

**Minutes of Meeting
Business Meeting
January 15, 2019
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Bill Brooks, and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, Buildings & Grounds (B&G) Director Shawn Riley, Finance Director Dena Darrow, Accounting Supervisor – AP & Spending Lori Shaw, Solid Waste (SW) Director Cathy Mayer, Airport Director Steven Kjergaard, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, KCSO Lieutenant Ryan Higgins, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Grants Management Office (GMO)/Transit Program Manager Kimberli Riley, Human Resources (HR) Generalist – Compliance Cecelia Sweet, 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 Regional Manager T-O Engineers JR Norvell and Coeur d’Alene Press Reporter Brian Walker.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Coeur d’Alene Press Reporter Brian Walker led the Pledge of Allegiance.

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

- 12/6/2018 Deliberations/PUD16-0001/The Club at Rock Creek/Community Development
- 12/20/2018 Public Hearing/ZON18-0004/White Dove, LLC/Community Development
- 12/27/2018 Deliberations/Ordinance No. 533/Ordinance No. 534/Zoning Classifications/Community Development
- 01/3/2019 Request for Deferment 2019-169

Board Actions:

- Assessor’s Adjustment to tax/valuations/AIN Nos. 123627; 126366; 338506; 118775; 145790
- Resolution 2019-05/Adjust Taxes to Reflect Circuit Breaker/AIN 229171/Snookal
- Resolution 2019-06/Adjust Taxes to Reflect Circuit Breaker/AIN 196274/Deaver
- Resolution 2019-07/Adjust Taxes to Reflect Circuit Breaker/AIN 112459/Laczay
- Resolution 2019-08/Cancel Taxes, Interest & Penalties/AIN 108254/City of Coeur d’Alene
- Resolution 2019-09/Adjust Taxes to Reflect Circuit Breaker/AIN 301481/Fauver Denials/Request for Waiver of Penalties/Fees/AIN Nos.: 211890; 19343; 239217; 327852; 311431
- PAF/SCF Report: BOCC Review PP02/Human Resources

Commissioner Leslie Duncan moved to 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 to accept the Payables List for the week of January 7, 2019 through January 11, 2019 in the amount of \$621,947.59, with jury payments of \$3,776.99. 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: There were no changes to the agenda.

F. 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.

G. Action Items:

Public Hearing: Resolution 2019-10/Increase of Nighttime Waterways Speed Limit/Parks & Waterways

Chairman Fillios opened the public hearing; no members of the public were present, so there were no statements made. Parks & Waterways (P&W)/Noxious Weed Director Nick Snyder reminded those assembled that Resolution 2019-10 proposed the raising of the nighttime speed limit on local waterways to 25 mph from 20 mph. He stated that all requirements had been met to enable the Board to vote on the resolution.

Since there were no public comments, Chairman Fillios suggested the public hearing be ended.

Commissioner Duncan moved that the Board close the public hearing portion of the meeting regarding Resolution 2019-10. 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.

Commissioner Duncan moved that the Board enter deliberations regarding Resolution 2019-10. 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.

All three Commissioners voiced their agreement with the proposed increase in speed limit.

Commissioner Duncan moved that the Board approve Resolution 2019-10. 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 2:06 p.m.

Award/Request for Qualifications/Engineering/Architectural Services/Airport

Airport Director Steven Kjergaard explained that this item was a requirement of the Federal Aviation Administration (FAA) for the Airport. He said that every three to five years they are required to complete selection process for engineering and architectural providers. He stressed that this was not a specific contract, just a selection of the most qualified individuals to provide services. Mr. Kjergaard said they had thirteen applicants but only T-O Engineers submitted a proposal, which was reviewed by their committee. He reported that the committee recommended T-O Engineers be selected for the next three to five year period as the Airport's Engineers of Record.

Mr. Kjergaard added that each contract would be negotiated separately as they come up.

Commissioner Brooks moved that the Board approve the award of the Request for Qualifications for engineering and architectural services for the Airport for the next three to five years to T-O Engineers. Commissioner Duncan 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 and Regional Manager T-O Engineers JR Norvell exited the meeting at 2:10 p.m.

Contract/Engineering Services/Great West Engineering/Ramsey Transfer Station/Solid Waste

Solid Waste (SW) Director Cathy Mayer requested the Board’s approval of an engineering and consulting service agreement with Great West Engineering Services. She explained the project included engineering, surveying, designing, permitting and document compilation for development for a new household hazardous waste facility at the Ramsey Transfer Station. She said that they would be removing three older structures and replacing them with a new one. Ms. Mayer stated that the award request was not to exceed \$86,578 and the cost was included in her 2019 Budget.

