

**Minutes of Meeting  
Business Meeting  
September 29, 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 Juvenile Probation Director Debra Nadeau, Finance Director Dena Darrow, Court Services Director Marissa Garza, Court Services Manager Kally Young, Elections/County Assistance Manager Shelly Amos, KCSO Captain Andy Deak, KCSO 911 Communications Services Manager Collin McRoy, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Airport Director Steven Kjergaard, Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorneys R. David Ferguson and Pat Braden, Human Resources (HR) Generalist – Compliance Cecilia Sweet, Juvenile Detention Senior Records Clerk Brandie Bradley, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, Longwell Trapp Architects Representative Cory Trapp, Coeur d’Alene Press Reporter Madison Hardy, Kootenai County Residents Cindy Nunn, Deborah Mitchell, ZoAnn Thrumman, Julienne Dance, Marshall Mitchell, Richard Dance and Rod Deady. Captain Deak, Ms. Riley, Mr. Snyder, Mr. Kjergaard and Ms. Bradley were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:03 p.m.
- B. Pledge of Allegiance:** Kootenai County Resident Julienne Dance led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
  - Minutes of Meetings:**
    - 09/14/2020 Commissioners’ Status Update
    - 09/16/2020 Elected Officials
    - 09/17/2020 Buildings & Grounds
    - 09/24/2020 Community Development Update
    - 09/24/2020 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:**

Treasurer’s Request for Adjustment to Solid Waste Fees/AIN 129085/Cecil  
Treasurers’ Cancellation of Tax on Personal Property/Inactive/Active Accounts  
Memorandum of Agreement/Idaho Department of Environmental Quality  
Designated Authorized Representatives/Idaho Equipment Leasing Escrow Account/Zions Bank  
Human Resources/Personnel Changes: Retention of Current Wage/District Court;  
Personnel Matrix Guideline Effective 10/01/20; PW Heavy Equipment Mechanic Grade  
Correction/HR; FY21 Salary Increases/Updated Employee List and Revisions; Position  
Conversion from Court Services Clerk II to Clerk III; Promotions and Salary Salvage

Assignments/Prosecuting Attorney; Position Adjustment from Personal Property Appraiser II to Appraisal Tech I/Pay Increase  
PAF/SCF Report: Human Resources  
BOCC Signatures for Indigent Cases: 9/17/20 through 9/23/20

Commissioner Duncan noted that she objected to the County funding part of the NAS (National Association of Sciences) study included in the MOU with the Idaho Department of Environmental Quality, but would not refuse it.

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 21, 2020 through September 25, 2020 in the amount of \$629,108.92, 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 Brooks stated that Airport Director Steven Kjergaard had called and pointed out that there was an error in item six on the agenda: it should be Idaho Fence, not T-O Engineers.

Civil Deputy Prosecuting Attorney R. David Ferguson suggested that the item be deferred to next week's Business Meeting.

Mr. Kjergaard did not object.

Chairman Fillios declared that the item would be deferred until next week.

**F. Action Items:**

**Bid Opening 2020-06/Purchase of Brown & Justh Building/Board of Commissioners**

Commissioner Duncan opened the single bid for the purchase of the Brown & Justh Building, also called the Romer House or the Hamilton House. She announced that the bid was for a total of \$500,001, from Tyler Scott and the Music Conservatory.

Commissioner Brooks inquired whether there were any conditions included on the bid and asked that they be read into the record.

Commissioner Duncan stated the bid was for a cash down payment of \$100,000 and a secured loan for the remainder.

Mr. Ferguson examined the letter and confirmed that there would be a \$100,000 down payment and a contract carried by the County for the balance.

Chairman Fillios stated that the County would not hold a note.

Commissioner Brooks stated he wished to reject the bid immediately as non-responsive.

Civil Deputy Prosecuting Attorney Pat Braden said it was not necessary to hold the bid for legal review under the circumstances, however if the Commissioners wished, they could do so. He noted that 24 hours would be adequate time for him to review it.

Chairman Fillios said that the bid would be submitted to Legal for review and asked that the interested parties refrain from calling or writing the Commissioners until a decision was declared.

Commissioner Brooks said he would not second the motion because he felt it would establish a precedent that every future non-responsive bid be sent to Legal for review.

Chairman Fillios said he would second the motion but stated he was not establishing a precedent. He stated they would hear from Mr. Braden by 2:00 p.m. tomorrow and then make their final decision.

Commissioner Duncan said the item would be placed on the Business Meeting agenda for next week.

Commissioner Duncan moved that the Board acknowledge receipt of the bid and turn it over to Legal for a review of bid responsiveness. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Nay

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Open/Requests for Qualifications/Professional Architectural Services/Attorney Center/Board of Commissioners**

Chairman Fillios reminded those present this item concerned a new building to be constructed on the Administrative Campus.

Contractor Shawn Riley pointed out that, on page 8 of the RFQ (Request for Qualifications) there was a math error related to scoring method for the individual proposal resulting in

a perfect score of 90 points, not 100 points. He said he saw no problem with proceeding as planned because it would not affect the outcome.

