

**Minutes of Meeting**  
**Business Meeting**  
**October 1, 2019**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Senior Staff Accountant Mel Merrifield, KCSO Captain Andy Deak, Lieutenant Ryan Higgins, Lieutenant Stu Miller, Juvenile Probation Director Debbie Nadeau, Solid Waste Director Cathy Mayer, Public Defender Anne Taylor, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Also present were Kootenai County Contractor Shawn Riley and Architects West Architect Scott Fischer. Commissioner Leslie Duncan was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:04 p.m.
  
- B. Pledge of Allegiance:** HR Director Sylvia Proud led the Pledge of Allegiance.
  
- C. Approval of Consent Calendar:**
  - Minutes of Meetings:**
  - 08/26/2019 Airport & Airport Advisory Board Update
  - 08/29/2019 FY20 Budget Public Hearing
  - 09/04/2019 Romer Building
  - 09/05/2019 Elections Office
  - 09/09/2019 Resolution Discussion
  - 09/09/2019 Commissioners’ Debriefing
  - 09/10/2019 Business Meeting
  - 09/12/2019 Human Resources: Personnel Changes
  - 09/16/2019 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.
  - 09/17/2019 Business Meeting
  - 09/17/2019 Fair Board Quarterly Update
  - 09/18/2019 Elected Officials
  - 09/18/2019 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.
  - 09/18/2019 County Assistance
  - 09/18/2019 Human Resources
  - 09/19/2019 Community Development Update

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN 199124; 122071  
Treasurer’s Monthly Report/August 2019  
Civil Division/August 2019 Financial Report  
Award Sheriff’s Badge/Weapon/ID Card/Deputy Silbernagel/KCSO  
Administrative Decision/Early Issuance of Building Permit RES19-0820/Community Development  
Hayden Area Regional Sewer Board (HARSB)/Facility Upgrades 2013-2023/Payment Approval Form/J-U-B Engineering  
PAF/SCF Report: BOCC Review PP20/Human Resources  
BOCC Signatures for Indigent Cases: 09/12/2019-09/18/2019; 09/19/2019-09/25/2019  
Kennel License Renewals/Hall’s Little Acre; Tiny & Linda’s Kennel

Commissioner Bill Brooks moved to approve the Consent Calendar as it appeared on the agenda. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Aye  
Commissioner Duncan:       Excused  
Chairman Fillios:               Aye

The motion carried.

**D.     Payables List (Action):**

Commissioner Brooks moved to accept the Payables List for the week of September 23 through September 27, 2019 for \$629,031.50 with \$1227.54 in jury payments. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Aye  
Commissioner Duncan:       Excused  
Chairman Fillios:               Aye

The motion carried.

**E.     Changes to the Agenda (Action):** Kootenai County Contractor Shawn Riley asked if items 18 and 19 could be moved to the beginning of the agenda as he had a prior commitment and BOCC Administrative Secretary Teri Johnston said items 28 and 30 had been removed from the agenda.

**F.     Action Items:**

**Bid Opening 2019-14 /Kootenai County Coroner’s Office Tenant Improvement / Riley / Board of Commissioners**

Chairman Fillios opened three sealed bids for the Coroner’s Office Tenant Improvement. The first sealed bid was from Ginno Construction; base bid of \$95,250 with two subcontractors for electrical (Fuse Electric) and HVAC (AirTech Mechanical) as requested. The second bid was from IES Electrical for \$18,789; however, the bid was only for electrical. Stockwell Paint submitted a bid for \$2799 for only paint services.

Commissioner Brooks moved to approve the bids and forward them to Legal for review. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Change Order/Marine Storage Building/Ginno Construction/Riley/KCSO**

Mr. Riley said they had anticipated the storage building would be completed by now, but had run into complications with the City of Coeur d'Alene, which would require an architect. He explained the change order would be extending the length of the project to a June 2020 completion.

