

Minutes of Meeting
Business Meeting
April 30, 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 Building & Grounds Operations Manager Greg Manley, Assistant Manager Tom Reed, Airport Director Steven Kjergaard, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Buffin, Resource Management Office (RMO) Program Manager Kimberli Riley, 9-1-1 Communication Services Manager Collin McRoy, Court Services Clerk/Judicial Assistant Symone Legg, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, Contractor Shawn Riley, and Deputy Clerk Ronnie Davisson. Also present was Schaffer’s Towing Representatives Tim Schaffer and Terry Volles and Attorney Scot Nass. Commissioner Bill Brooks was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** HR Generalist – Employee Relations Kimberley Buffin led the Pledge of Allegiance.

C. Approval of Consent Calendar:

Minutes of Meetings:

03/28/2019	ORA19-0001/Ordinance 538/Building Code Ordinance/Community Development
04/05/2019	Department of Environmental Quality
04/10/2019	FY2020 Budget Review – Building & Grounds
04/10/2019	FY2020 Budget Review – Veteran’s Services
04/11/2019	Human Resources Personnel Changes
04/11/2019	FY2020 Budget Review – Adult Misdemeanor Probation
04/11/2019	MSF18-0006/Fox Hollow/Community Development
04/11/2019	Kootenai County Sheriff’s Office
04/12/2019	FY2020 Budget Review – Board of County Commissioners
04/15/2019	Board of Community Guardians
04/15/2019	Commissioners’ Debriefing
04/16/2019	Business Meeting
04/17/2019	Fleet Management
04/17/2019	Elected Officials
04/18/2019	Community Development Update
04/18/2019	Human Resources: Personnel Changes
04/22/2019	Airport and Airport Advisory Board

Board Actions:

Treasurer’s Monthly Report/March 2019
Personnel Matrix Guideline/April 2019
PAF/SCF Report: BOCC Review PP09/Human Resources
BOCC Signatures for Indigent Cases: 04/18/2019 through 04/25/2019

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 April 22, 2019 through April 26, 2019 in the amount of \$541,261.52 with 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 said that item number eight, Confidentiality and Extract Agreement / Cambia Health / Regence BlueShield / Alliant Employee Benefits/Human Resources had been removed from the agenda.

F. Action Items:

Bid Opening 2019-18/Purchase & Removal/Former Brown & Justh Building/Building & Grounds

Independent Contractor Shawn Riley informed the Board that there were no bids received; however, an interested party had reached out to Mr. Riley but had said the house was too wide for their use. He did mention there was an additional person who was interested in salvaging many of the items inside the property. Mr. Riley asked if they could add it to a future Commissioners' Debriefing agenda and Chairman Fillios agreed.

Remodel/Jail Visitor Area/LaRiviere Inc./Building & Grounds

Mr. Riley explained that during the construction of the Jail Expansion, it had been brought to their attention that the Public Defender had wanted the Jail visiting booths to have walls and a door, which would make it more soundproof. He said there was a series of events that occurred and was then decided they would not go through with the remodel of the visiting booths. Since it was not completed, Sletten Construction had issued a check for approximately \$5200 to the County. Mr. Riley said that the ACLU had since reached out and requested that the work be completed. Since there was a \$5200 credit in the Jail Expansion account, there would be an additional estimated \$6500 taken out of the Jail Expansion account to cover the full cost, as the project had been bid at \$11,760. Mr. Riley then requested Board approval to move forward with the remodel.

Commissioner Duncan moved to approve the remodel for the Jail Visitor Area, utilizing Expansion funds in the amount of \$11,760. 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.

Addendum Agreement/ThyssenKrupp/Building & Grounds

B&G Operations Manager Greg Manley presented an addendum agreement with ThyssenKrupp, explaining that if they resign the contract, they would receive three months of service free.

Commissioner Duncan moved to approve the addendum agreement with ThyssenKrupp for elevator maintenance. 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. Manley, Mr. Riley and Assistant Manager Tom Reed exited the meeting at 2:07 p.m.

Agreement and Facility Use Request/Idaho STAR (Skill Training Advantage for Riders) Motorcycle Safety Program/Airport

Airport Director Steven Kjergaard presented a yearly agreement with the Idaho STAR Motorcycle Safety Program. He said it was a \$100 per day, per use agreement, which resulted in approximately \$3000-\$4000 yearly. Commissioner Duncan said that since her husband was employed by Idaho STAR, she would be recusing herself from the vote.

Commissioner Brooks moved to approve the agreement and facility use request for the Idaho STAR Motorcycle Safety Program at the Airport. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Abstain
Chairman Fillios: Aye

The motion carried.

