

**Minutes of Meeting**  
**Business Meeting**  
**June 18, 2019**  
**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 KCSO Undersheriff Dan Mattos, KCSO Captain Kevin Smart, KCSO Captain Matthew Street, KCSO 911 Communications Services Manager Colin McRoy, KCSO 911 Communications Services Technician Alan Mallory, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Staff Accountant – Budget Michelle Chiaramonte, Staff Accountant Julina Hildreth, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Solid Waste (SW) Director Cathy Mayer, Resource Management Office (RMO) Senior 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 Miller Stauffer Architects Representative Michael Walker.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** KCSO Captain Matthew Street led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
  - Minutes of Meetings:**
  - 05/23/2019 FY2020 Preliminary Budget Review – Clerk
  - 05/24/2019 FY2020 Preliminary Budget Review – Coroner
  - 06/03/2019 Idaho Office of Emergency Management
  - 06/03/2019 Solid Waste Update
  - 06/03/2019 Commissioners’ Debriefing
  - 06/04/2019 Business Meeting
  - 06/05/2019 Requests for Cancellation of Taxes
  - 06/06/2019 Human Resources: Personnel Changes
  - 06/10/2019 Executive Session §74-206(1)(a) (9:00 a.m.) to consider hiring a public officer, employee, staff member, or individual agent.
  - 06/10/2019 Executive Session §74-206(1)(a) (10:00 a.m.) to consider hiring a public officer, employee, staff member, or individual agent.
  - 06/12/2019 Executive Session §74-206(1)(a) (9:00 a.m.) to consider hiring a public officer, employee, staff member, or individual agent.
  - 06/12/2019 Executive Session §74-206(1)(a) (10:00 a.m.) to consider hiring a public officer, employee, staff member, or individual agent.
  - 06/12/2019 Executive Session §74-206(1)(a) (11:00 a.m.) to consider hiring a public officer, employee, staff member, or individual agent.

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN 113527/Kessinger; AIN 172068/Mosgrove  
Treasurer’s Monthly Report/May 31, 2019  
PAF/SCF Report: BOCC Review PP 13/Human Resources  
BOCC Signatures for Indigent Cases: 6/6/19 through 6/12/19  
Noxious Weed Control Agreement: AIN Nos. 162211/108317/ 103342/Sylte

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 June 10, 2019 through June 14, 2019 in the amount of \$1,063,034.63, 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):** There were no changes to the agenda.

**F. Action Items:**

**Contract/Bid 2019-07/National Native American Construction/Construction of Household Hazardous Waste (HHW) Facility/Solid Waste**

Solid Waste (SW) Director Cathy Mayer requested the Board’s approval of the contract for Bid 2019-07 with NNAC (National Native American Construction) for the construction of the Household Hazardous Waste (HHW) Facility for Solid Waste.

Commissioner Duncan moved that the Board approve the contract for Bid 2019-07 with National Native Construction. 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.

**Contract/Bid 2019-10/Earthworks Northwest, Inc./Central Corridor Project/Solid Waste**

Ms. Mayer requested the Board's approval for the contract of Bid 2019-10 with Earthworks Northwest, Inc. for the Central Corridor Project with SW.

Commissioner Duncan moved that the Board approve the contract for Bid 2019-10 with Earthworks Northwest, Inc. for the Central Corridor Project with Solid Waste. 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. Mayer exited the meeting at 2:05 p.m.

**Award Bid/Vehicle Storage Building/KCSO/911**

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval to award the bid for the proposed Vehicle Storage Building for KCSO and 911 to TML Construction. He provided the Commissioners with a packet detailing the history of the project and the breakdown of the cost. He explained the total cost of the project would be about \$553,320.36 and would not include Alternate 1, resurfacing of the 911 parking lot. He added that it did include a 5% allotment for contingencies.

Contractor Shawn Riley recommended that the contingency allotment be funded and remarked he would rather see 10% set aside for this rather than 5%.

Commissioner Brooks expressed his dissatisfaction that the documents Mr. McRoy presented had not been given to the Board before the meeting to allow the Commissioners time to examine them thoroughly. KCSO Captain Kevin Smart apologized and said the documents had only been finalized that morning.

Commissioner Duncan moved that the Board approve and award the bid for the Vehicle Storage Building to TML Construction for \$553,320.36, excluding Alternate 1. 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. McRoy, KCSO 911 Communications Services Technician Alan Mallory, Captain Smart, and Michael Walker from Miller Stauffer Architects exited the meeting at 2:16 p.m.