Commissioner Brooks moved to approve the change order for the Marine Storage Building. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Agreement/Marine Pole Barn Project/Longwell-Trapp/Riley/KCSO**

Mr. Riley explained that the agreement was between Longwell-Trapp and KCSO for architectural services on the Marine Storage Building. He said the agreement stated it was not to exceed \$2000, plus reimbursables.

Commissioner Brooks moved to approve the agreement between Longwell-Trapp and KCSO for the Marine Pole Barn Project for an amount not to exceed \$2000. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

Mr. Riley and Architects West Architect Scott Fischer exited the meeting at 2:14 p.m.

**Contract/Right-of-Way/Idaho Transportation Department/Post Falls Highway District/Solid Waste**

Solid Waste Director Cathy Mayer presented a Right-of-Way Contract for .9 acres located on the Prairie Transfer Station site. She explained that the property was located at the corner of Pleasant View and Prairie and the State was developing a roundabout to help decrease the amount of accidents at that corner.

Commissioner Brooks moved to approve the contract for the right-of-way between Idaho Transportation Department, Post Falls Highway District and Solid Waste. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Professional Services Agreement/Engineering Services/Parametrix/Solid Waste**

Ms. Mayer presented their annual professional services agreement for engineering services with Parametrix. She said that there would be no increase this year, as they had negotiated with Parametrix to agree to the 2019 rate for 2020.

Commissioner Brooks moved to approve the professional services agreement for engineering services with Parametrix. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Approval/Purchase of Partitions/Public Defender**

Public Defender Anne Taylor reminded the Board that she was required to hire 12 new employees via the Public Defense Commission Grant and asked to purchase partitions to help create office space. She said it would be approximately \$7838.86 and would be funded out of the remaining FY19 PDC Grant dollars.

Commissioner Brooks moved to approve the purchase of the partitions for the Public Defender's Office for \$7838.86. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

Resource Management Office (RMO) Director Jody Bieze entered the meeting at 2:18 p.m.

**Third Amendment/Correctional Health Partners, LLC/KCSO**

Captain Andy Deak requested approval of the third amendment to the contract with Correctional Health Partners, LLC. He explained the amendment stated the annual total for FY20 would be \$1,803,220.73, which was lower than the budgeted amount.

Commissioner Brooks moved to approve the third amendment to the Correctional Health Partners, LLC contract for \$1,803,220.73 for FY20. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

Captain Deak exited the meeting at 2:19 p.m.

**Yearly Lease/Blackwell Island Marina/KCSO**

Lieutenant Ryan Higgins presented a yearly lease (November 1, 2019 through October 31, 2020) with Blackwell Island Marina for boat storage for the cost of \$6625. He pointed out that there was no cost change.

Commissioner Brooks moved to approve the yearly lease with Blackwell Island Marina for \$6625 through October 31, 2020. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Agreement/Law Enforcement Services/Silverwood Theme Park/KCSO**

Lieutenant Higgins requested approval of an annual agreement to provide law enforcement services for Silverwood's Scarywood season. He said the agreement outlined that KCSO would provide deputies during the hours of operation and Silverwood would pay time and a half and loaded wages for the dates of October 3 through November 2, 2019.

Commissioner Brooks moved to approve the agreement for law enforcement services between Silverwood and KCSO. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Agreement/Law Enforcement Services/City of Dalton Gardens/KCSO**

Lieutenant Higgins explained the agreement had been approved two weeks ago, however, the dates were incorrect; as such, the dates had been corrected and it needed to be approved again. He said the dates were from October 1, 2019 through September 30, 2020 and that an addition outlining the County would focus on speeding vehicles and traffic enforcement had been added.

Commissioner Brooks moved to approve the agreement for law enforcement services between the City of Dalton Gardens and KCSO. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Agreement/LeadsOnline LLC/KCSO**

Lieutenant Stu Miller presented an agreement with LeadsOnline LLC for data storage and retrieval, specifically for law enforcement for an amount of \$5961 annually. He explained they had completed a 30-day trial run of the program and found it to be effective. Lieutenant Miller said they had budgeted for this purchase.

