/09/2020	Buildings & Grounds
09/09/2020	University of Idaho Extension Office
09/10/2020	Human Resources: Personnel Changes

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN Nos. 112769; 148502; 147375; 100972; 140733  
Treasurer’s Monthly Settlements and Statements/August 2020  
Memo from Captain Edmondson/KCSO re: Use of Drug Forfeiture Funds  
Kennel License Renewal/Wilson  
Kennel License Renewal/Lowell  
BOCC Signatures for Indigent Cases: 9/10/20 through 9/16/20  
PAF/SCF Report: BOCC Review/Human Resources  
Bid No. 2020-06/Notice of Publication/Purchase of Brown & Justh Building/Board of Commissioners  
FY20 Equity Adjustments GPP/Human Resources

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 September 14, 2020 through September 18, 2020 in the amount of \$891,237.08, 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 two on the agenda be pulled. No objections were voiced.

**F. Action Items:**

**2020-2021 Idaho Counties Risk Management Program (ICRMP) Insurance Policy Renewal/Human Resources**

Human Resources (HR) Generalist – Cecilia Sweet asked the Board to approve the 2020-2021 ICRMP insurance policy renewal. She stated that there had been a 3% increase in the premium cost of \$22,663, bringing it to \$778,056 in total. She explained how the premiums were calculated. She asked that the Commissioners include in their motion an authorization to make the payments in the amount of \$389,028, on October 1, 2020 and April 1, 2021.

Commissioner Duncan moved that the Board approve the 2020-2021 Idaho Counties Risk Management Insurance policy renewal and for the premium to be paid in two payments of \$389,028 occurring on October 1, 2020 and April 1, 2021. 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.

**~~Donation Agreement/Resolution 2020-61/Surplus Property/Shoshone County/KCSO/911~~**

This item was pulled from the agenda.

**Renewal No. 5/Memorandum of Understanding/Idaho Military Division/Microwave T1 Connections/Radio Network/KCSO/911**

KCSO 911 Communications Services Manager Collin McRoy asked the Board's approval of the annual contract renewal for 911's T1 network lease from the Idaho Military Division. He stated the increase was a standard, built-in amount of \$623.48.

Commissioner Brooks moved that the Board approve the renewal of the memorandum of understanding with the Idaho Military Division for the Microwave T1 Connections for the radio network. 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.

**Annual Service Agreement FY21/Motorola Solutions/KCSO/911**

Mr. McRoy requested the Board's approval of their annual service agreement for FY21 with Motorola Solutions for the 700MHz trunking system. He stated the total contract price would be \$161,172.39, an increase of \$7,235.05 increase from last year due to equipment warranties expiring.

Commissioner Duncan moved that the Board approve the annual service agreement for FY21 with Motorola Solutions. 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.

**Communications System and Services Agreement/Remote Nomad Positions Enhanced CallWorks/Motorola/CARES Act CFAC-456/KCSO/911**

Mr. McRoy explained this application that was approved under the CARES Act for a project would improve 911 services. He said it would help them maintain services in the event of having to relocate out of their building or permit a staff member to work in an isolated environment. He stated it was for four more remote phone units that functioned exactly the same as those at the 911 Center. He added that this would add to their annual maintenance cost, but that would be covered by the Enhanced 911 Fund. He confirmed there would be no impact to the General Fund.

Commissioner Brooks moved that the Board approve the Communications System and Services Agreement for remote Nomad Position Enhanced CallWorks with Motorola under the CARES Act CFAC-456 for KCSO 911. 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 Transfer of Funds/Volunteer Search and Rescue Unit/KCSO**

KCSO Lieutenant Ryan Higgins stated that the Volunteer Search and Rescue Unit assisted the Sheriff’s Office or other agencies that called upon them. He noted that the County provided some funds to cover building expenses and operating costs; their other funds came from donations and reimbursements. He explained that their Board had decided to form a 501C3, so that they would be legally able to hold fund-raising events to supplement their needs.

Lieutenant Higgins said they needed Board approval to transfer donation funds from their previous account in the amount of \$9,036.50. He confirmed that KCSO had oversight of their mission and training and that appropriate safeguards and restrictions had been placed on the new account. He said he would provide a copy of their bylaws and formation documents.

