

**Minutes of Meeting
Business Meeting
November 22, 2022
2:00 p.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Chris Fillios met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Stuart Miller and Kevin Smart, KCSO Sergeant Ryan Miller, KCSO Patrol Deputy Nick Franssen, KCSO Chief Budget Officer Stephanie Drobny, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, KCSO Jail Maintenance Supervisor Tom Reed, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Deputy Prosecuting Attorney Chelsey Torgerson, Human Resources (HR) Director Sylvia Proud, Airport Director Steven Kjergaard, Finance Director Brandi Falcon, Deputy Finance Director Keith Taylor, Solid Waste (SW) Operations Manager Doug Goodwin, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Deputy Franssen, Ms. Heglie, Mr. Reed and Ms. Drobny were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Solid Waste (SW) Operations Manager Doug Goodwin 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 Duncan stated that item 27, "Resolution 2022-83/Send 40 Ft. Pace American Trailer to Auction/Sheriff – Rec Safety (Action)" had been pulled from the agenda.

Board Approval Request: KCSO CSO Truck Purchase Request/Sheriff (Action)

Chair Duncan said that an additional item, of an urgent nature, needed to be added to the agenda.

KCSO Captain Kevin Smart explained that the Sheriff's Office needed to purchase a new CSO (Community Service Officer) vehicle and the dealership was unable to hold it until next week's Business Meeting. He described the vehicle and the funding arrangements for its purchase.

Commissioner Bill Brooks moved that the Board add the item as outlined to the agenda. Commissioner Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

Chair Duncan stated that this item would be inserted at the beginning of the agenda.

E. Approve Meeting Minutes (Action)

11/01/2022 Business Meeting
11/07/2022 Airport
11/08/2022 Business Meeting

Commissioner Fillios moved that the Board approve items two through four, the submitted minutes. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Allow Homeowner Exemption
Assessor Yield Tax Charge Correction
Assessor Yield Tax Charge Correction 11-16
Treasurer's Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 103621
Canvass of Election/November 8, 2022
Human Resources PAF/SCF Report for 2022 PP24 Week 2
BOCC Signatures for Indigent Cases: 11/10/2022 – 11/16/2022

Commissioner Brooks moved that the Board approve items five through eleven on the agenda, the Consent Calendar. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

G. Approve Payables List (Action)

Commissioner Fillios moved that the Board accept the Payables List for the week of November 14, 2022 through November 18, 2022 in the amount of \$619,457.93, with \$708.80 in jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye
The motion carried.

Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 2:04 p.m.

H. Business:

Board Approval Request: KCSO CSO Truck Purchase Request/Sheriff (Action)

Chair Duncan remarked that, due to supply chain shortages, she felt that sufficient need had been shown to act now on the CSO truck purchase requested by Captain Smart. She said that if they didn't authorize the purchase, it might be months or longer to find another one.

Finance Director Brandi Falcon explained where the funds for the purchase had come from in the Sheriff's Budget.

Commissioner Fillios asked whether the Sheriff's Office could do without the vehicle.

Captain Smart explained that this would replace a current vehicle that was reaching the end of its service life. He predicted that it would end up costing more to keep the old one on the road than to buy a newer one. He added that he believed vehicle costs would only continue to go up, so waiting would not ultimately save any money.

Captain Smart reported that this vehicle was \$12,000 more than had been originally planned, but they had enough to cover it. He described the services provided by the CSO staff and said they did more driving in a typical day than a Patrol vehicle did.

Commissioner Brooks moved that the Board approve the request by KCSO for the purchase of the truck. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye
The motion carried.

Financial/Budget: Request to Purchase Ramsey Scale 1 Replacement/Solid Waste (Action)

Mr. Goodwin requested the Board's approval to purchase a replacement for the Ramsey Scale 1. He said the cost had been included in their Budget for FY23. He described the process by which they had chosen this provider.

Commissioner Fillios moved that the Board approve the request by Solid Waste to purchase the Ramsey Scale 1 replacement with Unitek, since it was included as a budgeted expense. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye

Commissioner Brooks: Aye

Chair Duncan: Aye

The motion carried.

Mr. Goodwin exited the meeting at 2:11 p.m.