Commissioner Brooks moved to approve the agreement between LeadsOnline LLC and KCSO for \$5961. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Subrecipient Agreement/2019 Emergency Management Performance Grant/Resource Management Office/Office of Emergency Management**

RMO Senior Program Manager Kimberli Riley presented a subrecipient agreement for approval, which would fund OEM operations for \$97,782.

Commissioner Brooks moved to approve the subrecipient agreement to the 2019 Emergency Management Performance Grant between RMO and OEM. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Grant Project Funding Agreement / Amendment #1 / Idaho Transportation Department /Resource Management Office**

Ms. Riley presented an amendment to the Grant Project Funding Agreement that would extend the date to September 30, 2020.

Commissioner Brooks moved to approve the First Amendment to the Grant Project Funding Agreement between Idaho Transportation Department and RMO. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Update/Ramsey Transfer Station Emergency Plan/Office of Emergency Management**  
**Update/Prairie Transfer Station Emergency Plan/Office of Emergency Management**

OEM Preparedness Coordinator Tiffany Westbrook presented updates to the Emergency Plan at the Ramsey and Prairie Transfer Stations. She explained the purpose of the updates were to allow for continuity of the plan between the two Transfer Stations.

Commissioner Brooks moved to approve the Prairie and Ramsey Transfer Stations Emergency Plan Updates. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Proposal/Office Remodel/Parks & Waterways/Noxious Weed Control/Longwell-Trapp/Parks & Waterways**

P&W/Noxious Weeds Director Nick Snyder requested approval of the P&W/Noxious Weeds office remodel proposal. He explained that the 90-day expiration period had been removed from the original proposal and outlined that architectural services would be provided.

Commissioner Brooks moved to approve the proposal for architectural services between Parks & Waterways, Noxious Weeds and Longwell-Trapp. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

Building & Grounds (B&G) Operations Manager and B&G Administrative Secretary Kristi Koehn entered the meeting at 2:28 p.m.

**Renewal/Independent Contractor Agreement/Alternative to School Suspension Program/Jones/Juvenile Probation**

Juvenile Probation Director Debbie Nadeau requested approval to renew the independent contractor agreement for the Alternative to School Suspension Program with the Post Falls School District. She said it was the fifteenth year with the program and Mr. Jones had been the coordinator of the program for all fifteen years.

Commissioner Brooks moved to approve the renewal of the independent contractor agreement for the Alternative to School Suspension Program between Mr. Jones and Juvenile Probation. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Renewal/Independent Contractor Agreement/Mentoring Program/Kirk/Juvenile Probation**

Ms. Nadeau requested approval to renew the independent contractor agreement for the Mentoring Program with Amelia Kirk. She explained that Ms. Kirk was entering her fifth year coordinating the program and pointed out that the program was funded by the Lottery Budget.

Commissioner Brooks moved to approve the renewal of the independent contractor agreement for the mentoring program with Ms. Kirk. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Proposal/Budget Adjustment/Boiler Replacement/Atlas Boiler/Building & Grounds**

B&G Operations Manager Greg Manley requested to use funds from District Court Restricted Funds to replace the boiler that heats the Administration Building and the Courthouse. He said the total cost would be approximately \$23,850 but would only need a 50% deposit.

Commissioner Brooks moved to approve the budget adjustment and proposal to replace the boiler between Atlas Boiler and B&G, for an amount of \$23, 850. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.



**Proposed Consolidated Countywide Amazon Business Account Membership/Auditor**

Deputy Finance Director Keith Taylor requested purchase authority for an Amazon Business Account Membership for the cost of \$1299 annually. He said it would cover all County users rather than multiple different accounts that were spread through the County. Further, it would allow free shipping, tax exempt ordering and preferred member pricing.

