

**Minutes of Meeting**  
**Business Meeting**  
**March 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 Assessor Rich Houser, Vehicle License Manager Holly Thompson, Airport Director Steven Kjergaard, Finance Director Dena Darrow, Information Technology (IT) Director James Martin, PC/Network Specialist Ben Stallings, Resource Management Office (RMO) Program Manager Kimberli Riley, Building & Grounds (B&G) Director Shawn Riley, Captain Kevin Smart, Lieutenant Ryan Higgins, 911 Communication Services Manager Collin McRoy, Solid Waste Principal Planner Laureen Chaffin, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Administrative Supervisor Leighanna Keiser, Senior Business Analyst Nanci Plouffe, and Deputy Clerk Ronnie Davisson. Also present were Fairgrounds General Manager Alexcia Jordan and National Native American Construction Representative David McPherson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
  
- B. Pledge of Allegiance:** BOCC Senior Business Analyst Nanci Plouffe led the Pledge of Allegiance.
  
- C. Approval of Consent Calendar:**  
**Minutes of Meetings:**
  - 02/14/2019 Public Hearing/ZON18-0006/Shin/Swartout/Community Development
  - 02/14/2019 Public Hearing/ZON18-0014/Ord 537/Ellison/Community Development
  - 02/19/2019 Business Meeting
  - 02/22/2019 Human Resources Personnel Changes
  - 02/22/2019 Resource Management Office
  - 02/22/2019 Building & Grounds (11AM)
  - 02/22/2019 Building & Grounds (1:15PM)
  - 02/25/2019 Airport & Airport Advisory Board Update
  - 02/25/2019 Commissioners' Debriefing
  - 02/26/2019 District Court & Adult Misdemeanor Probation
  - 02/26/2019 Auditor's Office
  - 02/26/2019 Business Meeting
  - 02/27/2019 Idaho Counties Risk Management Program (ICRMP)
  - 02/27/2019 Fair Board Update
  - 02/28/2019 Human Resources Personnel Changes
  - 02/28/2019 Sheriff's Office
  - 02/28/2019 Community Development Update
  - 02/28/2019 Deliberations/Signing/Ordinance 536/ZON18-0014/Community Development
  - 03/02/2019 Indigent Appeal 2018-285

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN 324610/McFarlane; AIN 329362/Compass Inc.

Treasurer’s Monthly Settlements & Statements/February 2019

PAF/SCF Report: BOCC Review PP06/Human Resources

BOCC Signatures for Indigent Cases: 03/01/2019 through 03/07/2019

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 moved to accept the Payables List for the week of March 4, 2019 through March 8, 2019 for the amount of \$667,957.69 and no 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):**

Commissioner Duncan moved to remove item number 16, Resolution 2019-31/Surplus Property/Adult Misdemeanor Probation, 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.

Staff Accountant Julina Hildreth entered the meeting at 2:04 p.m.

**F. Action Items:**

**Public Hearing: Proposed Vehicle License Mailing Fee/Resolution 2019-21/Assessor**

Assessor Rich Houser explained the Assessor’s Office had obtained information from Idaho Transportation Department (ITD) that the license plate mailing fees would be increasing, as the plate cost was increasing and the mailing fees were increasing. He requested that they be allowed to increase their fees from \$4.50 to \$6.50 for two plates and \$4 to \$6 for a single plate.

There were no comments applicable to the public hearing.

Commissioner Duncan moved to close the public hearing portion and enter into deliberations. 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.

Commissioner Duncan moved to approve Resolution 2019-21, the increase of license mailing fees. 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.

Mr. Houser and Vehicle License Manager Holly Thompson exited the meeting at 2:06 p.m.

#### **Bid Opening 2019-05/Prairie Retaining Walls/Solid Waste**

Commissioner Duncan opened two bids for retaining walls at the Prairie Transfer Station. The first bid was from TML Construction for a cost of \$279,092, while the second bid was from National Native American Construction (NNAC) for a cost of \$199,937 base bid.

Commissioner Duncan moved to accept the bids for Bid Opening 2019-05 and forward them to Legal and Solid Waste for review and recommendations. 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.

NNAC Representative David McPherson exited the meeting at 2:08 p.m.

#### **Agreement/Hitching Post Wedding Chapel/Building & Grounds**

Building & Grounds (B&G) Director Shawn Riley requested approval of an agreement between the County and the Hitching Post Wedding Chapel for use of a parking lot September 8, 2019 between the hours of 12 to 4. He explained that the Hitching Post would be celebrating 100 years and had planned a large public event to help commemorate the anniversary; as such, they were requesting permission to use the County parking lot adjacent to their building for parking.

Commissioner Duncan moved to approve the agreement between the Hitching Post Wedding Chapel and the County for parking lot usage. 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.

Mr. Riley exited the meeting at 2:09 p.m.

**Proclamation/National Telecommunicator's Week/April 14-20, 2019/KCSO/9-1-1**

Captain Kevin Smart asked that the Board recognize National Telecommunicator's Week, which would be April 14-20, 2019.