Approval of Wellnecity, LLC – Business Associate Agreement/Wellnecity, LLC/Human Resources (Action)

Approval of Wellnecity, LLC – Mutual Non-Disclosure Agreement/Wellnecity, LLC/ Human Resources (Action)

Chair Duncan suggested that items 14 and 15 be handled together.

Human Resources (HR) Director Sylvia Proud requested the Board's approval of two agreements with Wellnecity, LLC. She explained that these were related to the Edison Healthcare Program that would begin in 2023. She said that this would enable Edison's Patient Identification Program, using claims data to identify potential candidates for their program and would also be used for outreach and education. She added that the agreements had been reviewed by Legal.

Chair Duncan moved that the Board approve the Business Associate Agreement and the Mutual Non-Disclosure Agreement with Wellnecity, LLC. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye

Commissioner Brooks: Aye

Chair Duncan: Aye

The motion carried.

Supplemental Agreement No. 1 to Install Mezzanine Structure in COE SRE (Snow Removal Equipment) Building – Non AIP/TML Construction, Inc/Airport (Action)

Airport Director Steven Kjergaard requested the Board's approval of Supplemental Agreement No. 1 to install mezzanine structure in the Coeur d'Alene Airport's SRE (Snow Removal Equipment) Building. He explained this was not for the mezzanine itself, but for the support structure so that a mezzanine could be added at a later date. He said the funding was coming from IDT (Idaho Department of Transportation) Aeronautics as part of the \$300,000 grant the Airport had received.

Mr. Kjergaard confirmed that the project would include other add alternates, but these were not included in this bid because they did not want other subcontractors to hold prices for another six or eight months. He provided additional details of the project planning.

Commissioner Fillios moved that the Board approve the Supplemental Agreement No. 1 for the Airport to install the mezzanine structure in the Snow Removal Building with TML Construction, to be paid for by IDT Aeronautics. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye

Commissioner Brooks: Aye

Chair Duncan: Aye

The motion carried.

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

FY2022 Financial Audit Engagement Letter Approval, Eide Bailly/Eide Bailly/Auditor (Action)

Deputy Finance Director Keith Taylor requested the Board's approval of the FY2022 Financial Audit Engagement Letter with Eide Bailly. He said this was the second year of a two year agreement the County had with Eide Bailly. He stated this had been budgeted at \$57,000.

Mr. Taylor noted that, in addition to the regular audit fee, there was a one-time cost for Eide Bailly to audit the County's implementation of the new lease requirement. He called the Commissioners' attention to the portion of the Engagement Letter which detailed this. He said the projected cost was between \$2,240 and \$3,360, depending on the amount of work required.

Commissioner Brooks moved that the Board approve the FY2022 Financial Audit Engagement Letter with Eide Bailly and the Auditor's Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye

Commissioner Brooks: Aye

Chair Duncan: Aye

The motion carried.

Mr. Taylor exited the meeting at 2:16 p.m.

Northern Lakes Fire District Annexation/Howell/BOCC (Action)

Civil Deputy Prosecuting Attorney R. David Ferguson requested that the Board approve the annexation of a property owned by Howell into the Northern Lakes Fire District. He stated that all requirements for this had been met.

Commissioner Fillios moved that the Board approve the Northern Lakes Fire District Annexation for the party of Howell, as reviewed and approved by the County's Legal Department. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

Kootenai Fire & Rescue Fire District Annexation/Schuler/BOCC (Action)

Mr. Ferguson requested that the Board approve the annexation of a property owned by Schuler into the Kootenai Fire & Rescue Fire District. He stated that all requirements for this had been met.

Commissioner Brooks moved that the Board approve the Kootenai Fire & Rescue Fire District annexation for Schuler by the BOCC. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

Grant Application/Local Community Grant/Holidays and Heroes/Walmart \$5,000/No Match Requirement/Sheriff (Action)

KCSO Patrol Deputy Nick Franssen requested the Board's approval of a grant application to be made to Walmart in the amount of \$5,000 for the yearly Holidays and Heroes program. He explained that this grant enabled KCSO officers to take families in need shopping for food and gifts for the holiday season.

