

**Minutes of Meeting  
Commissioners' Debriefing  
March 11, 2019  
11:00 a.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 Human Resources (HR) Director Sylvia Proud, Buildings & Grounds (B&G) Director Shawn Riley, B&G Maintenance Operator II Greg Manley, Finance Director Dena Darrow, Resource Management Office (RMO) Program Manager Kimberli Riley and Deputy Clerk Tina Ginorio. Also present were County Chair of the University of Idaho Extension Program Sharla Wilson and Coordinator of the Master Gardener Program Kara Carleton.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Transition to Contractor – Shawn Riley (Discussion)**

Buildings & Grounds (B&G) Director Shawn Riley reminded the Board that this would be his last Debriefing as B&G Director. He said his position with the County would end as of March 29, 2019; he would become an independent contractor as of April 1, 2019. He asked the Commissioners to settle a number of questions he had regarding their new relationship. He said he would be turning his cell phone over to Greg Manley.

- **Keys:** Mr. Riley inquired what sort of key access he should have to the County facilities. He said he would prefer to keep access to the B&G shop, because that was where he could best meet with contractors and spread out plans. In addition to that, he said he hoped to use an open office on the top floor of the Annex. Finance Director Dena Darrow cautioned that the Commissioners should review these questions from an IRS perspective. She explained that Mr. Riley would need to follow certain restrictions in order to properly be considered a contractor and not an employee under the IRS regulations.
- **Business Cards:** Mr. Riley said Reprographics had offered to make him business cards as a courtesy, but he now realized that might create a similar IRS issue as the office space. He stated he would let Reprographics know he could not accept the cards.
- **Laptop:** Mr. Riley reported that Information Technology (IT) Director James Martin and IT Network Administrator Grant Kinsey asked him to keep using the County-issued laptop after he becomes a contractor because of the special firewall protections and other security measures it contains. He said they wanted him to do this to protect County financial information involved with projects he would be working on.

- Badge: Mr. Riley inquired whether he would need a contractor or visitor badge to wear when he was on-site. Human Resources (HR) Director Sylvia Proud said she would look into this and get back to him.
- Reporting Hours: Mr. Riley explained that his contract would be capped at about one thousand forty hours per year, which broke down to twenty to twenty-five per week. He asked whether the Commissioners wanted him to report his hours weekly or monthly. Chairman Fillios suggested that, if he was within his normal monthly schedule, he just report to BOCC Administrative Supervisor Leighanna Keiser once a month. He requested that, if Mr. Riley was going to exceed his normal monthly hours, it be reported to the Board directly.
- Software: Mr. Riley asked to retain access to the programs New World, Paperclip and the VPN (Virtual Private Network) he had been using because he would still need them. Ms. Darrow commented that so long as he had view-only access, there should be no problem.
- Training: Mr. Riley remarked that there might be County-offered training that he might want to attend. The Commissioners all agreed that would be appropriate, as long as he remained within his prescribed number of working hours.
- Liaison: Mr. Riley asked whether Commissioner Leslie Duncan would still be his contact point with the Board. Chairman Fillios confirmed this.

#### **Master Gardener Program Location (Discussion)**

Commissioner Duncan reminded the other Commissioners that the University of Idaho Extension program's normal meeting room had been repurposed and the program had begun holding meetings in Meeting Rooms 1A and 1B of the Administrative Building. She explained there was a problem with that, because there must always be a County employee present when those rooms are being used and some of these meetings took place outside normal working hours. She asked whether the meetings should be moved or if the Board would consider paying overtime for coverage.

Mr. Riley pointed out that there were also set up and snow removal expense during winter meetings and expressed concern about the County incurring costs for non-County services. Commissioner Duncan asked if the Extension had funds in their budget to cover those costs. Ms. Wilson said there was not, but that the need could be addressed in the in the upcoming Budget negotiations for the future.

Coordinator of the Master Gardener Program Kara Carleton suggested that the upcoming Saturday meeting be moved back to the Extension Office, to avoid difficulties, and the details of future meeting locations could be further considered.

**Planning & Zoning Commissioner Appointment (Action)**

Chairman Fillios stated that the Board was prepared to fill the opening on the Planning & Zoning Commission. He noted there had been seven applicants who filed before the deadline and three who filed after the deadline for the single space available.

Commissioner Bill Brooks moved that the Board approve the application of Debra Rose to the Planning & Zoning Commission, to be finalized in an upcoming Business Meeting. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**BOCC Door ADA Upgrade Project (Action)**

Mr. Riley updated the Commissioners on having the back door to the BOCC offices made ADA accessible through a programmed, automatic opener that would integrate with the keypad. He said the hardware would cost about \$4,074, with about an additional \$832 for it to be specifically programmed to suit their needs and \$500 for the electrician's services, with a total cost of \$5,407.13. Chairman Fillios asked if it would function from both sides. Mr. Riley said it would not; he estimated that option would add about another \$1,100 to the total price. The Commissioners requested that Mr. Riley get an updated estimate for the project.

**Commissioner Weekly Update (Week of 03/04/19) (Discussion)**

Chairman Fillios took the updates in reverse order from the agenda.

- **Commissioner Brooks – No update**

Commissioner Brooks said he had been meeting with the groups to whom he stands as liaison: Search & Rescue, the Fair Board and Community Guardians. He praised all of the members with whom he has had contact.

- **Commissioner Duncan – Hayden Lake Watershed Association**

Commissioner Duncan said she had met with the Hayden Lake Watershed Association on Friday, March 8, 2019. She remarked that they were working on coping with wake-enhancing activities and the damage they do to the shoreline. She said they were also looking into different ways to try to mitigate the milfoil problem.

- **Commissioner Fillios – Jobs Plus Update**

Chairman Fillios noted that he had met with the Coeur d'Alene Economic Development Corp (also called Jobs Plus) and been updated on their current projects. He remarked that their annual meeting would be held on April 9, 2019.

He said that the Commissioners had attended this last year and had purchased an entire table, which seated about eight people. Chairman Fillios suggested the other Commissioners consider doing the same this year; he estimated the cost at between \$250 and \$300.

**D. 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 was no public comment.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:47 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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