

**Minutes of Meeting
Business Meeting
October 27, 2020
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Airport Director Steven Kjergaard, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Deputy Finance Director Keith Taylor, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Solid Waste (SW) Principal Planner Laureen Chaffin, KCSO Lieutenant Michael McFarland, Assessor’s Office Administrative Manager Reba Grytness, Civil Deputy Prosecuting Attorney R. David Ferguson, Prosecutor’s Office Investigator for Task Force Paul Farina, Human Resources (HR) Generalist – Benefits & Compliance Dorothy Cross, Buildings & Grounds (B&G) Administrative Secretary Kristi Koehn, 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. Kjergaard, Mr. Riley, Ms. Riley, Mr. Snyder, Ms. Cross, Lieutenant McFarland, Ms. Chaffin, Ms. Koehn and Ms. Grytness were present via teleconference. Commissioner Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Deputy Finance Director Keith Taylor led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 10/08/2020 Public Hearing/Case No. ORA20-0001/Re-Entry Standards/Amend Kootenai County Land Use and Development Code/Community Development
 - 10/15/2020 Community Development Update

Board Actions:

Treasurer’s Monthly Report/September 30, 2020
Human Resources: Personnel Changes: Position Calculator – 2021 Values; Conversion of Temporary Part Time position to Regular Full Time/Community Development
Payment Request Approval Form/J-U-B Engineering; Aqua Engineering/Hayden Area Regional Sewer Board (HARSB)
PAF/SCF Report: BOCC Review PP22/Week 2/Human Resources
BOCC Signatures for Indigent Cases: 10/15/20 through 10/21/20
Kennel License Renewal/Bonville/Legacy Canine Boarding and Training, LLC

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

Commissioner Brooks: Excused
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 October 19, 2020 through October 23, 2020 in the amount of \$963,889.42, with no jury payments. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

E. Changes to the Agenda (Action):

Commissioner Duncan asked that item eleven be pulled from the agenda.

Chairman Fillios agreed.

F. Action Items:

Agreement/Provide Law Enforcement Services/Election Day Coverage/Coeur d'Alene School District/KCSO

KCSO Lieutenant Michael McFarland requested the Board's approval of an agreement to provide law enforcement services on Election Day for Coeur d'Alene School District. He explained it would be an overtime contract.

Prosecutor Barry McHugh entered the meeting at 2:03 p.m.

Commissioner Duncan moved that the Board approve the agreement to provide law enforcement services for Election Day coverage for Hayden Meadows Elementary School. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Development and Ground Lease/Saad/Airport

Airport Director Steven Kjergaard requested the Board's approval for a development and ground lease in the amount of \$2,777.63 per year.

Commissioner Duncan moved that the Board approve the development and ground lease AAL-2020-970 for Saad. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Termination of Lease Agreement/Polley/Airport

Ground Lease Agreement/AAL-2020-700/Bendhanger, LLC/Airport

Chairman Fillios stated that items three and four from the agenda could be handled together.

Mr. Kjergaard requested the Board’s approval of the termination of an old lease agreement with Polley and its sale to Bendhanger, LLC. He noted the annual fee would be \$1,535.04.

Commissioner Duncan moved that the Board approve the termination of the lease agreement with Polley and approve the ground lease agreement AAL-2020-700 for Bendhanger, LLC. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Authorize/Unbudgeted Expense/Snowplow Equipment/Installation/Public Transportation/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board’s approval for the unbudgeted expense of snowplow equipment, not to exceed \$7,500. She stated that the purchase would be funded by existing FTA (Federal Transit Administration) awards and would present no expense to the County.

Ms. Riley confirmed that getting the plowing done in the past by an outside company had cost an average of about \$8,500 each winter, so this would pay for itself in one year.

Commissioner Duncan moved that the Board approve the purchase of snowplow equipment and its installation for Public Transportation in an amount not to exceed \$7,500. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

5339 Small Urban Funding Agreement/Idaho Transportation Department Public Transportation/Resource Management Office

Ms. Riley reported that the County has applied for this funding before, most recently in January of 2020. She said that KMPO (Kootenai Metropolitan Planning Organization) wanted RMO to go through the application process again, for \$200,000, RTC Phase II 5339 Agreement – ID-34-X002(Revised). She stated that a match of \$50,000 would be paid by the local jurisdictions.

Commissioner Bill Brooks entered the meeting via teleconference at 2:10 p.m.

Ms. Riley explained this would be a “pass-through” agreement.

Commissioner Duncan moved that the Board approve the 5339 Small Urban Funding Agreement with Idaho Transportation Department for Public Transportation. Chairman Fillios 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 Public Transportation Letters of Agreement/Cities of Coeur d’Alene/Post Falls/Hayden/Dalton Gardens/Huetter/Public Transportation/Resource Management Office

Ms. Riley requested the Board’s approval of the FY21 Public Transportation Letters of Agreement with the listed cities. She explained these were the regular annual agreements with the local jurisdictions that provide the cash match for public transportation. She said it was the same as last year, except that the City of Coeur d’Alene had reduced their contribution by \$25,000 to \$122,558.