Commissioner Fillios moved that the Board approve the grant application for the Local Community Grant as sponsored by Walmart for the Holidays and Heroes Initiative scheduled for December 4, 2022. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

Bureau of Land Management (BLM) Amendment/Bureau of Land Management/Sheriff/Patrol (Action)

Captain Smart requested the Board's approval of an amendment to the BLM (Bureau of Land Management) agreement. He explained this would entail a continuation of the current contract for August 1, 2022 through July 31, 2023. He said that the amount allowed in the agreement was \$8,000, which KCSO could charge for services rendered on lands owned by BLM. He confirmed that this amount had been more than enough to fully cover KCSO expenses for the service in the past.

Commissioner Brooks moved that the Board approve the Bureau of Land Management Amendment with the Sheriff's Office. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

County Department Annual Report: FY22 ESAC Submission for KCSO/Sheriff (Action)

KCSO Chief Budget Officer Stephanie Drobny reported that they were required to submit their annual ESAC (Equitable Sharing Agreement and Certification) report to the DOJ (Department of Justice). She explained this was an accounting of all funds received and spent from the Asset Forfeiture Fund.

Commissioner Fillios moved that the Board accept the County Department Annual Report for Fiscal Year 2022, the ESAC submission for KCSO to the Department of Justice. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

HVAC Service Contract/ATS Inland NW, Inc./Sheriff (Action)

KCSO Jail Maintenance Supervisor Tom Reed requested the Board's approval of their HVAC Service Contract with ATS Inland NW, Inc. He stated the cost was \$21,260 and had been included in their budget.

Commissioner Brooks moved that the Board approve the HVAC Service Contract with ATS Inland NW, Inc. for the Sheriff's Department. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

Board Approval Request: Kootenai County Jail – Install Boiler Due to Boiler Failure/Sheriff – Jail (Action)

Mr. Reed explained that one of the boilers at the Jail had failed and asked the Board to approve the installation of a replacement. He said they were going to use commercial water tanks because these should be more reliable and last longer. He reported that Ms. Falcon had located funding for this from Fund 11 and provided details of where the money came from.

KCSO Captain Stuart Miller confirmed that the funding had been located in the Five Year Plan, Fund 11. He remarked that the estimate Mr. Reed had received was about \$48,000 and there was \$55,809 available.

Commissioner Fillios moved that the Board approve the request to install a new boiler, due to the failure of the old one, with the payment coming from Fund 11, which contained enough to cover the cost. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye
The motion carried.

Service Award: Request that Detective Northrup be Awarded His Sheriff's Badge, Duty Weapon and ID Card upon His Retirement/Sheriff/Detective (Action)

KCSO Personnel Administrator/Administrative Manager Marcia Heglie requested the Board's approval to award badge, duty weapon and ID card to Detective Northrup upon his retirement.

Commissioner Brooks moved that the Board approve the award of the badge, duty weapon and ID card to Detective Northrup upon his retirement. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye
The motion carried.

Resolution 2022-82/Trade-in Old SONAR Boat Trailer/Sheriff – Rec Safety (Action)

KCSO Sergeant Ryan Miller requested the Board's approval of Resolution 2022-82, to permit a trade in of the old SONAR boat trailer. He stated that a replacement had already been purchased.

Commissioner Fillios moved that the Board approve Resolution 2022-82, for the trading-in of the old SONAR boat trailer. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye
The motion carried.

Deputy Prosecuting Attorney Julia Schoffstall entered the meeting at 2:26 p.m.

~~Resolution 2022-83/Send 40 Ft Pace American Trailer to Auction/Sheriff – Rec Safety (Action)~~ - Pulled

Commissioner Brooks moved that the Board enter in to Executive Session pursuant to Idaho Code §74-206(1)(f). Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

Chair Duncan requested that Prosecutor Stanley Mortensen remain for the Executive Session.

The Board entered into Executive Session at 2:26 p.m.

Executive Session pursuant to Idaho Code §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 (Closed Session - Discussion)

Decision/Direction (Open Meeting – Action)

The Board exited Executive Session at 2:51 p.m.

Commissioner Fillios moved that the Board exit Executive Session with no decisions to be made. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Fillios: Aye
Commissioner Brooks: Aye
Chair Duncan: Aye

The motion carried.

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. There were no public comments.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 2:51 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk