

**Minutes of Meeting
Business Meeting
January 14, 2020
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 Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Elections Manager Shelly Amos, Assessor Rich Houser, Coroner Warren Keene, M.D., Solid Waste (SW) Director Cathy Mayer, SW Operations Manager John Phillips, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Airport Director Steven Kjergaard, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, KCSO Lieutenant Michael McFarland, KCSO Sergeant Chris Case, 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 was Contractor Shawn Riley. Commissioner Bill Brooks was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Solid Waste (SW) Operations Manager John Phillips led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 12/18/2019 Elected Officials
 - 12/23/2019 Commissioners' Status Update
 - 12/30/2019 Commissioners' Status Update

Board Actions:

Treasurer's Monthly Settlements and Statements/December 2019
PAF/SCF Report: BOCC Review PP02/Human Resources
BOCC Signatures for Indigent Cases: 01/02/20 through 01/09/20
Hayden Area Regional Sewer Board WWTP Facility Upgrades 2013-2023/Payment
Request Approval Forms: J-U-B Engineering; Bountiful City Water Department.

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 January 6, 2020 through January 10, 2020 in the amount of \$732,086.47, 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:

Bid Opening 2020-01/Landfill Compactor/Solid Waste

Commissioner Duncan opened two bids.

- Western States Equipment, for \$932,389.78, for the 2020 Caterpillar 836 Landfill Compactor
- AlJon by C&C Manufacturing, for \$845,220, for the 2020 AlJon Advantage 525 Landfill Compactor

Staff Accountant Julina Hildreth entered the meeting at 2:03 p.m.

Commissioner Duncan moved that the Board accept the bids and forward them to Solid Waste and Legal for review. 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.

Award Bid/Coroner's Office Remodel/Riley/Board of Commissioners

Contractor Shawn Riley informed the Board that two responsive bids had been received for the Coroner's Office Remodel Project. He said one was from Ginno Construction for \$101,250 and the other was from Dardan Enterprises for \$81,246. He reminded the Commissioners that they had previously agreed to supply the remaining money needed from the General Fund, since the bid was still in excess of the budgeted amount. He asked the Commissioners to award the bid to Dardan and said he would bring a contract to the Board as soon as possible.

Mr. Riley confirmed that there was \$67,000 remaining in the budget for the project. He added that the bid did not include the 48-inch doors but did include the backflow preventer valve.

Commissioner Duncan moved that the Board award the bid to Dardan Enterprises in the amount of \$81,246 for the Coroner's Office Remodel. 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.

Coroner Warren Keene, M.D., Solid Waste (SW) Director Cathy Mayer, SW Operations Manager John Phillips and Mr. Riley exited the meeting at 2:06 p.m.

Award/Walmart Local Community Grant/ID 57969587/Holidays and Heroes Program/Resource Management Office/KCSO

Resource Management Office (RMO) Senior Program Manager Kimberli Riley reminded the Commissioners that she had come before them on December 10, 2019 with a letter of intent to apply for this grant. She announced that they had received notice that it had been awarded and added that it would be deposited to the donation account for the Holidays and Heroes Program.

KCSO Lieutenant Michael McFarland confirmed that a check for \$3,000 had been received.

Commissioner Duncan moved that the Board accept the award for the Walmart Local Community Grant in the amount of \$3,000, for the Holidays and Heroes Program. 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.

Lieutenant McFarland exited the meeting at 2:07 p.m.

Contract/Dardan Enterprises/Office Remodel/Noxious Weed Control/Parks & Waterways

Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder requested the Board's approval of a contract for \$77,464 with Dardan Enterprises for the remodel of the P&W/Noxious Weeds office. He noted that this had been included in their budget and that the bid was for less than the approved amount.

Commissioner Duncan moved that the Board award the contract to Dardan Enterprises for the Office Remodel at Noxious Weeds Control and Parks & Waterways in the amount of \$77,464. 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. Snyder exited the meeting at 2:08 p.m.

Grant Application AIP-3-16-0010-048-2020/Construction of Taxiway D North and Design for Runway Decoupling and Connecting Taxiways/US Department of Transportation/FAA/Airport

Airport Director Steven Kjergaard requested the Board's approval of grant application AIP-3-16-0010-048-2020 for the construction of Taxiway D North and design for runway decoupling and connecting Taxiways. He stated the grant application was in the amount of \$2,388,889 of which the FAA (Federal Aviation Administration) would pay \$2,150,000 and the state and local contribution would be \$119,445. He pointed out that this was an application only, not a guarantee that they would receive the grant.

Commissioner Duncan asked what would be done if the application did not go through.

Mr. Kjergaard replied that the decoupling would still be done, just not this year.

Chairman Fillios asked who had been selected to do the design.

Mr. Kjergaard said TO Engineers had been chosen to do the design work because they were the Airport's engineer of record.

Commissioner Duncan moved that the Board approve the grant application AIP-3-16-0010-048-2020 for the construction of Taxiway D North and design for runway decoupling. 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.

Fleet Management Policy/Fleet Management/Resource Management Office

Ms. Riley reminded the Commissioners that on the December 30, 2019 Commissioners' Status Update meeting the Board had directed the removal of the Fleet Management section of Policy 429 and for it to then be combined with the Sheriff's Fleet Management regulations into the same policy. She stated this had been done. She asked the Board's approval of the changes that had been done.

Commissioner Duncan moved that the Board approve the new Fleet Management Policy which consists of general vehicles and KCSO vehicles. 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. Kjergaard, KCSO Sergeant Chris Case and Adult Misdemeanor Probation (AMP) Director Keith Hutcheson exited the meeting at 2:13 p.m.

Contract/Project Manager Services/Inland Forest Management/Hazardous Fuels Treatment/Fernan Lake/Armstrong Park Area 18WFM/Office of Emergency Management/Resource Management Office

Ms. Riley requested the Board's approval of the contract for project manager services with Inland Forest Management for hazardous fuels treatment in the Fernan Lake and Armstrong Park Area 18WFM. She reminded the Commissioners that the notice of award had been approved by the Board at the December 10, 2019 Business Meeting. She added the cost was not to exceed \$39,000.

Commissioner Duncan moved that the Board approve the contract for project manager services with Inland Forest Management, Inc. in the amount of \$39,000 for the Fernan Lake and Armstrong Park area. 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.

Ballot Order/Resolution 2020-05/Designate Polling Places/March 10, 2020 Presidential Primary Election/Elections

Chief Deputy Clerk Jennifer Locke requested the Board's approval of Resolution 2020-05, to designate polling places and order ballots for the March 10, 2020 Presidential Primary Election. She noted that the relevant statutes were 34-302 for designating the polling locations and 34-902 was for the Board to order sufficient ballots.

Commissioner Duncan moved that the Board approve the ballot order, Resolution 2020-05. 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 2020-03/Classify Records/Elections

Resolution 2020-04/Destroy Records/Elections

Chairman Fillios suggested that item nine and item ten from the agenda be combined in one motion.

Elections Manager Shelly Amos explained this was the usual process, as defined under Idaho Code 34-217 and 31-871. She noted that a list of inventory items had been provided to the Commissioners. Ms. Amos added that they had also included personnel records and personnel information older than two years, under Idaho Code 74-106.

Commissioner Duncan moved that the Board approve Resolution 2020-03 and 2020-04, to classify and destroy records in accordance with State Statute. 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.

Clerk Jim Brannon pointed out an error in the motion for item eight on the agenda, Resolution 2020-05. He said that the request to designate polling places had not been included along with the ballot order. He asked that the motion be amended.

Civil Deputy Prosecuting Attorney R. David Ferguson voiced his agreement with the suggestion.

Commissioner Duncan moved that the Board approve ballot order and designation of polling places in Resolution 2020-05 for the March 10, 2020 Presidential Primary Election. 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.

Approval/Use of Restricted Funds/Snowgrooming Machine Repair/Snowgroomer

Commissioner Duncan reported that a catastrophic failure on one of the grooming machines had occurred. She said the replacement part had been found and they had asked for an amount up to \$9,200 from the Snowmobile Restricted Funds to cover the repair. She added that they would also be applying to the IDPR (Idaho Department of Parks and Recreation) program which offered 50% cost sharing for catastrophic failures. She said that the Snowgrooming Director Dave Bonasera would pursue that potential reimbursement.

Commissioner Duncan moved that the Board approve use of restricted funds from the Snowmobile account to repair the snowgrooming machine in the amount up to \$9,200, with the required part already having been ordered from Peterson Equipment. 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 2:19 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
