

Minutes of Meeting
Business Meeting
February 12, 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 Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant Julina Hildreth, Recording Manager Paige Gissel, KCSO Undersheriff Dan Mattos, KCSO Lieutenant Kevin Smart, KCSO Lieutenant Ryan Higgins, KCSO Lieutenant Mike McFarland, KCSO 911 Communications Services Manager Collin McRoy, Patrol Administrative Assistant Stephanie Macias, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Airport Director Steven Kjergaard, Juvenile Detention (JD) Director JT Taylor, JD Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, Buildings & Grounds (B&G) Director Shawn Riley, Civil Deputy Prosecuting Attorney Pat Braden, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Elections Manager Judd Wilson, Resource Management Office (RMO) Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Fair Board Chair Jerry Johnson and Kootenai County Resident Scott Jones. Commissioner Bill Brooks attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Fair Board Chair Jerry Johnson led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 1/24/2019 Deliberations/VAR18-0006/Cook-Murray/Community Development
 - 1/24/2019 Deliberations/CUP18-0007/Peak Sand and Gravel, Inc. /Community Development
 - 1/28/2019 Airport & Airport Advisory Board Update
 - 1/28/2019 City of Hayden Quarterly Update
 - 1/28/2019 First District Court
 - 1/28/2019 Commissioners' Debriefing
 - 1/29/2019 Fleet Management
 - 1/29/2019 Business Meeting
 - 1/30/2019 Airport
 - 1/30/2019 Alliant Health & Benefits
 - 1/31/2019 Community Development Update
 - 1/31/2019 Human Resources Personnel Changes
 - 2/04/2019 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.
 - 2/04/2019 Business Meeting
 - 2/04/2019 Commissioners' Debriefing

Board Actions:

Treasurer’s Monthly Settlements and Statements
Approval/Nominations for Kootenai County Local Emergency Planning Committee
Kennel License Application/Isham
PAF/SCF Report: BOCC Review PP04/Human Resources
BOCC Signatures for Indigent Cases 1/31/19 through 2/6/19

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 February 4, 2019 through February 8, 2019 in the amount of \$504,229.27, with jury payments of \$953.14. 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:

Master Agreement/Professional Services/T-O Engineers/Airport

Airport Director Steven Kjergaard requested the Board’s approval of the master agreement for professional services between the Airport and T-O Engineers. He explained this agreement had no cost attached and was intended to simplify future contracts by moving all legal requirements into that document. He estimated the future agreements would be reduced from over a hundred pages to ten or twenty pages. He remarked this was very similar to another agreement signed five years ago which they had been using.

Commissioner Duncan moved that the Board approve the master agreement between the Airport and T-O 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.

Grant Application AIP 3-16-0010-047/Northside Taxilane Extension/Airport Graphical Information System (AGIS)/Airport

Mr. Kjergaard requested the Board's approval to submit the Airport's yearly grant application to the FAA (Federal Aviation Administration). He said they were requesting funds totaling \$252,460, of which the FAA would cover \$227,314, County providing \$12,623 and the State providing \$12,623. He cautioned the Commissioners that this did not mean they were guaranteed to receive the full amount requested. Chairman Fillios confirmed that the County's portion represented a 5% match.

Commissioner Duncan moved that the Board approve the application for grant AIP 3-16-0010-047. 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.

Chief Deputy Prosecutor Barry Black entered the meeting at 2:06 p.m.

Cost Estimate/Installation of Divider/Door to Conform to ILETS Standards/Buildings & Grounds

Buildings & Grounds (B&G) Director Shawn Riley requested the Board's direction to seek a cost estimate for installation of a door between the Civil Prosecutor's offices and the rest of the third floor, as required by ILETS (Idaho Law Enforcement Telecommunications System) Standards. He said this expense had not been included in the Budget, but he believed he could absorb it. Commissioner Duncan stated for the record that the reason the Commissioners were not waiting for FY20 was that this project had been put off for a number of years and the County needed to exhibit a good faith effort to retain ILETS certification during the next audit.

Commissioner Duncan moved that the Board approve B&G Director Shawn Riley to proceed with installation of the door as described, at a cost of \$2,450 from his existing Budget. 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. Black exited the meeting at 2:08 p.m.

