

**Minutes of Meeting**  
**Business Meeting**  
**April 23, 2019**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Chair Pro Tem Leslie Duncan met to discuss the following agenda items. Also present were Chief Deputy Treasurer Laurie Thomas, Treasurer’s Office Customer Service Clerk III Amy Sweet, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Staff Accountant Julina Hildreth, Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Airport Deputy Director Phil Cummings, KCSO Lieutenant Michael McFarland, KCSO Sergeant William Klinkefus, KCSO Patrol Administrative Assistant Stephanie Macias, Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and Coeur d’Alene Press Reporter Brian Walker. Commissioner Bill Brooks was excused. Chairman Fillios attended via teleconference.

**A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 2:00 p.m.

**B. Pledge of Allegiance:** Chief Deputy Clerk Jennifer Locke led the Pledge of Allegiance.

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

**Minutes of Meetings:**

04/01/2019	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.
04/02/2019	Executive Session §74-206(1)(d) to consider records that are exempt from disclosure.
04/03/2019	Public Defense Commission
04/04/2019	Human Resources Personnel Changes
04/08/2019	Commissioners’ Debriefing
04/08/2019	FY2020 Budget Review – Solid Waste
04/09/2019	FY2020 Budget Review – Juvenile Detention
04/09/2019	Business Meeting
04/10/2019	FY2020 Budget Review – Information Technology
04/15/2019	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.
04/15/2019	Executive Session §74-206(1)(d) to consider records that are exempt from disclosure.

**Board Actions:**

Civil Division/March 2019 Financial Report

PAF/SCF Report: BOCC Review PP09/Human Resources

BOCC Signatures for Indigent Cases: 4/11/2019 through 4/17/2019

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

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**D. Payables List (Action):**

Chairman Fillios moved that the Board accept the Payables List for the week of April 15, 2019 through April 19, 2019 in the amount of \$1,065,648.25, with jury payments of \$5,361.44. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**E. Changes to the Agenda (Action):**

Chair Pro Tem Duncan asked that items two, seven and eighteen be removed from the agenda and continued to next week's Business Meeting. Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that no motion was required for this.

**F. Action Items:**

**Public Hearing: Notice of Pending Issue of Tax Deeds/Treasurer**

Chair Pro Tem Duncan inquired if any present for the public hearing wished to declare a conflict of interest. None was declared.

Chief Deputy Treasurer Laurie Thomas reported that she presented thirty-six parcels to the Board for tax deed proceedings. She said her department had begun in July 2018 with seven hundred twelve parcels and noted that seven of the remaining parcels included Homeowners Exemptions. Ms. Thomas stated that the total amount of delinquent taxes was \$60,335.

Ms. Thomas asked the Commissioners to refrain from placing two of the listed properties on the tax deed list. She explained that one owner had just mailed a check for the full remaining amount of 2015 taxes due on AIN 116866 yesterday. She said that the owner of AIN 143535 also had extenuating circumstances and would bring payment for the full remaining amount of 2015 taxes on April 26, 2019.

Chair Pro Tem Duncan asked if any members of the public wished to offer testimony. None spoke.

Chairman Fillios moved that the Board close public testimony and enter into deliberations. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Chair Pro Tem Duncan stated that she did not see any problem with allowing exceptions on the two properties as requested by Ms. Thomas. Chairman Fillios agreed.

Chairman Fillios moved that the Board approve the Treasurer's Office request to file tax deeds for the thirty-six parcels attached to the memorandum as presented, included in the motion was that the Board would approve specific exceptions and refrain from recording tax deeds for AIN 116866 and AIN 143535, due to extenuating circumstances. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Agreement/Facility Use Request/College of Southern Idaho/Idaho STAR Program/Airport**

This item was pulled from the agenda.

**Addendum to Contract/External Auditors/Eide Bailly LLP/Auditor**

Deputy Finance Director Keith Taylor requested the Board's approval of an addendum to extend the contract between Kootenai County and Eide Bailly for annual audit services for an additional two years. He stated that the 2019 fees for the annual audit would be \$46,800 and 2020 fees would be \$48,100.