Mr. Braden exited the meeting at 2:14 p.m.

Commissioner Duncan stated that they had received RFQ packets from Integrus Architecture, ALSC Architects, Architects West and LCA (Lombard Conrad Architects).

Commissioner Duncan moved that the Board acknowledge the packets were received on time and that they be forwarded to the BOCC's Consultant Shawn Riley for review. 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. Riley and Longwell Trapp Architects Representative Cory Trapp exited the meeting at 2:15 p.m.

**Master Agreement/Software & Support License/Computer Arts Inc./County Assistance**

Elections/County Assistance Manager Shelly Amos requested the Board's approval for a renewal of the master agreement with Computer Arts, Inc. for the software County Assistance uses for all its functions. She said the cost did not increase and the new agreement would come into effect on October 1, 2020.

Commissioner Brooks moved that the Board approve the master agreement for software and support licenses with Computer Arts, Inc. for County Assistance. 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.

**Fourth Amendment/Kootenai County Sheriff's Office Services Contract/Correctional Health Partners, LLC/KCSO**

KCSO Captain Andy Deak requested the Board's approval for the fourth amendment for the Kootenai County Sheriff's Office services contract with Correctional Health Partners, LLC. He stated the full cost would be \$1,866,308 and had been included in their budget request. He explained this represented an all-inclusive, 24/7 medical coverage, including prescriptions. He said the increase had been about 4%, or approximately \$100,000.

Commissioner Duncan moved that the Board approve the fourth amendment for the Correctional Health Partners, LLC contract services for Jail medical. 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.

Kootenai County Residents Cindy Nunn, Deborah Mitchell, Marshall Mitchell, ZoAnn Thruman and Julianne Dance exited the meeting at 2:19 p.m.

**Renewal/Annual Service Contract/Copier Maintenance/Apex Office Systems/District Court**

Court Services Director Marissa Garza requested the Board's approval of renewal of the annual service contract for copier maintenance with Apex Office Systems. She commented that the cost had increased by one tenth of a cent per copy, from 1.5 cents per copy to 1.6 cents.

Commissioner Brooks moved that the Board approve the renewal of the annual service contract for copier maintenance with Apex Office Systems. 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/Partial Airport Perimeter Fence/T-O Engineers/Airport**

This item was deferred until next week's meeting.

**Memorandum of Understanding/Southwest Idaho Wireless Integrated Network (SWIWIN)/Juvenile Probation**

Juvenile Probation Director Debra Nadeau requested the Board's approval of a Memorandum of Understanding with Southwest Idaho Wireless Integrated Network. She explained this was for radio network access. She said they had acquired seven radios that were no longer being used by the Juvenile Detention and planned to use them for their Probation Officers. She remarked that KCSO 911 Communications Services Manager Collin McRoy had said he would be able to program the units to serve their needs.

Commissioner Duncan moved that the Board approve the Memorandum of Understanding between Southwest Idaho Wireless Integrated Network and Juvenile Probation. 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. Garza and Court Services Manager Kally Young exited the meeting at 2:22 p.m.

**Grant Project Funding Agreement/5310 Enhanced Mobility of Seniors and Individuals with Disabilities/Small Urban/Idaho Transportation Department/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of a grant project funding agreement. She explained this represented their agreement with ITD (Idaho Transportation Department) for the Ring a

Ride portion of the Paratransit Services. She stated the amount was \$152,914, with a match provided by the Area Agency on Aging. She said the agreement was for one year, starting October 1, 2020.

Kootenai County Resident Richard Dance exited the meeting at 2:24 p.m.

Commissioner Brooks moved that the Board approve the grant project funding agreement 5310 Enhanced Mobility of Senior and Individuals with Disabilities/Small Urban with the Idaho Transportation Department. 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.

**Communications System and Services Agreement/MCC7100 Remote Console Positions/Motorola Solutions/CARES Act Pre-Approval CFAC-456/KCSO/911**

Mr. McRoy requested the Board's approval of a communications system and services agreement for the MCC7100 Remote Console Positions with Motorola Solutions. He explained these were remote consoles like those approved last week, but for radios rather than telephones. He said they had two of the units right now and this would allow them to get four more. He stated the total contract price was \$250,787, with the first year warranty included, and would be covered under CARES Act funding.

Commissioner Duncan moved that the Board approve the communications system and services agreement MCC7100 Remote Console Positions with Motorola Solutions, using CARES Act funds. 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.

**Release of All Claims of Property Damage/Iron Mountain Construction/Human Resources**

Human Resources (HR) Generalist – Compliance Cecilia Sweet requested the Board's approval of the release of all claims of property damage with Iron Mountain Construction. Mr. Ferguson suggested that the Board not sign the release until the work had been completed.

Ms. Sweet said that Civil Deputy Prosecuting Attorney Darrin Murphey had indicated he thought it would be acceptable to do it now.

Commissioner Duncan commented that there would be no harm done if the item were deferred a couple weeks. No objection was voiced.

No motion was required.