Request for Disbursement/Patrol Drug Forfeiture Account/KCSO

KCSO Lieutenant Ryan Higgins requested the Board's approval of a disbursement of \$9,000 from the Drug Forfeiture Account to send five staff members to training in Kansas. He explained that there would be no impact to the Budget, since the money would come

from that source. In answer to Chairman Fillios' question, he stated there was about \$100,000 in the Drug Forfeiture Account.

Commissioner Duncan moved that the Board approve request for disbursement of \$9,000 from the Patrol Drug Forfeiture Account to pay for staff training as described. 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/Additional Funding/Patrol Vehicle/KCSO

Chairman Fillios reminded those present that KCSO's Budget would cover seven and a half vehicles; the Sheriff's Office was looking for funding to allow them to purchase the eighth vehicle.

KCSO Lieutenant Kevin Smart confirmed Chairman Fillios' statement and remarked that they had received a new estimate for the amount needed to complete funding for the eighth vehicle. He said the cost had been reduced from \$19,000 to \$13,000.

Chairman Fillios suggested that they use money from the Drug Forfeiture Account to cover the cost. KCSO Undersheriff Dan Mattos expressed his belief that the suggestion would constitute supplanting of the Budget and would not be allowed. Civil Deputy Prosecuting Attorney R. David Ferguson voiced his agreement with the Undersheriff.

Commissioner Duncan remarked that she would not be in favor of approving the additional money unless some other funding mechanism could be found.

Undersheriff Mattos stated that, in the past when a KCSO vehicle was wrecked, the insurance reimbursement went into the General Fund rather than directly back to KCSO. He suggested this might provide a source of money.

Finance Director Dena Darrow said she had looked into the use of Drug Forfeiture Funds and discussed the matter with Commissioner Duncan. She suggested that looking more closely at the rules regarding supplanting would be worthwhile and pointed out those funds had been used by KCSO in the past to buy a BearCat vehicle. She offered to make inquiries with the DOJ (Department of Justice).

Mr. Ferguson agreed to examine the issue further. Chairman Fillios suggested the item be tabled for the present. There was general agreement.

Agreement/Law Enforcement Services/Dalton Gardens/KCSO

KCSO Lieutenant Mike McFarland requested the Board's approval of the yearly agreement between KCSO and Dalton Gardens for law enforcement services. He explained the contract covered overtime expenses for officers to direct traffic in Dalton Gardens throughout the year.

Commissioner Duncan moved that the Board approve the contract between KCSO and Dalton Gardens for law enforcement services. 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 Smart, Lieutenant Higgins, Lieutenant McFarland and Patrol Administrative Assistant Stephanie Macias exited the meeting at 2:18 p.m.

Change Request/Integrated Credit Card Processing with Access Idaho/Idaho PayPort POS/Merchant Service Provider/Recorder

Recording Manager Paige Gissel requested the Board's approval of a change that would permit online credit card payments to be made by customers, allowing them to print documents and pay from home. She assured the Commissioners that this was a budgeted item.

Commissioner Duncan moved that the Board approve the change request with Integrated Credit Card Services Processing. 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. Gissel and Mr. Kjergaard exited the meeting at 2:19 p.m.

Agreement/PREA (Prison Rape Elimination Act) Audit Consulting Services/Jett Corrections Consulting, LLC/Juvenile Detention

Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield requested the Board's approval of a contract for the 2019 audit with Jett Corrections Consulting, LLC. He said they were not able to predict the exact cost because they were going to have to pay for plane tickets for the auditor, but they included \$4490 in their Budget for this. Mr. Sheffield remarked that he had been able to reduce the expense by coordinating the scheduling with Spokane County Juvenile Detention's audit.

Commissioner Duncan moved that the Board accept the agreement between Kootenai County Juvenile Detention and Jett Corrections Consulting, LLC for the PREA audit. 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. Sheffield and Juvenile Detention Director JT Taylor exited the meeting at 2:21 p.m.

Close Out Reimbursement Request/Fairgrounds RV Park Phase II/Resource Management Office

Resource Management Office (RMO) Program Director Kimberli Riley requested the Board's approval of their final close out reimbursement request for the Fairgrounds RV Park Phase II. She explained that, since it was a close out, it required Board signatures. She said they did fully utilize \$469,771 of Idaho Department of Parks and Recreation funds. Ms. Riley added that the Fair Board had provided the cash match of \$8,979.

Commissioner Duncan moved that the Board approve the close out request for the Phase II Fairground RV Park. 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.

