

Minutes of Meeting
Business Meeting
January 28, 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 Prosecutor Barry McHugh, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, KCSO Undersheriff Dan Mattos, KCSO Captain Kim Edmondson, KCSO Captain John Holecek, KCSO Lieutenant Ryan Higgins, KCSO Lieutenant Michael McFarland, KCSO Lieutenant Stuart Miller, KCSO Animal Control Officer Sandra Osburn, KCSO 911 Communications Services Manager Collin McRoy, Airport Director Steven Kjergaard, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Staff Accountant – Budget Michelle Chiamonte, Staff Accountant – Fixed Assets Isaac Ohm, Staff Accountant Julina Hildreth, Snowgroomer Operations Manager Dave Bonasera, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Buildings & Grounds (B&G) Operations Manager Greg Manley, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.

- B. Pledge of Allegiance:** KCSO Animal Control Officer Sandra Osburn led the Pledge of Allegiance.

- C. Consent Calendar (items to be approved listed below):**
Minutes of Meetings:
 - 01/06/2020 Auditor
 - 01/06/2020 Advisory Board Interview (2:00 p.m.)
 - 01/06/2020 Advisory Board Interview (3:00 p.m.)
 - 01/07/2020 Advisory Board Interview (10:30 a.m.)
 - 01/07/2020 Advisory Board Interview (11:00 a.m.)
 - 01/07/2020 Advisory Board Interview (11:30 a.m.)
 - 01/08/2020 Requests for Cancellation of Taxes
 - 01/09/2020 Human Resources
 - 01/13/2020 Commissioners’ Status Update
 - 01/14/2020 Business Meeting
 - 01/15/2020 Elected Officials
 - 01/16/2020 Community Development Update
 - 01/16/2020 New Building Planning
 - 01/17/2020 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.

Board Actions:

Assessor’s adjustment to tax/valuation/AIN 316737; 309098
Board of Equalization: Valuation Amendments/AIN Nos. 105086; 135643; 337571;
339008
Approval/Building Permit Fee/Coroner’s Office Project
Human Resources/Personnel Changes: Bonus for Chief Bailiff/Jury Commissioner;
Position Changes/Screeners/Rondo/Costa/Bailiff’s Office; Vehicle Policy (429);
Operations Specialist/Airport; Higher Duty Pay/Shaw/Community Development; County
Assistance Temp Funding
PAF/SCF Report: BOCC Review PP01/Human Resources
BOCC Signatures for Indigent Cases: 1/16/20 through 1/22/20
Kennel License Renewal/Bolinger/Kootenai Kennels

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 20, 2020 through January 24, 2020 in the amount of \$1,256,135.38, with jury payments of \$649.12. 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:

Change Order 1/First Amendment to Agreement/Dardan Enterprises, Inc./Office Remodel/Noxious Weed Control/Parks & Waterways

Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder requested the Board’s approval of the first amendment to the agreement with Dardan Enterprises, Inc. for the remodeling of the Noxious Weed Control Office. He said Change Order 1 was for \$2,786.48. Mr. Snyder explained they hadn’t realized they would need to excavate the restroom floor to get at the plumbing, but they would still be within budget for the project.

Commissioner Duncan moved that the Board approve Change Order 1, the first amendment to the agreement with Dardan Enterprises, Inc. for the office remodel at Parks & Waterways for \$2,786.48. 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.

Work Order No. 20-03/Project No. 190525/Ramsey Road Land Release/Planned Future City of Hayden Project/Airport

Airport Director Steven Kjergaard requested the Board’s approval of Work Order No. 20-03 for Project No. 190525, which would allow the City of Hayden to purchase property owned by the Airport. He explained it would allow them to build and finish their Ramsey Road Project. He stated that the Airport had to do this or they would not be able to get the land released by the FAA (Federal Aviation Administration). He said the total amount for the work order was \$16,017, but it would be a reimbursable cost.

Commissioner Duncan moved that the Board approve Work Order No. 20-03 for Project No. 190525, the Ramsey Road Land Release. 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 exited the meeting at 2:04 p.m.

Additional Funding Request/Spokane River Marine Patrol/KCSO

KCSO Lieutenant Ryan Higgins reminded the Board that KCSO planned to partner with the Post Falls Police Department to patrol the Spokane River. He explained that the \$40,000 requested would cover their officers’ overtime wages. He said that the plan was to take the funds from salary savings from the Patrol account because they did not want to use the Vessel Account or the RBS (Boating Safety Grant).

KCSO Undersheriff Dan Mattos asked that the Commissioners agree that if KCSO were able to fill all their open positions and thereby used up the projected salary savings, the money would be replaced from the General Fund.

Commissioner Duncan moved that the Board approve the additional funding request for the Spokane River Marine Patrol partnership with Post Falls, in an amount not to exceed \$40,000, with funds first coming from salary savings on the Patrol side with potential vessel dollars being used at the end of the season if there was money left in that account and if both of those sources were exhausted then KCSO would bring a request to the BOCC. 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.