Commissioner Duncan moved that the Board approve the FY21 Public Transportation Letters of Agreement with the Cities of Coeur d’Alene, Post Falls, Hayden, Dalton Gardens and Huetter. Chairman Fillios 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/Security Services/Northern States Security/Fernan Park/Parks & Waterways

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board’s approval for an agreement for security services with Northern States Security. He explained that this company locked and unlocked Fernan Park gates. He said that this was a renewal with no increase in cost.

Commissioner Duncan moved that the Board approve the agreement for security services with Northern States Security at Fernan Park. Chairman Fillios 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.

Extension/COVID-19 Provisions/Regence/Human Resources

Human Resources Generalist – Benefits & Compensation Dorothy Cross requested the Board’s approval of an extension in the agreement for COVID-19 provisions with Regence. She noted the original agreement would end October 31, 2020 and the extension would

carry it until the end of the year. She said this dealt with a waiver of cost sharing for COVID-19 care.

Commissioner Duncan moved that the Board approve the extension for the COVID-19 provisions with Regence through December 31, 2020. Chairman Fillios 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.

FY20 Homeland Security Grant Program (HSGP) Application/Operation Stonegarden/Resource Management Office/KCSO

Lieutenant McFarland requested the Board's approval for the application for the FY20 Homeland Security Grant Program. He explained it would be for Operation Stonegarden, in the amount of \$80,000, for overtime shifts and equipment.

Commissioner Duncan moved that the Board approve the FY20 Homeland Security Grant Program Application for Operation Stonegarden and KCSO. Chairman Fillios 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/Allocate Existing A Budget Funds/Fund Call Out Pay for Detectives/KCSO~~

This item was pulled from the agenda.

First Amendment/Memorandum of Understanding/Office of the Idaho Attorney General/Civil Prosecuting Attorney

Prosecutor McHugh requested the Board's approval of an increase in pay for Paul Farina, retroactive through October 1, 2020. He explained it was a 3% increase.

Commissioner Duncan moved that the Board approve the first amendment to the memorandum of understanding with the Office of the Idaho Attorney General for the 3% raise, retroactive to October 1, 2020. Chairman Fillios 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.

Prosecutor's Office Investigator for the Task Force Paul Farina exited the meeting at 2:14 p.m.

Maintenance Agreement/Ricoh Copier/H & H, Inc./Buildings & Grounds

Buildings & Grounds (B&G) Administrative Secretary Kristi Koehn requested the Board's approval to add a new Ricoh Copier to the maintenance agreement with H&H, Inc.

Commissioner Duncan moved that the Board approve the maintenance agreement for the Ricoh Copier with H & H, Inc. for Buildings & Grounds. Chairman Fillios 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.

Prosecutor McHugh exited the meeting at 2:15 p.m.

Construction Agreement/Cost Sheet/Hayden Area Regional Sewer Board

Commissioner Duncan stated that the agreement had changed due to the change from 200 gallons/day to 172.5 gallons per day to the plant. She said that Kootenai County's portion of Phase II, which would be due in FY22, would be \$179,231.77.

Commissioner Duncan moved that the Board approve the construction agreement and the cost sheet with Hayden Area Regional Sewer Board. Chairman Fillios 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 2020-71/Surplus Equipment/Asset Deletion/Solid Waste

Solid Waste (SW) Principal Planner Laureen Chaffin reminded the Commissioners that this item had been presented last week and they had approved the surplus of three forty-foot trailers and a copy machine. She explained there had been an error made in the draft of the resolution, which stated that the trailers were valued at less than \$250. She said this represented a correction to that resolution.

Commissioner Duncan moved that the Board approve Resolution 2020-71, for surplus of equipment and asset deletion for Solid Waste. Chairman Fillios 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 2020-75/Classify Records/Parks & Waterways

Resolution 2020-76/Destroy Records/Parks & Waterways

Chairman Fillios stated that items sixteen and seventeen would be combined.

No objections were voiced.

Mr. Snyder requested the Board’s approval of the resolutions to classify and destroy records for Parks & Waterways.

Commissioner Duncan moved that the Board approve Resolution 2020-75 and Resolution 2020-76, to classify and destroy records for Parks & Waterways, per Idaho Code. Chairman Fillios 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 2020-77/Surplus Equipment/Asset Deletion/Assessor

Assessor’s Office Administrative Manager Reba Grytness requested the Board’s approval for Resolution 2020-77, to permit equipment to be declared surplus and asset numbers deleted.

Commissioner Duncan moved that the Board approve Resolution 2020-77, for the surplus equipment and asset deletion for the Assessor’s Office. Chairman Fillios 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 2:18 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