Commissioner Duncan moved that the Board approve contract for engineering services between Kootenai County and Great West Engineering Services for consulting and design for the new household hazardous waste facility to be located at the Ramsey Transfer Station. 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.

Addendum to Service Order Agreement/XO Communications/Information Technology

Information Technology (IT) Director James Martin requested the Board’s approval for a one-year contract with XO Communications to provide long distance, local and internet services. He said XO Communications has been the County’s provider for about twenty years and has done a satisfactory job. Mr. Martin stated the expense was included in their 2019 Budget.

Commissioner Duncan moved that the Board approve the updated contract with XO Communications for one year, to provide long distance, local and internet services to the County. 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. Martin and IT Network Administrator Grant Kinsey exited the meeting at 2:17 p.m.

Kootenai County Fighting Creek Landfill Emergency Plan/Office of Emergency Management

Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook requested the Board’s approval of the Kootenai County Fighting Creek Landfill Emergency Plan. She explained that OEM had worked to integrate this plan more closely with the rest of the County’s plans, implemented KC Notify, identified rally points, and worked out an evacuation plan. Civil Deputy Prosecuting Attorney R. David Ferguson stated the Plan had been reviewed and approved by Civil Deputy Prosecuting Attorney Jamila Holmes.

Commissioner Duncan moved that the Board accept the Fighting Creek Emergency Plan update. 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 2:18 p.m.

Memorandum of Understanding/Kootenai Title/Public Defenders' Office/Facility Use during Emergency Evacuation/Office of Emergency Management

Ms. Westbrook requested the Board's approval of the Memorandum of Understanding between Kootenai Title and the Kootenai County Public Defender's Office for use of their facility as a secondary evacuation site in case of an emergency. She explained it is a mutual agreement and that Kootenai Title had signed off on it.

Commissioner Brooks moved that the Board approve Memorandum of Understanding between Kootenai Title and the Public Defender's Office to use the facility as a secondary evacuation site in the event the primary site is unavailable. Commissioner Duncan 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 exited the meeting at 2:19 p.m.

Petroleum Storage Tank Fund/Jail/KCSO/Human Resources

Human Resources (HR) Generalist – Compliance Cecelia Sweet reminded those assembled of the diesel fuel spill on September 11, 2018 at the Kootenai County Jail, involving the underground storage tank. She explained that ICRMP (Idaho Counties Risk Management Program) would not accept liability for the incident because no actual property damage occurred and Coleman Oil Company's insurance would not cover it because it was shown that County staff had over-ordered fuel and the ball-flow apparatus on the tank was faulty. Ms. Sweet concluded that only the Petroleum Storage Tank fund would offer any coverage for the incident. She added that their coverage had a \$10,000 deductible and the initial cost for the cleanup had been billed as \$10,309.62. Ms. Sweet requested Board approval and payment of the \$10,000 deductible amount.

Chairman Fillios inquired where the payment should come from. Buildings & Grounds (B&G) Director Shawn Riley said it could be taken from the Contingency Fund or from the funds left from the Jail Expansion Project. He said there was \$455,000 in that fund at this time.

Grants Management Office (GMO)/Transit Program Manager Kimberli Riley pointed out that a fund exists in the County Budget just to cover deductibles on insurance claims. She said she did not know how much it held at this time. Finance Director Dena Darrow stated she would have to look up the fund's status.

Mr. Riley asked whether, if a different funding source were identified, he would need to bring the project back to the Board for re-approval. Mr. Ferguson recommended that the cost be applied first to the fund that exists specifically to cover deductibles, then to the amount left from the Jail Expansion Project and only after that to the Contingency Fund. Mr. Riley requested that Ms. Darrow contact him regarding the funding sources. He suggested that Ms. Darrow inform Chairman Fillios of the result.

Commissioner Duncan moved that the Board make payment for the insurance deductible to the Petroleum Storage Fund using money from the Deductible fund or the Jail Expansion Fund as appropriate. 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/Riverstone Transfer Center/Coffman Engineers/Transit

Ms. Riley requested the Board's approval of a change order for the Riverstone Transit Center directed to Coffman Engineers. She explained this supplemental agreement was for \$25,985.58, for additional services provided. She confirmed that this amount was covered by their Budget.

Commissioner Duncan moved that the Board approve the Riverstone Transit Center change order in the amount of \$25,985.58 for the additional services of Coffman 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.

H. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
