

**Minutes of Meeting
Business Meeting
January 29, 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 Treasurer Steve Matheson, Coroner Dr. Warren Keene, Assessor Rich Houser, Chief Deputy Assessor Joe Johns, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant Julina Hildreth, Accounting Supervisor – AP & Spending Lori Shaw, Elections Manager Judd Wilson, Senior Elections Clerk Megan Bircher, Building & Grounds (B&G) Director Shawn Riley, Solid Waste Director Cathy Mayer, Resource Management Office (RMO) Director Jody Bieze, Program Manager Kimberli Riley, Civil Deputy Prosecutors R. David Ferguson, Pat Braden and Jamila Holmes, Civil Legal Assistant Barb Nyquist, Captain John Holecek, Lieutenants Ryan Higgins and Scott Maxwell, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Elections Manager Judd Wilson led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**
 - Minutes of Meetings:**
 - 01/07/2019 Community Development Update
 - 01/14/2019 Commissioners’ Debriefing
 - 01/15/2019 County Assistance
 - 01/15/2019 Business Meeting
 - 01/16/2019 Elected Officials
 - 01/22/2019 Indigent Appeal 2108-260
 - 01/23/2019 Executive Session §74-206(1)(b) *to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; and (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.*
 - Board Actions:**
 - Assessor’s Adjustment to tax/valuation/AIN 179968
 - Assessor’s Recommended Valuation Adjustment/Parcel Nos. 302946; 121816
 - Civil Division/December 2018 Financial Report/KCSO
 - PAF/SCF Report: BOCC Review PP03/Human Resources
 - BOCC Signatures for Indigent Cases: 01/17/2019 through 01/23/2019

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 Davisson called the roll:

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

The motion carried.

D. Approval of Payables List (Action):

Commissioner Duncan inquired about a duplicate charge on the Payables list. Finance Director Dena Darrow said the error had been corrected; however, it would still be listed twice, but paid only once. She said the actual amount that would be paid would be \$3500.

Commissioner Duncan moved to accept the Payables List for the week of January 21, 2019 through January 25, 2019 in the amount of \$950,587.25, taking into account the duplicate payment, with \$4928.94 in jury panel payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

E. Changes to the Agenda (Action): Chairman Fillios requested to remove item number eleven, Facility Rental Application/Kroc Center Community Development Hearing/Board of County Commissioners as the Kroc Center was already in use for the date requested.

Commissioner Duncan moved to remove item number eleven from the agenda. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

F. Action Items:

Request for Funding/Food Port Locks/Jail Expansion/KCSO

Captain John Holecek requested authorization to spend \$2570 to replace four locks at the Jail. He explained that the money would come from the leftover Jail Expansion project funds.

Commissioner Brooks moved to approve the request of \$2570 to replace four locks at the Jail Expansion. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Captain Holecek exited the meeting at 2:06 p.m.

Public Defender’s Office Emergency Plan/Office of Emergency Management

OEM Preparedness Coordinator Tiffany Westbrook presented the new Emergency Plan for the Public Defender’s Office. Ms. Westbrook explained that rather than using the phone tree, they would utilize KCNotify and that the plan outlined designated evacuation sites.

Commissioner Duncan moved to approve the Public Defender’s Office Emergency Plan. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Ms. Westbrook exited the meeting at 2:07 p.m.

Request/Budget Adjustment/Building & Grounds Overtime/Auditor

Finance Director Dena Darrow explained that when the Jail maintenance crew had been transferred under the Building & Grounds Division, the overtime was to be transferred, totaling \$8000 unloaded. As that did not occur at Budget closing, Ms. Darrow asked the Board to adjust the Budget to reflect the change.

Commissioner Duncan moved to approve the budget adjustment request for Building & Grounds overtime in the amount of \$9816 loaded. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Subgrant Amendment/State of Idaho/Department of Health & Welfare/Coroner

Coroner Dr. Warren Keene explained there was a grant available for opioid toxicology, wherein he could be reimbursed for toxicology testing for any opioid induced overdose. He asked that the Board sign the memo retroactively so he could submit for reimbursement.

Commissioner Duncan moved to approve the subgrant amendment. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Contract/Architectural Services/Longwell-Trapp Architects/9-1-1 Call Center/Building & Grounds

B&G Director Shawn Riley requested the Board approve the contract with Longwell-Trapp Architects. He said the contract was not to exceed \$5500 for the remodel of the 911 Call Center, which had been budgeted and the approval would enter the County into the design and cost estimate phase.

Commissioner Duncan moved to approve the contract not to exceed \$5500 for architectural services for the 911 Call Center. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Contract / Admin / Third Street Parking Lots Design Phase / Welch Comer & Associates/Building & Grounds

Mr. Riley presented approval of a contract between Welch Comer and the County, which gave approval to Welch Comer to begin design and engineering services for the Admin and Third Street parking lots. He said the Admin parking lot had two options; one option would remove the swale to create more parking spaces, but would cost more money. Mr. Riley said that an addendum to the contract could be added when the Board decided which option to pursue on the Admin parking lot. He said there was \$500,000 budgeted for the entire project and the design phase would not exceed \$29,800. As a final note, Mr. Riley pointed out that 6-8 weeks of time was eliminated due to the use of the roster.

Commissioner Duncan moved to approve the contract between Welch Comer and the County, not to exceed \$29,800 for the design phase. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Quote/Trademark Electrical/Furnace Repair/Post Falls/Veterans Drivers' License Offices/Building & Grounds

Mr. Riley said the furnace at the Veterans and Driver's License Offices were old and beyond repair and would cost approximately \$13,500 to replace. He requested to take the money out of the Five-Year Plan and postpone carpeting a few courtrooms.