Commissioner Brooks moved to approve the consolidated countywide Amazon Business Account Membership at a cost of \$1299 annually. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Agreement/Inland Sprinklers & Landscaping/Parks & Waterways**

Mr. Snyder presented an agreement between Inland Sprinklers & Landscaping, Noxious Weeds and P&W for \$7650. He said it had been approved in the FY20 Budget and would cover the replacement of the irrigation system at the P&W/Noxious Weeds office building.

Commissioner Brooks moved to approve the agreement between Inland Sprinklers & Landscaping, Noxious Weeds and P&W for \$7650. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

Mr. Snyder exited the meeting at 2:37 p.m.

**Reclassify Operations Funding/Crane Repairs/Equipment/Prairie Transfer Station/Solid Waste**

Ms. Mayer requested to move \$59,841 from Solid Waste's Operating Budget to the Capital Budget in order to perform required repairs on their crane. She said the crane was located at the Prairie Transfer Station and had failed which was unexpected, and would cost between \$5000 to \$60,000, but were awaiting an estimate.

Commissioner Brooks moved to approve reclassification of \$59,841 from the Operating Budget to the Capital Budget for crane repairs at the Prairie Transfer Station. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

Mr. Manley and Ms. Koehn exited the meeting at 2:39 p.m.

BOCC Administrative Supervisor Leighanna Keiser entered the meeting at 2:39 p.m.

**Agreement/TESH Janitorial Services/Solid Waste**

Ms. Mayer presented their annual agreement with TESH Janitorial Services for cleaning services performed at the Prairie and Ramsey Transfer Stations and the Fighting Creek Landfill. She said the cost had increased 3%.

Commissioner Brooks moved to approve the agreement between TESH Janitorial Services and Solid Waste. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Administration Fees/Blueprint/Regence/Human Resources**

HR Generalist – Benefits & Compensation Dorothy Cross requested approval of administration fees for Regence, noting that they had increased \$10.32 per employee per month. Ms. Cross said that there may be some cost savings and rebates related to prescriptions, which would help recoup costs.

Commissioner Brooks moved to approve the administration fees with Regence at a rate of \$10.32 per employee per month. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Schedule of Stop Loss Fees/Regence/Human Resources**

Ms. Cross explained that the cost of stop loss would be \$20 per employee per month; however, if the Board approved and signed the fees before October 6, 2019, they would save \$140,000.

Commissioner Brooks moved to approve the schedule of stop loss fees between Regence and Human Resources resulting in an estimated savings of \$140,000. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**COBRA Administrative Services Agreement/Rehn & Associates/Human Resources**

Ms. Cross presented a renewal of the current contract with Rehn & Associates, noting that there was a \$3 increase per notice, but was not a significant cost to the County as there were minimal COBRA notices sent out.

Commissioner Brooks moved to approve the COBRA administrative services agreement between Rehn & Associates and HR. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Renewal /Public Defender Conflict Contracts / Andersen / Bushling / Cooper / Frampton / Crocker-Hagerty / Riadh / Hull / Mihara / Nixon / Palmer / Pierce / Rector / Romero / Schwartz / Swartz / Walsh / Board of Commissioners**

Commissioner Brooks moved to approve the renewals of the aforementioned Public Defender Conflict contracts. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Extension Office Agreement/University of Idaho/Board of Commissioners – PULLED**

**Professional Services Agreement/Survey of Garden District/Boswell/Resource Management Office**

Ms. Bieze presented a professional services agreement with Ms. Sharon Boswell to perform a reconnaissance level built environment survey of the Garden District, which would be grant funded at a cost of \$26,000.

Commissioner Brooks moved to approve the professional services agreement for a survey of the Garden District between Ms. Boswell and RMO. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye  
Commissioner Duncan: Excused  
Chairman Fillios: Aye

The motion carried.

**Memorandum of Understanding/Idaho Attorney General/ICAC Unit/Kootenai County Prosecuting Attorney – PULLED**

- G. Public Comment:** 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. Adjourn:** Chairman Fillios adjourned the meeting at 2:47 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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