Chairman Fillios asked if this renewal should be put up for an RFP (Request for Proposals). Mr. Taylor explained that the Auditor's Office has been satisfied with Eide Bailly's services and would prefer to use them again. He said that writing the addendum to an existing contract made it possible for them to continue the relationship without a formal RFP process. Finance Director Dena Darrow assured the Board that the Auditor's Office had verified with Legal that this was permissible.

Chairman Fillios moved that the Board approve the addendum to the contract for an additional two years with the external auditor, Eide Bailly LLP, and the Auditor's Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**FY2020 Indigent Defense Grant Application/Public Defender/Auditor**

Ms. Darrow presented the Commissioners with copies of the FY2020 Indigent Defense Grant Application and asked their approval of the document. She explained that they had followed the recommendations of the PDC (Public Defense Commission) for the grant amount. She added that the grant application had been reviewed and certified by the Resource Management Office.

Public Defender Anne C. Taylor noted that, if the grant request were approved, her department would create a budget showing how the funds would be used.

Chairman Fillios moved that the Board approve the FY2020 Indigent Defense Grant Application. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Approval/Change of Credit Card Providers/Point & Pay Contract/Auditor**

Mr. Taylor requested the Board's approval for a change in credit card providers. He explained that District Court had been working with the Auditor's Office to change providers for District Court's credit card services. He noted that, if the Board approved this, they would be signing up beneath the Supreme Court's master agreement with Point & Pay. Mr. Taylor added that this would be a no-cost contract between Kootenai County and the Supreme Court, with any credit card fees passed on and paid through the state.

Chairman Fillios moved that the Board approve the change of credit card providers to Point & Pay, as recommended by the Auditor's Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Request/Title III Reimbursement/Emergency Services/US Forest Service Lands/KCSO**

KCSO Sergeant William Klinkfus requested the Board's approval of reimbursement of \$30,072.67 into the Title III account for Search & Rescue services, emergency service details, calls for service, and Search & Rescue related training. He explained the funds would be used to pay for various projects for Search & Rescue and other Forest Service related items.

Chairman Fillios moved that the Board approve the request for Title III reimbursement for emergency services from the US Forest Service for KCSO. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Sergeant Klinkefus exited the meeting at 2:15 p.m.

**Addendum Agreement/ThyssenKrupp/Buildings & Grounds**

This item was pulled from the agenda

**Request/Use of District Court Restricted Facilities Fund/JJC Elevator/Buildings & Grounds**

Contractor Shawn Riley explained that the final item remaining in the County's voluntary compliance agreement with the US Department of Justice was the ADA (Americans with Disabilities Act) modifications for accessibility to the elevator at the Juvenile Justice Center. He said they received a quote from ThyssenKrupp for \$24,752 and there was enough in the Restricted Fund "11- 3211" to cover the expense. Mr. Riley stated they would ask for \$27,000 for the project, in order to cover the expected cost and for contingency. He noted that the contingency amount would be returned to the fund if it were not needed. Mr. Riley said the project could be started in July 2019 and should be completed by August 2019.

Chairman Fillios moved that the Board approve the request for the use of District Court restricted funds for about \$27,000 for the Juvenile Justice Center elevator as proposed by Buildings & Grounds. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Buildings & Grounds Operations Manager Greg Manley exited the meeting at 2:17 p.m.

**Extension of Professional Services Agreement/Coffman Engineers/Resource Management Office**

Resource Management Office (RMO) Program Manager Kimberli Riley requested the Board's approval of an extension of a professional services agreement with Coffman Engineers, Inc. for another six months, starting after May 14, 2019.

Chairman Fillios moved that the Board approve the extension of the professional services agreement with Coffman Engineers, Inc. as recommended by the Resource Management Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Service Agreement/Commission Assistance and Mentoring Program (CAMP)/Resource Management Office**

Ms. Riley requested the Board's approval of a service agreement with the National Alliance for Preservation Commission, for a one-day Commissioner Assistance and Mentoring Program (CAMP) event for certified local government agencies, related to historic preservation.

