

**Minutes of Meeting
Business Meeting
March 26, 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 Coroner Warren Keene, M.D., Community Development Director David Callahan, Solid Waste (SW) Director Cathy Mayer, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Staff Accountant Julina Hildreth, Staff Accountant – Fixed Assets Isaac Ohm, Information Technology (IT) Director James Martin, Buildings & Grounds (B&G) Director Shawn Riley, Resource Management Office (RMO) Director Jody Bieze, RMO Program Director Kimberli Riley, KCSO Lieutenant Ryan Higgins, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, Juvenile Detention Senior Records Clerk Brandie Bradley, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:15 p.m.
- B. Pledge of Allegiance:** Coroner Warren Keene, M.D. led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

03/11/2019	Prosecuting Attorney's Office
03/12/2019	Business Meeting
03/12/2019	Auditor's Office
03/13/2019	Buildings & Grounds
03/18/2019	Commissioners' Debriefing
03/19/2019	Elections Office
03/19/2019	Indigent Appeal 2018-363
03/19/2019	Business Meeting
03/19/2019	Fair Board Quarterly Update
03/21/2019	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:

Civil Division/February 2019 Financial Report/KCSO
Canvass of Election/March 12, 2019/Elections
Request Employee Hours Increase/Porter/Coroner/Human Resources
Request/Temp Secretary/Public Defender's Office/Human Resources
PAF/SCF Report: BOCC Review PP07/Human Resources
BOCC Signatures for Indigent Cases: 3/14/19 through 3/21/19

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 18, 2019 through March 22, 2019 in the amount of \$770,047.69, with jury payments of \$1,649.04. 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):

Chairman Fillios noted that an Executive Session §74-206(1)(f) had been added to the agenda. He suggested this item be covered last. He stated this would be considered an emergency, due to time constraints involved.

F. Action Items:

Award/Bid 2019-05/Prairie Retaining Walls/Solid Waste

Solid Waste (SW) Director Cathy Mayer requested the Board to award Bid 2019-05, for \$199,937, to NNAC (National Native American Construction, Inc. She explained that the bid was for the Prairie Retaining Walls project.

Commissioner Duncan moved that the Board award Bid 2019-05, for \$199,937, to National Native American Construction, Inc. 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.

Approval/Additional Spending/ADA Access/Board of Commissioners/Buildings & Grounds

Buildings & Grounds (B&G) Director Shawn Riley requested the Board's approval for additional spending of \$5,407 for ADA accessible door hardware and associated expenses. He reminded the Commissioners this was for the back door to the BOCC offices. Mr. Riley noted that a funding source for the project had not yet been firmly established. Finance Director Dena Darrow suggested the money be taken from the B&G Five Year Plan Fund.

Commissioner Duncan moved that the Board approve the spending for the ADA access door for the Commissioners for \$5,407.13, to be taken from the Five Year Capital Plan. 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. Mayer exited the meeting at 2:20 p.m.

Contract/Design Fees/Coroner's Office/Architects West/Buildings & Grounds

Mr. Riley requested the Board's approval of a contract for design fees with Architects West for \$13,700 for the Coroner's Office project. He explained that \$25,000 had been set aside in the FY19 Budget for the expense. He noted that Legal had gone over the contract and approved it.

Commissioner Duncan moved that the Board approve contract for design fees of the Coroner's Office with Architects West in the amount of \$13,700, which was a budgeted item for FY19. 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.

Coroner Warren Keene, M.D. exited the meeting at 2:22 p.m.

Contract Extension/Bureau of Land Management/KCSO

KCSO Lieutenant Ryan Higgins requested the Board's approval of a contract extension between KCSO and the Bureau of Land Management (BLM). He explained that KCSO patrolled BLM land in the County and was reimbursed for the cost. He added that the amount in the contract was the same as last year.

Commissioner Duncan moved that the Board approve the contract extension between KCSO and the Bureau of Land Management for backcountry patrol. 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.

Agreement/Boating Safety Grant/Idaho Department of Parks & Recreation/KCSO

Lieutenant Higgins explained that the Boating Safety Grant was provided to the states by the U.S. Coast guard. He said the funds were collected from federal fuel tax and fees and other taxes imposed on anything related to boating, including fishing gear. Lieutenant Higgins remarked that the State of Idaho received about \$650,000, which is then broken down and provided to the counties with boating programs. He added that this was an

annual agreement that stated that Kootenai County would provide boating law enforcement on the water, conduct boat accident investigations and provide classes. Lieutenant Higgins reminded the Board that the County must provide a 50% match; the County would receive \$102,240 from the grant and the match would be \$51,120. He said the matching funds were already included in their FY19 Budget.