Grant Application/Award FY19 5307/Operating Assistance/ADA Public Transportation/Transit

Ms. Riley requested the Board's approval of a grant application for an annual apportionment of about \$1.5 million for the operation of the Transit System. She reminded those assembled that Transit had come before the Board in August 2018 with their program of projects that showed where funds would be applied. She said they had begun the grant application process but could not move forward until the TIP (Transportation Improvement Program) was approved on December 31, 2018. She added that the government shutdown had further delayed the process.

Ms. Riley stated that they had both the application and the award to present to the Board at this time. In response to a question from Commissioner Duncan, Ms. Riley said the County's responsibility was composed of in-kind services, with no cash obligation.

Staff Accountant Julina Hildreth asked the actual amounts involved. Ms. Riley said the federal amount was \$1,110,900 and the in-kind match was \$885,900.

Commissioner Duncan moved that the Board approve the Award FY19 5307. 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. Riley asked if the Commissioners would prefer Transit to bring each application to the Board as they proceed or to bring the full award when they get it. Commissioner Duncan said she would prefer that they bring each application in, unless Legal informs them that it is not appropriate. There was general agreement for this.

Approve Ballot Order/Resolution 2019-23 (Rescinds Resolution 2019-15) Designate Polling Places/March 12, 2019 Consolidated Election/Elections

Elections Manager Judd Wilson asked the Board to approve Resolution 2019-23, to approve the updated ballot order and rescind Resolution 2019-15. He explained that Kootenai Joint School District had just informed him that they were going to run their levy in May, instead of March as previously expected. Mr. Wilson said they changed the list of polling places and corrected the ballot order to correspond.

Commissioner Duncan moved that the Board approve Resolution 2019-23, to approve the ballot order. 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.

Update/County Procurement Policy/Civil Prosecuting Attorney

Civil Deputy Prosecuting Attorney Pat Braden explained this item was an update to the County's Procurement Policy, based on statutory changes made in 2017. He asked the Board to approve the updates and make them retroactive to 10/1/2018.

Commissioner Duncan moved that the Board accept updated County Procurement Policy and make it retroactive to October 2018. 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.

Proposal/Architectural Services/Longwell-Trapp/Parks & Waterways

Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder requested the Board's approval of a contract with Longwell-Trapp to provide preliminary architectural and cost projections for a project that may be pursued in 2020. He stated that the cost for their services was not to exceed \$2,000. He explained the project was for a restroom and shower for eight members of the Parks & Waterways and Noxious Weeds staff. Mr. Snyder said that once he received the projections, he would discuss the project with Mr. Riley and determine whether to move forward on it. He added that the cost was included in his current Budget.

Commissioner Duncan moved that the Board approve the contract with Longwell-Trapp for the Park & Waterways project, not to exceed \$2,000. 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. Riley exited the meeting at 2:33 p.m.

County Deed/AIN 324733/Peha

Mr. Braden explained that this deed would implement the Board’s decision to grant the property known as Turtle Way to Mr. Peha upon their previous acceptance of his sealed bid in the amount of \$800. Mr. Braden noted that the deed is subject to an easement in favor of all property owners that currently use the right of way.

Commissioner Duncan moved that the Board accept the deed prepared by the Civil Prosecuting Attorney’s office and that the amount of \$800 received from Mr. Peha be applied to any remaining taxes and fees and that the late charges and interest be cancelled. 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. Braden exited the meeting at 2:35 p.m.

Grant Application/NOMAD Global Communications Solutions/KCSO/911

KCSO 911 Communications Services Manager Collin McRoy requested the Board’s approval of a grant application for replacement of a communications trailer. He explained that the vendor they selected had an internal grant that KCSO could use to reduce the cost to the County for the vehicle. He specified that there was no guarantee that they would receive the grant and that making the application did not obligate the County to anything.

Commissioner Duncan moved that the Board approve the grant application to NOMAD Global Communications Solutions from KCSO 911. 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 2019-24/Classify Records/Noxious Weed Control

Resolution 2019-25/Destroy Records/Noxious Weed Control

Chairman Fillios recommended combining items sixteen and seventeen on the agenda, to classify and destroy records for Noxious Weeds.

Commissioner Duncan moved that the Board approve Resolution 2019-24 and Resolution 2019-25, to classify and destroy records from Noxious Weed 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.

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 2:38 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