Ms. Sweet exited the meeting at 2:28 p.m.

Ms. Dance re-entered the meeting at 2:28 p.m.

**Approval/Purchase of Snow Plow/Buildings & Grounds**

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval for the purchase of a snow plow for the pickup truck they had just received from Parks & Waterways. He said the cost would be about \$6,400 and would be split with B&G Maintenance Supervisor Tom Reed's budget at the Jail.

Commissioner Brooks moved that the Board approve the purchase of the snow plow by Buildings & Grounds. 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 2020-62/Update to Capitalization Threshold/Fixed Assets/Auditor**

Finance Director Dena Darrow requested the Board's approval of Resolution 2020-62, to update the capitalization threshold for Fixed Assets. She explained the implications of the change from a \$5,000 to a \$10,000 threshold.

Ms. Nunn, Ms. Mitchell, Mr. Dance and Mr. Deady re-entered the meeting at 2:33 p.m.

Commissioner Brooks moved that the Board approve Resolution 2020-62 to update the capitalization threshold for Fixed Assets. 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 2020-63/Surplus Vehicle/Juvenile Detention**

Juvenile Detention Senior Records Clerk Brandie Bradley requested the Board to approve Resolution 2020-63, to declare a 1995 Chevy pickup truck surplus. She said no other County departments had expressed interest in it, so it would be sent to auction.

Commissioner Duncan moved that the Board approve Resolution 2020-63, to surplus a vehicle for Juvenile Detention. 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.

Chief Bailiff Pete Barnes entered the meeting at 2:38 p.m.

**Resolution 2020-64/Surplus Equipment/Snowgroomers**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested that the Board approve Resolution 2020-64, to declare various implements as surplus. He noted that no other departments had expressed any interest in them and they had received a communication from the State of Idaho Department of Parks & Recreation that authorized P&W to dispose of them.

Commissioner Duncan moved that the Board approve Resolution 2020-64, to surplus equipment for the Snowgroomers. 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 2020-65/2.4 Acres Armory Land Purchase/Board of Commissioners**

Commissioner Duncan explained that this resolution would allow the County to proceed in using General Fund tax dollars in the Airport's budget to purchase the land on which the Armory building is located. She said it would be done in two steps and the resolution outlined the fact that if the County were not able to offer the second payment, the land would remain under the Airport's control until the lease was paid off. She said the total purchase price was \$294,000, based on the 2020 appraisal, with this year's payment being \$161,000 and next year's being \$131,000.

Commissioner Duncan moved that the Board approve Resolution 2020-65, for the purchase of the 2.4 acres in the Armory Land Purchase from the ALP (Airport Layout Plan), in the amount of \$294,000, of which \$161,000 would be part of the 2021 budget year and, provided that the appropriation was made in the 2022 budget, the final amount of \$131,000 paid in 2022. 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 2020-66/Designate Polling Places/Elections**

Elections/County Assistance Manager Shelly Amos requested the Board's approval of Resolution 2020-66, to designate polling places in the November 3, 2020 General Election. She commented that three polling places had been changed: number 42 and 43 had been at Community United Methodist Church and would be moved to Lake City High School. She added that number 68 had been at Crossroads Baptist Church and would be moved to Medicine Mountain Grange in Medimont. She confirmed that they making provisions to use all 70 locations.



Commissioner Brooks moved that the Board approve Resolution 2020-66, to designate polling places for Elections. 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.

Commissioner Bill Brooks remarked that he would have been in favor of a Music Conservatory, but not in the proposed location. He complimented Commissioner Leslie Duncan on her recent "My Turn" piece in the Coeur d'Alene Press that talked about the issue. He also stated that he did not believe it was the obligation of the County to finance anyone's project, non-profit or not. He said he did not think it would be a legal use of County funds.

Kootenai County Resident Julianne Dance thanked the Commissioners for their treatment of her group and their efforts to bring the Music Conservatory to the Romer House. She explained the circumstances under which their expected funding had fallen through and said the offer made in the meeting today had been a last minute effort to save the project.

Mr. McRoy exited the meeting at 2:45 p.m.

Ms. Nadeau exited the meeting at 2:46 p.m.

Kootenai County Resident Richard Dance also expressed his regret that the project had fallen through. He said he hoped that it might still go forward somehow.

Ms. Amos exited the meeting at 2:50 p.m.

Kootenai County Resident Deborah Mitchell complained about the terms under which the public auction had been held. She indicated she thought that Idaho Code may have been violated in the proceedings. She expressed her discontent with the process at length.

Commissioner Duncan stated she would review the ordinance Ms. Mitchell had questioned and the other information submitted.

Chairman Fillios commented that the Board's ultimate responsibility was to the taxpayers. He remarked that the County had paid \$420,000 for the property, with the intention of being used by the County.

Commissioner Brooks said he would have been very happy if a bid had been submitted today to allow them to buy the house outright. He noted that there had been ample time

provided to work on funding the project, including multiple extensions of deadline approved by the Board.

**H. Adjournment (Action):** Chairman Fillios adjourned the meeting at 3:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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