Renewal/Memorandums of Understanding/700 MHz/Southwest Wireless Network (SWIWN)/Benewah Community Hospital/BNSF/Bonner General Health/Boundary County Community Hospital/Harrison Community Ambulance/Northern Idaho Advance Care Hospital/North Idaho College/North Idaho Day Surgery/Panhandle Health District/Shoshone Medical Center/CDA School District/Kootenai County Public Transportation/Adult Misdemeanor Probation/KCSO/9-1-1

9-1-1 Communication Services Manager Collin McRoy explained it was their standard Memorandum of Understanding (MOU) that allows different agencies access to the radio system, to abide by all the standard operating procedures and to pay the radio subscriber fee if they were billed.

Commissioner Duncan moved to approve the renewal of the MOU regarding the 700MHz system. 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.

Renewal/Temporary Staffing Services/Express Employment Professionals/Human Resources

HR Generalist – Employee Relations Kimberley Buffin explained it was the second of two, one-year contract renewal options with Express Employment Professionals. She said there was no increase to the rates or the terms.

Commissioner Duncan moved to renew the Temporary Staffing Services Agreement with Express Employment Professionals. 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.

Confidentiality and Non-Disclosure Agreement/Prosecutor/Public Defender/Civil Deputy Prosecutor/Human Resources

HR Director Sylvia Proud explained that when the HR Department had moved under the Prosecutor’s purview, the Confidentiality and Non-Disclosure Agreement was put in to place. Since she had replaced the prior HR Director, the agreement needed to be updated to reflect her name.

Commissioner Duncan moved to approve the Confidentiality and Non-Disclosure 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.

~~Confidentiality and Extract Agreement/Cambia Health/Regence BlueShield/Alliant Employee Benefits/Human Resources – PULLED~~

Administrative Services Contract/Regence BlueShield of Idaho/Alliant Employee Benefits/Human Resources

Ms. Proud presented an administrative services contract, which stated that Regence provided the processing of claims for medical, prescription, stop loss and customer services. She said it had been reviewed by Legal and was a one-year contract.

Commissioner Duncan moved to approve the Administrative Services Contract with Regence BlueShield of Idaho and Alliant Employee Benefits. 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/Flexible Spending Account (FSA) Administrative Services/AW Rehn & Associates/Human Resources

Ms. Proud presented an agreement, effective January 1, 2019 through December 31, 2019 with AW Rehn & Associates, for FSA Administrative Services.

Commissioner Duncan moved to approve the Contract for FSA Administrative Services for AW Rehn & Associates. 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 Amendment No. 4/Idaho Division of Veterans Services/Board of Commissioners

Chairman Fillios said the County was charging the Idaho State Department of Veterans Affairs \$500 monthly to lease space in Post Falls. He said the State was considering relocating to a different facility for cheaper rent and after discussion and Legal Review, the Lease Amendment was ready for approval. Commissioner Duncan pointed out that the State was looking to move because they could no longer afford the \$500 rent and needed to expand their staff. Further, she explained it would be a win-win situation for both the County and the State.

Commissioner Duncan moved to approve Lease Amendment No. 4 with the Idaho Division of Veterans Services and the BOCC. 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.

Proclamation: Motorcycle Awareness Month/May 2019

Commissioner Duncan read into the record a Proclamation of Motorcycle Awareness Month for May 2019.

Commissioner Duncan moved to approve the Proclamation for Motorcycle Awareness Month for May 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.

Advisory Board Appointment/Foley/Waterways Advisory Board

Commissioner Duncan requested appointment of Mike Foley to the Waterways Advisory Board, stating that he had been recommended by members of the Waterways Advisory Board and the Director of Parks & Waterways.

Commissioner Duncan moved to approve the Advisory Board Appointment of Mike Foley to the Waterways Advisory Board. 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 2019-44/Review of the Emergency Communications Fee/KCSO/9-1-1

Mr. McRoy explained that the Resolution satisfied the requirement by Title 31 that the E911 be reviewed annually.

Commissioner Duncan moved to approve Resolution 2019-44 Review of the Emergency Communications Fee. 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.

Notice of Cancellation/RFP #270119/Rolling Stock/Resource Management Office

RMO Program Manager Kimberli Riley presented a Notice of Cancellation to cancel RFP 270119, due to an unforeseen change of circumstances for the Rolling Stock.

Commissioner Duncan moved to approve the Notice of Cancellation of RFP 270119. 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.

Advisory Board Training Expenditure/Board of Commissioners

Commissioner Duncan explained that it had been brought to her attention that there was training regarding Open Meeting Law, Public Meeting Laws, Ethics, and other topics, which she felt would be beneficial to the BOCC's Advisory Board Members. She said it had been requested to invite a member of each Advisory Board (of which there are ten) to attend the training, noting that it was \$50 per person. