

Minutes of Meeting
Business Meeting
April 9, 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 Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, Chief Deputy Clerk Jennifer Locke, Elections Manager Judd Wilson, Finance Director Dena Darrow, KCSO Lieutenant Stuart Miller, KCSO Lieutenant Ward Crawford, KCSO 911 Communications Services Manager Collin McRoy, Resource Management Office (RMO) Director Jody Bieze, Solid Waste (SW) Director Cathy Mayer, Information Technology (IT) Applications System Manager Jack Duffield, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, 1st Judicial District Trial Court Administrator Karlene Behringer, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Public Defender's Office Administrative Supervisor II Jamie Woods led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 03/11/2019 Commissioners' Debriefing
 - 03/21/2019 Human Resources Personnel Changes
 - 03/25/2019 Airport & Airport Advisory Board Update
 - 03/25/2019 Commissioners' Debriefing
 - 03/25/2019 Eide Bailly
 - 03/26/2019 Solid Waste
 - 03/26/2019 Bureau of Land Management
 - 04/02/2019 Indigent Appeal 2018-285
 - 04/02/2019 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 300051/Hei
Treasurer's Monthly Settlements and Statements/March 2019
Chapman Financial Services/Yates Funeral Home
Request to Extend Empress Temp Services/BOCC
Resolution 2019-37/Cancel Penalties & Interest /AIN 316180/Richter
Deny/Request for Cancellation of Taxes/AIN 310037/Devine
Deny/Request for Cancellation of Taxes/AIN 197966/Mann
PAF/SCF Report: BOCC Review PP08/Human Resources
BOCC Signatures for Indigent Cases 3/28/2019 through 4/3/2019

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 April 1, 2019 through April 5, 2019 in the amount of \$650,380.93, with jury payments of \$2,618.66. 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.

Staff Accountant Julina Hildreth entered the meeting at 2:02 p.m.

E. Changes to the Agenda (Action): There were no changes to the agenda.

Chairman Fillios noted that an error had been made in item five on the agenda, the proposal for the panic buttons for the Annex. The proposal that came in accidentally stated the location as the Public Defender's Office. He asked Civil Deputy Prosecuting Attorney R. David Ferguson whether the Board could proceed with the item, despite the clerical error. Mr. Ferguson said they could.

F. Action Items:

Approve Ballot Order/Resolution 2019-38 Designate Polling Places/May 21, 2019 Election/Elections

Elections Manager Judd Wilson requested the Board's approval of the Ballot Order and Resolution 2019-38, to designate polling places for the May 21, 2019 election.

Commissioner Duncan moved that the Board approve the ballot order and Resolution 2019-38, to designate polling places, for the May 21, 2019 election. 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 Clerk Jennifer Locke and Mr. Wilson exited the meeting at 2:03.

Audit Agreement/Eide Bailly, LLP/911 Fund/Auditor/KCSO/911

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval of the agreement offered to Eide Bailly, LLP to audit the E911 Enhanced Fund, at a cost of \$6,000. He explained that they are required to have this fund examined annually by an outside auditor. Mr. McRoy said this would be for fiscal year 2017, since they only had enough money in the Budget to cover one year. He stated that they would try to catch up completely in the next Budget Year, by doing both FY18 and FY19.

Commissioner Duncan moved that the Board approve the audit agreement with Eide Bailly, LLP and KCSO 911 operation. 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.

Service Agreement/Day Wireless/District Court/Juvenile Justice Center/Buildings & Grounds

Contractor Shawn Riley reminded the Commissioners that they had discussed the issue of radio interference in the Commissioners' Debriefing on April 8, 2019. He noted that Chief Bailiff Pete Barnes had described the interference as "skull-cracking." Mr. Riley asked the Board's approval for the service agreement with Day Wireless to correct the problem, at a cost of \$53,385.79. He stated that the funds to cover the project could be taken from Fund 11, line item 3231, the Restricted Court Facilities Fund. He said the fund is for the safety and maintenance of court building facility and noted that the fund contained about \$228,268 at this time.

Commissioner Duncan moved that the Board enter into a service agreement with Day Wireless for the Juvenile Justice Center, using Fund 11. 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.

Draft Work Plan/Administrative Facility Programming/Planning/Architects West/Buildings & Grounds

Mr. Riley requested the Board's approval of the contract with Architects West for the Administrative Facility Programming project, at a cost of \$54,861. He noted that there was money budgeted for the project; \$125,000 had been set aside previously for design and bid preparation. Chairman Fillios remarked that the plan included one or possibly two buildings.

Mr. McRoy and KCSO Lieutenant Ward Crawford exited the meeting at 2:08 p.m.