Commissioner Duncan moved that the Board approve the request for transfer of funds in the amount of \$9,036.50 from the County line item to the new Volunteer Search and Rescue 501C3 account. 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.

**Modification/Challenge Cost Share Agreement/Idaho Panhandle National Forests/Snowgroomers**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder asked the Board to approve a modification to the Challenge Cost Share Agreement with Idaho Panhandle National Forests. He explained this was a simple administrative update to names and titles in the agreement.

Commissioner Brooks moved that the Board approve the modification to the Challenge Cost Share Agreement between Idaho Panhandle National Forests and Snowgroomers. 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.

**Development and Ground Lease/AAL-2020-900/Riverside Exteriors, Inc./Airport**

Airport Director Steven Kjergaard requested the Board’s approval of a new development and ground lease for \$7,456.78 per year.

Commissioner Duncan moved that the Board approve the development and ground lease AAL-2020-900 with Riverside Exteriors, 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.

**FY21 Renewals/Public Defender Conflict Contracts/Andersen/Cooper/Crocker-Hagerty/Frampton/McGrew/Mihara/Nixon/Palmer/Pierce/Riadh/Riffle/Romero/Schwartz/Swartz/Walsh/Board of Commissioners**

BOCC Administrative Supervisor Leighanna Keiser requested that the Board approve the Public Defender conflict contracts for FY21 with the listed fifteen attorneys. She stated the only change to the contract was to clarify the rate for the CASA cases.

Commissioner Brooks moved that the Board approve the FY21 Renewals for Public Defender conflict contracts as read by the Chairman. 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.

**Reconsideration/September 15, 2020 Decision for Tax Deed Sale/AIN 245621/Deed Restrictions/Board of Commissioners**

Commissioner Duncan reminded those present that they had received a check and approved the sale of AIN 245621 last week. She explained that the people that had offered a bid for AIN 245621 had changed their minds when they learned about the deed restriction regarding the easement and asked to withdraw their bid.

Commissioner Duncan moved that the Board negate the sale of AIN 245621 and return the money to the Foresburgs. 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.

**2020 Election Ballot/Capital Crimes Defense Fund At-Large Board Member/Board of Commissioners**

Commissioner Duncan recommended that the Board of Commissioners vote for Terrell Tovey, the Bannock County Commissioner, for the Capital Crimes Defense Fund At-Large Board Member.

Commissioner Duncan moved that the Board vote for Terrell Tovey from Bannock County as the At-Large Board Member Position for the Capital Crimes Defense Fund. 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 2020-62/Update to Capitalization Threshold/Fixed Assets/Auditor**

Finance Director Dena Darrow explained this resolution would change the capitalization threshold counted for capital assets from \$5,000 to \$10,000.

After receiving additional information from Ms. Darrow and Staff Accountant – Fixed Assets Isaac Ohm, Chairman Fillios suggested the item be deferred until next week’s meeting to allow everyone to consider the request more fully.

No objections were voiced.

**Use of Office Space/Memorandum of Understanding/Idaho Department of Corrections/District Court**

First Judicial District Trial Court Administrator Karlene Behringer requested the Board’s approval of a memorandum of understanding with the Idaho Department of Corrections (IDOC) regarding the use of three office spaces in the building located at 202 Anton Street, Coeur d’Alene currently leased to IDOC.

Commissioner Duncan moved that the Board approve the memorandum of understanding for the use of office space with the Idaho Department of Corrections for their Anton location. 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.

Ms. Behringer exited the meeting at 2:33 p.m.

**Cancel Managed Print Services Contract/Fortress/Kelly Connect/Information Technology**

Information Technology (IT) Network Administrator Grant Kinsey asked the Board to approve cancellation of the managed print services contract with Fortress/Kelly Connect. He reminded those present that this had been previously discussed during the recent Elected Officials meeting.

Commissioner Brooks moved that the Board cancel the managed print services contract with Fortress/Kelly Connect and IT. 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.

**FY21 Kootenai County Taxing Districts Levy Rates/Request for Approval/Tax Year 2020/Auditor’s Office**

Tax Auditing Technician JoAnn Conner requested that the Board approve the FY21 Kootenai County Taxing Districts Levy Rates. She provided details regarding several of the taxing districts.

Commissioner Duncan moved that the Board approve the FY21 Kootenai County Taxing Districts Levy Rates for tax year 2020. 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.

**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 2:47 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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