**Transfer of Reimbursement Funds for Damaged Personal Watercraft/KCSO**

KCSO Captain Matthew Street requested the Board's approval to transfer money from Fund 13 (Insurance Fund) to the Sheriff's Vessel Account. He explained this amount

represented insurance reimbursement from ICRMP (Idaho Counties Risk Management Program) for a damaged personal watercraft.

Commissioner Duncan moved that the Board approve the transfer of reimbursement funds for the damaged personal watercraft back to the KCSO Restricted Fund in the amount of \$6,998.33. 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.

**First Amendment to Memorandum of Understanding/No Wake Buoys/Discovery Marina/Parks & Waterways**

Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder requested the Board's approval of the first amendment to the memorandum of understanding between P&W and Discovery Marina regarding the placement of no wake buoys. He noted that regulatory buoys had been deployed in front of Discovery Marina since 2002 and represented no cost to Kootenai County.

Commissioner Duncan moved that the Board approve the first amendment to the MOU (Memorandum of Understanding) for no wake buoys to be placed at Discovery Marina by Parks & Waterways. 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.

**Remediation Agreement/Cataldo Property/Coeur d'Alene Trust/Parks & Waterways**

Mr. Snyder requested the Board's approval of the remediation agreement regarding the previously discussed properties owned by the County in Cataldo. He explained that the cost would be paid through Superfund dollars, with no expense to the County. He said that the contaminated soil would be removed and mostly replaced with gravel to simplify maintenance.

Commissioner Duncan moved that the Board approve the remediation agreement for the Cataldo Property with Coeur d'Alene Trust. 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.

**Approve/Policy Manual/Adult Misdemeanor Probation**

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board's approval of the updated policy manual for his department. He remarked this had been reviewed by both Legal and Human Resources.

Commissioner Duncan moved that the Board approve the policy manual for Adult Misdemeanor 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.

**Resolution 2019-56/Firearms Trade/Adult Misdemeanor Probation**

Mr. Hutcheson requested the Board's approval of Resolution 2019-56. He explained his department had nine 45-caliber handguns that were not being used that he would like to trade in for 9mm. He said there would be no cost to the County.

Commissioner Duncan moved that the Board approve Resolution 2019-56, firearm trades as described, for Adult Misdemeanor 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.

**Electrical Proposal/Fuse Electric, LLC/Riley/Board of Commissioners**

Contractor Shawn Riley requested the Board's approval of awarding the bid for the Jail Generator Relocation Project to Fuse Electric, LLC for \$49,880. He noted that there had been three bids put in and this had been the lowest. Mr. Riley stated that a funding source had not yet been established for the project. He suggested the funding could be discussed in the upcoming Commissioners' Debriefing. Chairman Fillios agreed.

Commissioner Duncan moved that the Board accept the bid proposal from Fuse Electric, LLC for \$49,880. 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. Hutcheson exited the meeting at 2:25 p.m.

**Tax Deed Bid/AIN 133670/Hooper**

Civil Deputy Prosecuting Attorney R. David Ferguson presented Commissioner Duncan with the sealed envelope. Commissioner Duncan opened it and stated it contained a bid for AIN 133670 and a check for \$551. She noted that both Community Development and the Treasurer had been consulted and had approved the offer.

Commissioner Duncan moved that the Board accept the bid for \$551 for AIN 133670, with the amount to be applied to taxes and cost fees, with the late charges and interest to be cancelled. 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.

**Grant Application/FTA-2019-003-TMP/Buses and Bus Facilities Program/Paving of Riverstone Transit Center/Department of Transportation/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board’s approval of the grant application for FTA-2019-003-TMP. She reminded the Commissioners that a grant of \$200,000 had been approved last week by the Board to begin the paving of the Riverstone Transit Center parking lot. She explained they were requesting authorization to apply for an additional \$400,000 of FY2019 funding that would allow them to complete the paving project. Ms. Riley noted there was a \$100,000 in-kind match required from the County.

Commissioner Duncan moved that the Board approve the grant application FTA-2019-003-TMP. 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.

**Authorization/Utilize 5339 KMPO Funds/Bus Shelters/Resource Management Office**

Ms. Riley requested the Board’s authorization to apply for \$72,100 5339 KMPO (Kootenai Metropolitan Planning Organization) funds to pay for two high-profile bus shelters. Ms. Riley said this project would not cost the County anything; the Post Falls Highway District had offered to make the full cash match for one shelter and Panhandle Health had offered \$2,500 cash toward the match for the second shelter. She added that the remainder of the match for the second shelter would be made in-kind.

Commissioner Duncan moved that the Board authorize the utilization of 5339 KMPO funds for two bus shelters. 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 2:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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