

Minutes of Meeting
Business Meeting
March 19, 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, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, KCSO 911 Communications Services Manager Collin McRoy, Juvenile Detention Senior Records Clerk Brandie Bradley, Airport Administrative Secretary Linda Leigh, Adult Misdemeanor Probation (AMP) Probation Officer Mark Severance, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Doug Harris.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Juvenile Detention Senior Records Clerk Brandie Bradley led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
Minutes of Meetings:
 - 02/13/2019 Public Hearing/CUP18-0005/Tallant/Coeur d'Alene Paving/Community Development
 - 02/18/2019 Deliberations/MSF19-0001/Lost Creek Estates/Community Development
 - 02/28/2019 Community Development
 - 03/01/2019 Juvenile Probation
 - 03/04/2019 Commissioners' Debriefing
 - 03/05/2019 Business Meeting
 - 03/07/2019 Human Resources Personnel Changes
 - 03/07/2019 Requests for Cancellation of Taxes
 - 03/13/2019 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.

Board Actions:

Assessor's Adjustment to tax/valuation/AIN Nos. 219574; 338499; 333129; 219574; 211860
Temp. Request/BOCC/Human Resources
Updated/Grant Approval/Office of Drug Policy/KCSO
Denial/Request for Cancellation of Taxes/AIN 149386/Branson
PAF/SCF Report: BOCC Review PP06/Human Resources
Status Change Form/Riley/Human Resources
BOCC Signatures for Indigent Cases: 3/1/2019 through 3/14/2019

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 March 11, 2019 through March 15, 2019 in the amount of \$536,421.69, with jury payments of \$1,775.92. 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:

Termination of Lease/Skyview Construction Co. Inc./Airport

Airport Administrative Secretary Linda Leigh requested the Board's approval of the termination of the lease between Skyview Construction Co., Inc. and the Airport. She explained the company sold their hanger to Linda Farquhar, which terminated their lease. She said Ms. Farquhar would enter into a new lease with the Airport.

Commissioner Duncan moved that the Board approve termination of Skyview Construction Co., Inc.'s lease with the Airport. 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.

Lease Agreement/Farquhar/Airport

Ms. Leigh requested the Board's approval of the new lease between the Airport and Ms. Farquhar, as referenced in item one. She explained Ms. Farquhar would assume the remainder of the term of the Skyview lease, thirteen years, after which she would be offered a twenty-five year option to renew. She added that the rate would be twenty cents per square foot, or \$290 per month.

Commissioner Duncan moved that the Board approve the lease agreement between Linda Farquhar and the Airport. 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.

Termination of Lease/Transtector Systems, Inc./Airport

Ms. Leigh informed the Board that Infinite Electronics International, Inc. acquired Transtector Systems, Inc. in May of 2017. She said that the new owner required them to reduce the square footage they were leasing. Ms. Leigh stated that their new lease rate would be fifty cents per square foot and the term would be five years, with an option to renew for five more years. She asked the Board to approve the termination of the lease between Transtector Systems, Inc. and the Airport.

Commissioner Duncan moved that the Board approve termination of the lease between Transtector Systems, Inc. and the Airport. 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.

Lease Agreement/Infinite Electronics International, Inc./Airport

Ms. Leigh requested the Board's approval of the new lease between Infinite Electronics International, Inc. and the Airport, as referenced in item three. She said the square footage had originally been 269,969 and had been reduced to 130,767 one hundred and thirty thousand, seven hundred sixty-seven. She added this would bring the lease rate to \$5,448 per month.

Commissioner Duncan moved that the Board approve new lease between Infinite Electronics International, Inc. and the Airport. 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. Leigh exited the meeting at 2:06 p.m.

Memorandum of Agreement/Bonner County Juvenile Detention/Juvenile Detention

Juvenile Detention Senior Records Clerk Brandie Bradley requested the Board's approval of a Memorandum of Agreement between Kootenai County Juvenile Detention and Bonner County Juvenile Detention. She explained that, in the event that either facility

had to evacuate and house their residents somewhere else, the agreement covered the terms under which it would be done.

Commissioner Duncan moved that the Board approve the Memorandum of Agreement between Kootenai County Juvenile Detention and Bonner County Juvenile Detention. 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.

BOCC Communications Manager Nancy Jones and Kootenai County Resident Luke Sommer entered the meeting at 2:08 p.m.

Contract Renewal/Everbridge Mass Notification/KCSO/911

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval of renewing his department's contract with Everbridge Mass Notification. He explained this service supported the County's KC Notify and Alert Kootenai systems. Mr. McRoy said this was a yearly contract and had been covered by their Budget. He added that the contract price had decreased this year by \$4,086.34 due to a GSA (General Services Administration) negotiated contract.

Commissioner Duncan moved that the Board approve the renewal of the contract between Everbridge Mass Notification and 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.

Conflict Attorney Contract/Schwartz/Public Defender

BOCC Administrative Supervisor Leighanna Keiser requested the Board's approval of a new conflict attorney contract with Christopher Schwartz. She stated that the contract would be through the end of this fiscal year, September 30, 2019. Ms. Keiser added that the Administrative Judge and the committee had approved Mr. Schwartz for all types of cases.

Commissioner Duncan moved that the Board approve conflict attorney contract between the Public Defender's Office and Christopher Schwartz. 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/Harris/Parks and Waterways Advisory Board

Ms. Jones reminded the Board that James (Doug) Harris had applied to become a member of the Parks and Waterways Advisory Board. She noted that it would be a three-year term, through December 31, 2021.

Commissioner Duncan moved that the Board approve the Parks and Waterways Advisory Board appointment of James (Doug) Harris. 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/Rose/Planning & Zoning Commission

Ms. Jones reminded the Board that Deborah Rose had applied to become a member of the Planning and Zoning Commission. She noted that this would be a three-year term, through December 31, 2021.

Commissioner Brooks moved that the Board approve the appointment of Deborah Rose to the Planning & Zoning Commission. 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.

Resolution 2019-31/Surplus Property/Adult Misdemeanor Probation

Adult Misdemeanor Probation (AMP) Probation Officer Mark Severance told the Board that he had been asked to stand in for AMP Director Keith Hutcheson today. He explained that AMP badges had recently been redesigned and the old badges retired. He asked if the Board would approve declaring the old badges surplus property so they could be given to officers, rather than stored indefinitely.

Commissioner Duncan moved that the Board approve Resolution 2019-31, to declare items surplus property for Adult Misdemeanor Probation. 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 2019-33/Fund Balance Policy/Auditor

Finance Director Dena Darrow requested the Board’s approval of Resolution 2019-33, which updated fund balance policy. In documents provided to the Board, she pointed

out the changes that formalized the way the County would calculate the surplus assigned fund balance.

Commissioner Duncan moved that the Board approve Resolution 2019-33, regarding the fund balance policy. 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 2019-34/Unassigned Fund Balance Allocation/Auditor

Ms. Darrow requested the Board's approval of Resolution 2019-34. She directed the Commissioners' attention to the section of the provided information that detailed the fund balance assignments and the resolution itself that offered a summarized version of the work the Board had completed to assign the fund balance. She said that, with the approval of this resolution, the Auditor's Office would book the assigned balances into the General Ledger.

Commissioner Duncan moved that the Board approve Resolution 2019-34, regarding the unassigned fund balance allocation. 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 2:16 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