Donation Agreement/Resolution 2020-13 Accept Stock Trailer/Animal Control/KCSO

KCSO Animal Control Officer Sandra Osburn requested the Board's approval of Resolution 2020-13, which would allow them to accept a donated stock trailer. She explained that a citizen had offered this donation, with the understanding that it was for the use of Animal Control and not to be sold until Animal Control no longer had a use for it.

Commissioner Duncan moved that the Board approve the donation agreement, Resolution 2020-13, for the stock trailer for Animal Control. 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.

Officer Osburn exited the meeting at 2:08 p.m.

Agreement to Loan Armored Vehicle/Airway Heights Police Department/KCSO

KCSO Lieutenant Stuart Miller explained KCSO had an old armored vehicle that they no longer used. He said it had been loaned to Liberty Lake previously; once they no longer needed it, it had been returned. Now, he said, Airway Heights would like to borrow it under the same terms. He commented the vehicle had about 300,000 miles on it, but it still worked.

Commissioner Duncan moved that the Board approve the agreement to loan the armored vehicle to Airway Heights Police Department. 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 Miller exited the meeting at 2:09 p.m.

Change Order No. 2/TML Construction/911 Pole Barn Project/Riley/KCSO

Contractor Shawn Riley requested the Board’s approval of Change Order No. 2 for the 911 Pole Barn Project. He said the order was for \$1,235, to convert the heaters that had been purchased during the Jail Expansion from top venting to side venting.

Commissioner Duncan moved that the Board approve Change Order No. 2 for TML Construction on the 911 Pole Barn Project in the amount of \$1,235. 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 No. 3/TML Construction/911 Pole Barn Project/Riley/KCSO

Mr. Riley requested the Board’s approval of Change Order No. 3 for the 911 Pole Barn Project. He said the order was to cover wiring that had not been diagrammed from the panel to the overhead doors and the exhaust fan, which had been overlooked by the electrical engineer and electrical contractor. He noted the cost would be \$6,033, but the budget would cover it.

Commissioner Duncan moved that the Board approve Change Order No. 3 for TML Construction on the 911 Pole Barn Project in the amount of \$6,033. 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.

Request Funding/Approval to begin RFP Process/Body Scanner/Jail/KCSO

KCSO Captain John Holecek asked the Board to approve beginning on the RFP process for a body scanner for the Jail. He said the cost of the scanner they were looking at was \$118,750.

Commissioner Duncan suggested that they approve the RFP process, then discuss the funding sources. She said they would need to look at finding the money within their own budget, if possible. She asked if they could piggyback the purchase on to Ada County’s contract.

Captain Holecek stated he had spoken to Civil Deputy Prosecuting Attorney R. David Ferguson, who said he thought they might be able to do that. He said he had made a records request for their process. He added that there were also lease options available for \$1,636 or \$1,877 a month.

Commissioner Duncan responded that the lease amounts were more than she would like to see the County pay.

In response to a question from Commissioner Brooks, Captain Holecek stated that there was a forty-five day period required for delivery and set up after an order was made.

Undersheriff Mattos stated that they had done some research on funding options. He said there was about \$64,000 available in the KCSO budget. He inquired about the status of the Jail Expansion account.

Finance Director Dena Darrow confirmed that there was about \$216,405 left in that account.

Mr. Riley reported that most of that money was probably already committed for the fuel tank project and the sewer connection for the Compton Building. He said he could not estimate how much of the money might be left at this time.

Chairman Fillios pointed out that they had budgeted about \$50,000 for FY20 for out of County housing of prisoners, but the Jail population had declined, so some of that might be available.

Undersheriff Mattos expressed his belief that this was a critical item and thanked Commissioner Brooks for his support on the project. He also thanked the other Commissioners for their help and said KCSO was determined to find the money.

Commissioner Brooks commented that Undersheriff Mattos and Captain Holecek had made a very good case for the body scanner, based on what was happening in the Jail now. He said he felt the scanner would save lives.

Commissioner Duncan moved that the Board approve the request to begin the RFP process with funding coming from the KCSO FY2020 Budget, to be solidified once a bid was brought forth. 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.

Captain Holecek exited the meeting at 2:20 p.m.

Contract/Quote 4458/911 Recording System/Commercial Electronics/KCSO/911

KCSO 911 Communications Services Manager Collin McRoy explained this item represented a refresh of their system that recorded all phone calls and the majority of the radio traffic at the 911 Center. He said the system was six years old and needed to be updated. He noted that this purchase would be grant funded, with no cost to the 911 Fund or General Fund. He added that a system like this typically lasted three to five years.

Commissioner Duncan moved that the Board approve the contract for the 911 recording system with Commercial Electronics, as seen in quote 4458. 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.

Off-Road Motor Vehicle Fund (ORMV) Grant Application/Snowmobile Trail System Signs and Barricades/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval for a grant application to the Off-Road Motor Vehicle Fund (ORMV) through the Idaho Parks & Recreation Department. She said the amount was \$13,390, with a \$3,800 match being provided by outside agencies, to be used for signs and barricades on the trails.

Snowgroomer Operations Manager Dave Bonasera reported that the match would be provided by volunteer labor.

