

Minutes of Meeting
Business Meeting
April 16, 2019
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Senior Staff Accountant Mel Merrifield, Staff Accountant – Grants Julina Hildreth, Human Resources (HR) Director Sylvia Proud, HR Generalist – Risk Management Cecilia Sweet, Solid Waste Director Cathy Mayer, Building & Grounds (B&G) Operations Manager Greg Manley, Deputy Airport Director Phil Cummings, KCSO Sergeant Will Klinkefus, Resource Management Office (RMO) Program Manager Kimberli Riley, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** HR Director Sylvia Proud led the Pledge of Allegiance.

C. Approval of Consent Calendar:

Minutes of Meetings:

03/26/2019	Human Resources Personnel Changes
03/26/2019	Business Meeting
03/27/2019	Building & Grounds
03/28/2019	Prosecuting Attorney
04/01/2019	Human Resources
04/01/2019	Commissioners' Debriefing
04/01/2019	FY2020 Budget Review – Airport
04/02/2019	FY2020 Budget Review – Community Development
04/02/2019	Business Meeting
04/03/2019	Requests for Cancellation of Taxes
04/03/2019	FY2020 Budget Review – Parks & Waterways/Noxious Weeds
04/03/2019	FY2020 Budget Review – Public Defender
04/03/2019	Community Development
04/04/2019	FY2020 Budget Review – Juvenile Probation
04/04/2019	FY2020 Budget Review – Resource Management Office
04/09/2019	FY2020 Budget Review – Reprographics
04/09/2019	Indigent Appeal 2018-378
04/10/2019	Hardship Hearing 2019-02

Board Actions:

Assessor's Adjustment to tax/valuation: AIN Nos. 121639; 103195
Hardship 2019-02/Board of Commissioners
PAF/SCF Report: BOCC Review PP08/Human Resources
BOCC Signatures for Indigent Cases: 04/04/2019 through 04/10/2019

Commissioner Leslie Duncan moved to approve the Consent Calendar as it appeared on the agenda. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

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 April 8, 2019 through April 12, 2019 in the amount of \$874,220.45 with \$7431.42 in jury panel payments. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

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:

Consolidation of Parcels/Ramsey Transfer Station/Solid Waste

Solid Waste Director Cathy Mayer requested Board approval to consolidate two parcels at Ramsey Transfer Station in order to obtain a building permit. She explained that the Household and Hazardous Waste Facility sat right in the middle of the two parcels, which was why the consolidation was required.

Commissioner Duncan moved to approve the Consolidation of Parcels for the Ramsey Transfer Station. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Mayer exited the meeting at 2:03 p.m.

Petition for Abandonment and Vacation of Right-of-Way/Skeet and Trap Club/Airport

Deputy Airport Director Phil Cummings explained it was the Airport's third time in 28 years attempting to abandon the property and that it was an old idea for a commercial park located at the Airport that had never come to fruition. Civil Deputy Prosecutor R. David Ferguson said the petition had not come to Legal for review and recommended the Board postpone the discussion. The Board opted to continue the item to the next Business Meeting.

Proposal/ Equipment Replacement / Trademark Mechanical / Juvenile Detention Center / Building & Grounds

B&G Operations Manager Greg Manley explained there was an HVAC unit at the Juvenile Detention Center that needed repairs and the money for the replacement would come out of the Five-Year Plan.

Commissioner Duncan moved to approve the proposal for equipment replacement with Trademark Mechanical at the Juvenile Detention Center. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

Authorize Purchase/Command Post Trailer/Search and Rescue Operations/KCSO

Sergeant Will Klinkefus requested to purchase a new Command Post Trailer for the Volunteer Search & Rescue Unit to use for search & rescue operations, totaling \$34,698. He explained that \$10,000 would be used from the VSAR donation only account and the remaining funds to be used by Title III Funds.

Commissioner Duncan moved to authorize the purchase of the Command Post Trailer for Search and Rescue Operations out of the donation account and the Title III account. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

2019 Equal Employment Opportunity Plan/Countywide and KCSO/Human Resources

HR Generalist – Risk Management/Compliance Cecilia Sweet presented the 2019 Equal Employment Opportunity Plan to the Board, which was required to be completed every other year.

Commissioner Duncan moved to approve the 2019 Equal Employment Opportunity Plan. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused
Commissioner Duncan: Aye
Chairman Fillios: Aye

The motion carried.

License Agreement/NW Data Exchange/Human Resources

HR Director Sylvia Proud explained the license agreement was with NW Data Exchange and the purpose of the agreement was to obtain salary survey information for a project HR will be undertaking. She said that the cost of the subscription was within the Human

Resources Budget and did not require any additional funds. Ms. Proud said they had a timeline to complete the project by Mid-June so the results could be added to the FY20 Budget.

Commissioner Duncan moved to approve the license agreement with NW Data Exchange for the HR project. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

OHV Grant Application/Idaho Sheriff's Association/KCSO/Resource Management Office

RMO Program Manager Kimberli Riley presented a grant application for an ATV, which had no match requirement; however, they would purchase an additional ATV to increase their chances of receiving the award. Ms. Riley said they would both cost \$11,094.

Commissioner Duncan moved to approve the OHV Grant Application with the Idaho Sheriff's Association. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Resolution 2019-39 District Court Fee/Auditor

Deputy Finance Director Keith Taylor explained the Auditor's Office was working closely with District Court to seek approval to charge a \$12.50 fee to set up partial payment plans in District Court. He said that function had previously been outsourced to a collection agency, but now with the implementation of Odyssey, they had the ability to track and administer partial payment plans. Mr. Taylor said it would take up more employee time and provided the Board with a cost analysis and said the main objective for this fee implementation was to increase the fee collections at District Court.

Commissioner Duncan moved to approve Resolution 2019-39. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

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.

Chairman Fillios adjourned the meeting at 2:21 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
