

**Minutes of Meeting  
Business Meeting  
August 6, 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 Solid Waste (SW) Director Cathy Mayer, Airport Director Stephen Kjergaard, Finance Director Dena Darrow, Staff Accountant Julina Hildreth, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney Pat Braden, Civil Legal Assistant Barb Nyquist, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, Taylor Tompke from Welch Comer Engineers, Dave Kees from T Lariviere Equipment and Excavation, Heather Duff from Thorco, Inc., Halley Jalbert and Jarvon Penny from Interstate Concrete and Asphalt and Kootenai County Resident Elizabeth Jacobsen.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Staff Accountant Julina Hildreth led the Pledge of Allegiance.

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

**Minutes of Meetings:**

07/17/2019	Economic Development Corporation
07/19/2019	Public Defense Commission
07/22/2019	Airport & Airport Advisory Board Update
07/22/2019	Commissioners' Debriefing
07/23/2019	Business Meeting
07/25/2019	Human Resources: Personnel Changes
07/25/2019	Public Hearing/Ordinance No. 541/Case ZON19-0002/Crystal Creek/ Community Development

**Board Actions:**

Assessor's Adjustment to tax/valuation/AIN 338059 Sternbert; AIN 327685/327685  
Robinson  
Treasurer's Request to Adjust Solid Waste Fees/AIN 146013  
Accounts Payable Batch/CDA Service Station Equipment  
PAF/SCF Report: BOCC Review PP16/Human Resources  
BOCC Signatures for Indigent Cases: 7/25/19 through 7/31/19

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 July 29, 2019 through August 2, 2019 in the amount of \$265,394.98, with jury payments of \$2,038.60. 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:**

**Bid Opening/Kootenai County Admin & Elections Parking Lots/Riley/Board of Commissioners**

Commissioner Duncan received the two sealed bids, opened them, and read them into the record.

- T Lariviere
  - Base Admin Lot \$302,233
  - Base Elections Lot \$211,234
- Interstate Concrete & Asphalt
  - Base Admin Lot \$336,470.90
  - Base Elections Lot \$181,870.81

Commissioner Duncan moved that the Board accept the bids and forward them to Project Manager Shawn Riley and the Civil Prosecuting Attorneys for review and recommendation. 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.

Dave Kees from T. Lariviere, Heather Duff from Thorco and Halley Jalbert and Jaron Penny from Interstate Concrete & Asphalt exited the meeting at 2:06 p.m.

**First Amendment/Construction Agreement/Prairie Transfer Station/National Native American Construction, Inc./Solid Waste**

Solid Waste (SW) Director Cathy Mayer requested the Board's approval of the first amendment to the construction agreement between SW and National Native American Construction, Inc. for the Prairie Transfer Station. She noted that the change order deducted \$3,889.65 and was made because some of the inspection services were removed from their contract and moved them to the engineering contract. She added that this would close out the contract.

Commissioner Duncan moved that the Board approve the first amendment of the construction agreement for the Prairie Transfer Station with National Native American Construction, Inc. 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.

**Second Amendment/Engineering Services/Prairie Transfer Station/JUB Engineers/Solid Waste**

Ms. Mayer requested the Board’s approval of the second amendment to the contract with JUB Engineers for engineering services for the Prairie Transfer Station. She explained this included the change from the previous item, some additional construction services and some extra engineering/construction/design oversight. She added that this would represent the final change order and would close out the contract.

Commissioner Duncan moved that the Board approve the second amendment for engineering services at the Prairie Transfer Station with JUB Engineers. 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.

**Memorandum of Understanding/Kootenai County Fire & Rescue/Office of Emergency Management**

Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook requested the Board’s approval of a memorandum of understanding with Kootenai County Fire & Rescue. She explained this would allow the County to use their training facility for a shelter, family assistance center or a joint information center in the event of a disaster or emergency.

Commissioner Duncan moved that the Board approve the memorandum of understanding between Kootenai County Fire & Rescue and the Office of Emergency Management. 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.

**Memorandum of Understanding/HDB Marine/Office of Emergency Management**

Ms. Westbrook requested the Board’s approval of a memorandum of understanding (MOU) with HDB Marine. She explained this would be for water transportation in the event of an emergency; it would allow the County to call on HDB Marine and use their boats. She added that fees for the services would be addressed at the time of the emergency and would be added in compliance with Title 46, Chapter 10 of Idaho Code.

She reported that the MOU said, "Upon making the declaration of the emergency, any sum required to reimburse (HBD) may be expended without complying with any formal bidding processes. The County will assist HBD by coordinating their requests for compensation."

Civil Deputy Prosecuting Attorney Pat Braden stated that the cost incurred would be dependent on the services rendered.

Commissioner Duncan moved that the Board approve the memorandum of understanding between HBD Marine and the Office of Emergency Management. 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. Westbrook and Ms. Mayer exited the meeting at 2:09 p.m.

Mr. Braden called attention to the revised agenda being used and noted that an item that had not been ready for the Board to review had been removed. He said it had been listed as item number six and had been replaced.

**Addendum J/Service Level Agreement/Electronic Transaction and Access/Access Idaho/KCSO**

Chairman Fillios noted that there was no staff member from KCSO present to speak on this item. Finance Director Dena Darrow offered her recollection that this service would be used for the KCSO K-9 group's fundraising efforts. She explained this service allowed them to accept credit cards. She added that there was no cost to the County; there was a fee charged directly to the customer on each transaction. Chairman Fillios agreed, noting that Access Idaho was a payment processor.

Commissioner Duncan moved that the Board approve Addendum J to the service level agreement for electronic transaction access with Access Idaho. 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 Agreement AIP 3-16-0010-047-2019/Construct Taxiway D/Federal Aviation Administration/Airport**

Airport Director Steven Kjergaard explained this was for the design of the Northside Taxi Lane Extension and AGIS (Airport Geographic Information System) for the runway decoupling. He said the grant amount was \$227,214 from the FAA (Federal Aviation Administration) and that a 10% match was required. Mr. Kjergaard noted that half of the match would be paid by the State, leaving the County responsible for only \$12,623.

Commissioner Duncan moved that the Board approve the grant agreement AIP 3-16-0010-047-2019, as described. 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.

**Change Order #15 Contract Extension/Riverstone Transit Center/ Lariviere/Resource Management Office**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of Change Order #15, which would be an extension of the contract with T. Lariviere for the Riverstone Transit Center. She explained the original contract ran through August 5, 2019 and this would extend it to August 19, 2019.

Contractor Shawn Riley said that the County had made some small additions to the project that increased the time, but mostly the extension was to allow each parking lot to be fully completed while the other was closed.

Commissioner Duncan moved that the Board approve Change Order #15 Contract Extension for the Riverstone Transit Center with T. Lariviere. 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 2:16 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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