Commissioner Duncan moved that the Board approve the draft work plan for the Administrative Facility Programming with Architects West. 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/Public Defender Building/Fire Protection Specialists, LLC/Buildings & Grounds

Mr. Riley reminded the Board that this request was for the installation of panic buttons at two locations in the Administrative Annex, at a cost of \$1,997. He said there was enough money in Fund 45 to cover the project.

1st Judicial District Trial Court Administrator Karlene Behringer expressed her reservations about the panic buttons being connected to 911 rather than to the Court Bailiffs. She said she and Judge Christensen felt the response time would not be satisfactory. Mr. Riley explained that the panic buttons were routed to 911 because Bailiffs had no jurisdiction outside the Court. KCSO Lieutenant Stuart Miller supported Mr. Riley's position, stating that Bailiffs did not possess peace officer authority. Mr. Riley added that ICRMP (Idaho Counties Risk Management Program) required this for liability purposes. Ms. Behringer stated she would inform Judge Christensen and he would contact ICRMP for additional information.

Mr. Riley suggested that the Board could approve the expense and installation now and the routing of the panic buttons could easily be changed in the future, if necessary.

Commissioner Duncan moved that the Board approve the proposal with Fire Protection Specialists, LLC to install the panic buttons in the Administrative Annex, also called the Public Defender Building. 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.

Memorandum of Understanding/State Historic Preservation Office/Resource Management Office

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of a Memorandum of Understanding with the State Historic Preservation Office. She noted that the Board had approved the grant application for the project in December 2018. She stated there was no cash match.

Commissioner Duncan moved that the Board approve the Memorandum of Understanding between the State Historic Preservation Office and the Resource Management Office concerning the grant 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.

Professional Services Agreement/LegalServer/PS Technologies/Public Defender

Public Defender Anne C. Taylor requested the Board’s approval of a professional services agreement with LegalServer/PS Technologies. She explained this would enable her department to change from “E Defender” software to “Legal Server” software. She noted that the yearly fee for the new software was about a third of what it had been. Ms. Taylor said she had money left in the grant fund to pay for the initial installation.

Commissioner Duncan moved that the Board approve the professional services agreement between the Public Defender and LegalServer/PS Technologies, with the initial cost coming from the Public Defender’s Office 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.

Resolution 2019-36/Surplus Equipment and Asset Deletion/Solid Waste

Solid Waste (SW) Director Cathy Mayer requested the Board’s approval of Resolution 2019-36, to declare certain equipment surplus and allow asset deletion. She explained that the items worth less than \$250 would be scrapped; those worth more than \$250 would be offered to the public. Ms. Mayer noted that their old video surveillance cameras would be offered to Information Technology (IT) for potential repurposing.

Commissioner Duncan moved that the Board approve Resolution 2019-36, which indicates the surplus equipment and asset deletion for Solid Waste. 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 entered the meeting at 2:20 p.m.

Proclamation: Prevention of Cruelty to Animals Month/April 2019

Chairman Fillios stated that a proclamation had been drafted declaring that April 2019 was Prevention of Cruelty to Animals Month. He read the proclamation into the record.

Commissioner Brooks moved that the Board approve the proclamation of April 2019 as Prevention of Cruelty to Animals Month, as stated. Commissioner Duncan 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 and Ms. Bieze exited the meeting at 2:22 p.m.

Reappoint/Kiesbuy/Natural Resources Advisory Board

Ms. Jones requested the Board to reappoint Todd Kiesbuy to the Natural Resources Advisory Board, for a three-year term. She explained that Mr. Kiesbuy had missed the deadline for applications, but that his slot was still open.

Commissioner Duncan moved that the Board reappoint Todd Kiesbuy to the Natural Resources Advisory Board. 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.

Appointment/Simms/Aquifer Protection District Committee

Ms. Jones requested that the Board appoint Larry Simms to the Aquifer Protection District Budget & Policy Committee for a three-year term. She said that Mr. Simms is a member of the Hauser Lake Water Association.

Commissioner Duncan moved that the Board appoint Larry Simms to the Aquifer Protection District Committee. 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.

Potential Budget Overage/Forensics/KCSO

KCSO Lieutenant Stuart Miller informed the Board that there was a potential for an overage in a line item in the Detectives' Budget. He explained that a current homicide case required bringing in a forensic specialist, which was not a planned or budgeted item. He stated that they were at about 50% in that line item now and he estimated they might exceed the line item by about \$2,500. Finance Director Dena Darrow said that, if the KCSO Budget as a whole could not cover this, it could be paid out of the Contingency Fund, with Board approval. Chairman Fillios suggested that a cap of \$6,000 be placed on the item.

Commissioner Duncan moved that the Board approve the potential budget overage, with a cap of \$6,000, for forensics for KCSO. 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 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