Chairman Fillios moved that the Board approve the service agreement for the Commission Assistance and Mentoring Program (CAMP) as recommended by the Resource Management Office for the purpose of historic preservation. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Resolution 2019-40/Airport Fee Update/Airport**

Airport Deputy Director Phil Cummings requested the Board's approval of Resolution 2019-40. He explained the resolution would update the Airport's fees.

Chairman Fillios moved that the Board approve Resolution 2019-40, for the Airport Fee update. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Mr. Cummings exited the meeting at 2:20 p.m.

**Resolution 2019-41/Classify Records/Treasurer**

**Resolution 2019- 42/Destroy Records/Treasurer**

Chair Pro Tem Duncan suggested that item twelve and item thirteen be handled together. There was no objection.

Chief Deputy Treasurer Laurie Thomas requested that the Board approve Resolution 2019-41, to classify records no longer needed by her office, and Resolution 2019-42, to

destroy those records. She explained that the records had been scanned into the computer and could be reproduced if needed.

Chairman Fillios moved that the Board approve Resolution 2019-41 and Resolution 2019-42, to classify and destroy records for the Treasurer's Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Thomas and Treasurer's Office Customer Service Clerk III Amy Sweet exited the meeting at 2:21 p.m.

**Resolution 2019-43/Authorize Chairman to Executive Noxious Weed Control Agreements and Enforcement Notices/Noxious Weed Control**

Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder requested the Board's approval of Resolution 2019-43, to authorize the BOCC Chairman to execute Noxious Weed Control agreements and enforcement notices. He explained this was an annually occurring item.

Chairman Fillios moved that the Board approve Resolution 2019-43 to authorize the BOCC Chairman to execute Noxious Weed Control agreements and enforcement notices. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Weed Spraying Agreement/Panhandle Spray Service/Noxious Weed Control**

Mr. Snyder requested the Board's approval of a weed spraying agreement between Noxious Weed Control and Panhandle Spray Service. He explained this was an annual agreement to spray weeds on County-owned properties. He stated the contract had been approved by Legal and the cost this year would be \$24,330.

Chairman Fillios moved that the Board approve the weed spraying agreement with Panhandle Spray Services for Noxious Weed Control. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Leafy Spurge Spray Agreement/DRP Forestry, LLC/Noxious Weed Control**

Mr. Snyder requested the Board's approval of an agreement with DRP Forestry, LLC for spraying leafy spurge on parcels under half an acre, be paid for by the Good Land Steward Program. He said the contract would be the same as was used last year and it had been

reviewed and approved by Legal. Mr. Snyder added that the cost was not to exceed \$5,500.

Chairman Fillios moved that the Board approve the Leafy Spurge Spray Agreement with DRP Forestry, LLP with Noxious Weed Control. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**First Amendment/Professional Services/Welch Comer & Associates/Harrison Breakwater Replacement/Parks & Waterways**

Mr. Snyder requested the Board's approval of an amendment for \$1,100 for professional services by Welch Comer & Associates related to the Harrison Breakwater Replacement. He noted that it would be paid for by a combination of grant funds and restricted grant match.

Chairman Fillios moved that the Board approve the first amendment for professional services by Welch Comer & Associates for the Harrison Breakwater Replacement as sponsored by Parks & Waterways. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**~~Lease Amendment No. 4/State of Idaho/Idaho Division of Veterans Services/Board of Commissioners~~ – Pulled**

**Memorandum of Agreement/2019 Invasive Species Inspection Station Patrol/Resource Management Office**

Ms. Riley requested the Board's approval of a Memorandum of Agreement with the Idaho State Department of Agriculture for the 2019 Invasive Species Inspection Station Patrol. She explained this was a reimbursement grant for overtime, mileage, and miscellaneous supplies. Ms. Riley said the total of the award was \$246,968, which was reduced by carry-over from last year's program to \$207,887.

Chairman Fillios moved that the Board approve the Memorandum of Agreement for the 2019 Invasive Species Inspection Station Patrol as recommended by the Resource Management Office. Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Chair Pro Tem 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):** Chair Pro Tem Duncan adjourned the meeting at 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: \_\_\_\_\_

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Tina Ginorio, Deputy Clerk