Commissioner Duncan moved to approve the proclamation of National Telecommunicator's Week, to be held April 14-20, 2019. 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/NOMAD Global Communications Solutions/KCSO 9-1-1**

9-1-1 Communications Manager Collin McRoy presented a purchase contract for a NOMAD Global Communications Vehicle, which was an approved capital project to replace the existing communications trailer. He said that along with the purchase, the company would also provide one year of satellite service for the vehicle, approximately a \$3200 value. Mr. McRoy said they had also agreed to provide the upfront purchase payment, which would decrease the cost of the vehicle by \$8256.30. Chairman Fillios asked Mr. McRoy if there would be any ongoing charges and Mr. McRoy said it would be vehicle licensing and fuel.

Commissioner Duncan moved to approve the contract with NOMAD Global Communications Solutions and KCSO. 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.

**Service Contract/Jester's Cleaning Service/KCSO/9-1-1**

Captain Smart presented a service contract with Jester's Cleaning Service, stating that monthly payments were \$677.

Commissioner Duncan moved to approve the service contract. 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.

**Service Agreement/Lost Child Prevention/North Idaho Fairgrounds/KCSO**

Lieutenant Ryan Higgins presented a service agreement with North Idaho Fairgrounds for KCSO to provide Lost Child booths and personnel at the North Idaho State Fair. He said the Fairgrounds would pay KCSO approximately \$2000 and if there were more deputies needed, the price would increase.

Commissioner Duncan moved to approve the service agreement. 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.

**Award/Sheriff's Badge/Duty Weapon/ID Card/Captain Richardson/KCSO**

Lieutenant Higgins requested permission to award Captain Richardson his duty weapon, badge and ID card upon his retirement.

Commissioner Duncan moved to award the sheriff's badge, duty weapon and ID card in accordance with State Law to Captain Richardson. 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.

Fairground General Manager Alexcia Jordan and Captain Smart exited the meeting at 2:15 p.m.

**Contract/Crime Mapping Module/Motorola/Information Technology/KCSO**

Information Technology (IT) Director James Martin said that they had \$3618 leftover from the cabling project at the jail and wished to pay for the module for the remainder of the year. Mr. Martin also said that moving forward; it would be in the budget. Finance Director Dena Darrow said the price of \$3618 would be the set price for five years.

Commissioner Duncan moved to approve the contract for the Crime Mapping Module with Motorola. 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.

**Amendment/Independent Contractor Agreement/Hazardous Fuel Treatment/Twin Lakes/Spirit Lake Corridor/Resource Management Office**

RMO Program Manager Kimberli Riley presented an amendment to the contract currently in place with Charles Burnhardt. Due to weather constraints, he had not yet been able to complete his portion of the project and was asking for an extension to May 31, 2019.

Commissioner Duncan moved to approve the amendment to the independent contractor agreement of the hazardous fuel treatment for the Twin Lakes and Spirit Lake Corridor. 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.

**Approval/SFY19 SABG Award/Resource Management Office/Juvenile Diversion**

Ms. Riley explained that the prior week, they had brought forth the application for FY20 and while they were preparing the information for approval, it had been noticed that there was no documentation that the Board had approved the FY19 application.

Commissioner Duncan moved to approve the SFY19 SABG award. 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.

Mr. Martin exited the meeting at 2:24 p.m.

**Service Agreement / Ricoh MPC 307 spf / H&H Maintenance / Auditor / Information Technology**

PC/Network Specialist Ben Stallings presented a service agreement with H&H Maintenance for maintenance on the Auditor's Ricoh MPC 307 spf. He said it was a per-page cost, with color pages being \$0.11 and black and white pages being \$0.011.

Commissioner Duncan moved to approve the service agreement for the Ricoh MPC 307 spf. 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.

**Service Agreement / Ricoh MP2555 spdf / H&H Maintenance / Post Falls Vehicle Licensing / Information Technology**

Mr. Stallings presented a service agreement for maintenance on a Ricoh MP2555 spdf with H&H Maintenance.

Commissioner Duncan moved to approve the service agreement for the Ricoh MP2555 spdf. 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.

Mr. Stallings exited the meeting at 2:30 p.m.

**Mutual Rescission of Lease/Monroe/Airport**

Airport Director Steven Kjergaard said that the hangar had been sold, which warranted the mutual rescission.

Commissioner Duncan moved to approve the lease rescission request between Monroe and the Airport. 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.

**Lease Agreement/Hall/Airport**

Mr. Kjergaard presented a new yearly lease agreement for \$2424 between Hall and the Airport.

Commissioner Duncan moved to approve the lease agreement between Hall and the Airport. 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 2019-31/Surplus Property/Adult Misdemeanor Probation – PULLED~~**

**Resolution 2019-32/Surplus Equipment/Asset Deletion/Prosecuting Attorney's Office**

Civil Deputy Prosecutor R. David Ferguson said that the Prosecutor's Office was requesting to surplus two copy machines, which had been fully depreciated.

Commissioner Duncan moved to approve Resolution 2019-32, surplus equipment asset deletion for the Prosecutor's Office. 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.

**H.** Chairman Fillios adjourned the meeting at 2:32 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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