Commissioner Duncan moved that the Board approve the agreement between KCSO and the Idaho Department of Parks & Recreation regarding the Boating Safety Grant. 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.

FTA Certifications and Assurances/FY 2019/Resource Management Office

Resource Management Office (RMO) Director Jody Bieze explained that these were the certifications and assurances required by federal law to be provided to the FTA (Federal Transit Administration) by programs funded by federal assistance. She noted that they needed to be approved by the Board of County Commissioners before they were submitted.

Commissioner Duncan moved that the Board approve the FTA certifications and assurances for FY2019. 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/T LaRiviere/Riverstone Transit Center/Resource Management Office

RMO Program Manager Kimberli Riley requested the Board's approval of a change order for T LaRiviere regarding the Riverstone Transit Center project. She explained this was the summary of three change orders and the total of the increase would be \$11,487. She noted they had negotiated the amount down and reduced the original charge by \$1,614.77. Mr. Riley stated that the items were a drywell in the southwest swale that had been added by the City, a CT enclosure and rack that had been overlooked in the original plan and some lock sets. Ms. Riley confirmed that the funds needed were already included in the budget for the project.

Commissioner Duncan moved that the Board approve the change order for T LaRiviere for the Riverstone Transit Center for \$11,487. 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.

2019 Title VI Non-Discrimination Program/Resource Management Office

Ms. Bieze requested the Board’s approval of the 2019 Title VI Non-Discrimination Program. She explained this had to be submitted every three years to demonstrate how her Transit was complying with Title VI requirements.

Commissioner Duncan moved that the Board approve the 2019 Title VI Non-Discrimination Program. 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 2:29 p.m.

Memorandums/Authorization to Transfer IT Funding from Operating B Budget to Capital C Budget/Information Technology

Information Technology (IT) Director James Martin reminded the Board that they had previously approved a transfer of funds from his B Budget to his C Budget for projects related to the telephone system that were approved in last year’s Budget. He explained that the funds had been accidentally placed in the wrong account. He asked the Commissioners to sign the memorandums required by the Auditor’s Office to complete the transfer.

Commissioner Duncan moved that the Board sign the memorandums that authorize the transfer of IT funding from B Budget to Capital C Budget, 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 for Annexation/Hanley/Kootenai County Fire & Rescue

Request for Annexation/Bell/Engelstad/Stephens/Anderson/Kootenai County Fire & Rescue

Request for Annexation/Conard/BLR Materials/Kootenai County Fire & Rescue

Civil Deputy Prosecuting Attorney R. David Ferguson noted that items ten, eleven and twelve were all essentially the same and could be combined into one motion, if the Board agreed. He stated that all necessary procedures had been completed and the listed properties were eligible to be annexed into the Kootenai County Fire & Rescue District.

Commissioner Duncan moved that the Board approve the requests for annexation by Hanley, Bell, Engelstad, Stephens, Anderson, Conard and BLR Materials into the Kootenai County Fire & Rescue District. 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.

Agreement/Food Service/Kootenai County Public Safety Building/District 1 Juvenile Detention

Juvenile Detention Senior Records Clerk Brandi Bradley requested the Board’s approval of the agreement for food service between the Kootenai County Public Safety Building and District 1 Juvenile Detention. She explained the agreement outlined the terms under which the Public Safety Building provided meals to the residents of the Detention Center for the upcoming 2019-2020 school year. Ms. Bradley noted that the National School Lunch Program reimbursed Juvenile Detention for both the breakfasts and lunches.

Commissioner Duncan moved that the Board approve the agreement for food service between the Kootenai County Public Safety Building and District 1 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.

Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 2:35 p.m.

FY19 Disadvantaged Business Enterprise Policy Statement and Plan/Resource Management Office

Ms. Bieze requested the Board’s approval of the FY19 Disadvantaged Business Enterprise Policy Statement and Plan. She explained that the Department of Transportation DBE (Disadvantaged Business Enterprise) Program ensured nondiscrimination in their business practices.

Commissioner Duncan moved that the Board approve the FY19 Disadvantaged Business Enterprise Policy Statement and Plan. 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.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(f). 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.

Chairman Fillios invited Civil Deputy Prosecuting Attorney Pat Braden to remain for the Executive Session.

The Board entered into Executive Session at 2:36 p.m.

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.

The Board exited Executive Session at 2:47 p.m.

Commissioner Duncan moved that the Board exit Executive Session with staff requested to proceed as discussed. 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 2:47 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