Commissioner Duncan moved that the Board approve the Off-Road Motor Vehicle Fund grant application for the snow mobile trail system signs and barricades. 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. McRoy and Lieutenant Higgins exited the meeting at 2:23 p.m.

Amendment of Paratransit/Demand Response Contract/Citylink North Public Transportation/MV Transportation/Resource Management Office

Ms. Riley requested the Board's approval of an amendment to the Paratransit Demand Response Contract. She explained that MV Transportation had been bought out by another corporation and no longer wanted to carry the maintenance side of the contract. She said that the County had a subrecipient agreement with the Coeur d'Alene Tribe, so they would take over those duties. She stated that the amendment removed maintenance, added another dispatcher, and provided for staff to be located at the Transit Center instead of in Spokane. She commented that the overall cost would be slightly reduced by these changes.

Commissioner Duncan moved that the Board approve the amendment of the Paratransit Demand Response Contract with Citylink North Public Transportation and MV Transportation. 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.

FY20 Innovia Community Grant Application/Consultant Services/Community Family Justice Center Development/Resource Management Office/Prosecuting Attorney's Office

Prosecutor Barry McHugh requested the Board's approval of the FY20 Innovia Community Grant Application for consulting services to develop a Community Family Justice Center. He explained this would bring agencies together that dealt with domestic and sexual violence cases and make services available to victims. He stated that the Family Justice Center Alliance would provide people to come to Kootenai County to determine the type of needs in this area and offer guidance in the creation of the Center.

Commissioner Duncan moved that the Board approve the FY20 Innovia Community Grant Application for the consultant services regarding the Community Family Justice Center development. 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.

Prosecutor McHugh offered his special thanks to Ms. Riley and to RMO Director Jody Bieze for their assistance in this project.

Prosecutor McHugh exited the meeting at 2:30 p.m.

FY20 Innovia Community Grant Application/Purchase of Automated External Defibrillators/Resource Management Office/KCSO

KCSO Lieutenant Michael McFarland requested the Board's approval for an FY20 Innovia Community Grant Application for the purchase of automated external defibrillators.

Commissioner Duncan moved that the Board approve the FY20 Innovia Community Grant Application for the purchase of automated external defibrillators for patrol 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.

Undersheriff Mattos, Lieutenant McFarland and KCSO Captain Kim Edmondson exited the meeting at 2:32 p.m.

Approval/HVAC Unit Replacement/Juvenile Detention/Building & Grounds

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's permission for the replacement of an HVAC unit at the Juvenile Detention Center. He explained that a unit had broken down and that he planned to draw the money from the Five Year Plan in the amount of \$36,369.07.

Commissioner Duncan moved that the Board approve the HVAC Unit replacement for Juvenile Detention, with funds coming from the Five Year Plan in the amount of \$36,369.07. 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. Manley exited the meeting at 2:33 p.m.

Tax Deed Bid/AIN 103209/Kallstrom

Commissioner Duncan opened an envelope containing the tax deed bid for AIN 103209 in the form of a check for \$500. She stated the market value of the parcel was \$2,908, the accumulated taxes were over \$8,000 and the fees, which represented the actual cost to the County, were \$866. She pointed out that the County would be out about \$366, but the property would be back on the tax roll if they accepted the bid. She confirmed that this was the only bid received for the property and that it was from a contiguous land owner.

Commissioner Duncan moved that the Board accept the amount of \$500 for tax deed bid on AIN 103209 to Kallstrom. 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.

Advisory Board Appointment/David/Planning & Zoning Commission

Commissioner Duncan commented that this appointment had been accidentally overlooked in last week's meeting.

Commissioner Duncan moved that the Board approve the Advisory Board appointment of Madeleine David to the Planning & Zoning Commission, with a term ending December 31, 2022. 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.

Advisory Board Appointment/Beebe/Historic Preservation Commission

Commissioner Duncan reported that the Historic Preservation Commission had particular requirements for appointments and had recommended this person to the BOCC.

Commissioner Duncan moved that the Board appoint Beebe to the Historic Preservation Commission. 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.

Department Head Change/Snowgroomer Program/FY20/Snowgroomers/Board of Commissioners

Commissioner Duncan thanked Mr. Bonasera for his twelve years of excellent service. She reported that he planned to step down and Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder had agreed to take over his duties.

Chairman Fillios added his thanks and praise for Mr. Bonasera. Commissioner Brooks voiced his commendation as well.

Commissioner Duncan moved that the Board approve the Department Head Change to have the Snowgroomer Program come under Nick Snyder, Director for Parks & Waterways and Noxious Weeds. 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.

Mr. Riley asked if the Auditor's Office could check how much was in the Lottery Fund and other potential sources for funding the HVAC replacement at the Juvenile Detention Center. He commented that paying it out of the Five Year Fund could disrupt other planned projects.

Ms. Darrow agreed to investigate.

Mr. Ferguson noted that, if the funding source were changed, it would be safest to have the item re-approved in another Business Meeting. There was general agreement with his point.

H. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:39 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