Commissioner Duncan moved to approve funding the furnace out of the 5-Year Plan and replace the furnace. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Quote/ETCO Plumbing/Jail Boiler/Building & Grounds

Mr. Riley said that at the Jail Expansion, they had installed the wrong type of mixing valves, which now needed to be replaced. He said the funding for the project would come out of the Jail Expansion savings.

Commissioner Duncan moved to approve the Quote from ETCO Plumbing to replace the existing valves not to exceed \$7880 to be paid for out of the Jail Expansion savings. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Independent Contractor Agreement/Riley/Building & Grounds

Chairman Fillios explained that Mr. Riley had presented the Board with an independent contractor agreement that, if approved, would take effect on April 1. He said the agreement had been through all the necessary avenues and was ready for final approval.

Commissioner Brooks moved to approve the independent contractor agreement between Shawn Riley and the BOCC. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Mr. Riley and Treasurer Steve Matheson exited the meeting at 2:23 p.m.

Request/Fire District Annexation/Stuart/Kootenai County Fire & Rescue

Civil Deputy Prosecutor R. David Ferguson suggested the Board approve the annexation request by the Stuart family. He said they had met all the necessary requirements and recommended the approval into the Kootenai County Fire & Rescue District.

Commissioner Duncan moved to approve the annexation request by the Stuart Family into Kootenai County Fire & Rescue District. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Dr. Keene exited the meeting at 2:25 p.m.

~~Facility Rental Application/Kroc Center Community Development Hearing/Board of County Commissioners – PULLED~~

Notification Process/National Register of Historic Places/Pend Oreille City/Steamboat Landing/Resource Management Office

RMO Director Jody Bieze presented a letter to expedite the request for nomination of Pend Oreille City's Steamboat Landing.

Commissioner Duncan moved to approve the request for expedition for Pend Oreille City's Steamboat Landing. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Grant Application/2019 Idaho Wild Rivers/Resource Management Office/KCSO

RMO Program Manager Kimberli Riley requested approval to apply for a Department of Commerce grant that would provide swift water rescue training to the Sheriff's Office. Further, she mentioned there was no match required and if the grant would be awarded, it would have a value of \$10,828.50.

Commissioner Duncan moved to approve the grant application for the 2019 Idaho Wild Rivers opportunity. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Grant Application/2019 Hazard Fuels Reduction/Wildland Urban Interface Program/Resource Management Office/Office of Emergency Management

Ms. Bieze requested approval of a grant application to pursue additional hazardous fuel treatments to help mitigate wildfires and stated the only match was in-kind.

Commissioner Duncan moved to approve the grant application for the 2019 Hazard Fuels Reduction in conjunction with Wildland Urban Interface. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Memorandum of Understanding (MOU)/Federal Highway Administration/Idaho State Historic Preservation/Idaho Transportation/Kootenai County Historic Preservation Commission

Ms. Bieze presented a Memorandum of Understanding (MOU) from the Federal Highway Administration that stated the project in which they were working, State Highway 41, would have an adverse effect on three historic properties. She further explained that the MOU also outlined the treatments the FHA would do to mitigate the effects that building the highways would cause.

Commissioner Duncan moved to approve the MOU from the Federal Highway Administration regarding the properties that would be adversely affected by the construction on Highway 41. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Resolution 2019-14/Quit Claim Deeds/Kootenai County Landfill Property Exchange/Solid Waste

Solid Waste Director Cathy Mayer requested approval of Resolution 2019-14 and the Quit Claim Deeds associated with the property exchange between Solid Waste and Kootenai Electric. She explained that there were no funds involved in the exchange.

Commissioner Duncan moved to approve Resolution 2019-14, execute the Quit Claim Deeds to Kootenai Electric Cooperative and to advise Chairman to sign the deed as accepted by Kootenai Electric for the property exchange. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Resolution 2019-15/Designate Polling Places/Ballot Order/March 12, 2019 School Levy Election/Elections

Chief Deputy Clerk Jennifer Locke presented Resolution 2019-15 for the Board's approval. She explained that as it was laid out in Statute 34-3802 and 34-902, the Board of County Commissioners must approve the designation of the polling places and the ballot order

and informed the BOCC that the layout of the polling places and the ballot order had been sent prior to the meeting.

Commissioner Duncan moved to approve Resolution 2019-15 which designated polling places and the ballot order for the March 12, 2019 School Levy Election. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Resolution 2019-19/Solid Waste Fee Reduction for Disabled Veterans/Assessor

Assessor Rich Houser explained that the year prior, the legislature had approved a change that would allow a property tax reduction for 100% disabled veterans, which mirrored the Circuit Breaker program. He explained that the Circuit Breaker program included a 50% reduction on Solid Waste fees and asked that the veterans who received the 100% disability also receive the 50% Solid Waste fee reduction.

Commissioner Brooks moved to approve Resolution 2019-19 for the Solid Waste Fee reduction for disabled veterans. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Resolution 2019-20/Sale of K-9 Axo/KCSO

Lieutenant Scott Maxwell requested the Board approve Resolution 2019-20, the sale of K-9 Axo. He explained that in June 2018, the County had entered into a contract with Deputy Jason Shaw, a K-9 unit, to purchase Axo, Deputy Shaw's personal dog. Within the contract, it stated that either party could cancel the contract at any time; since Deputy Jason Shaw was no longer with the K-9 unit, he wished to purchase Axo back from the County for the \$1 the County paid for him.

Commissioner Duncan moved to approve Resolution 2019-20, allowing Deputy Shaw to purchase Axo for \$1. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

- 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.

Chairman Fillios adjourned the meeting at 2:41 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
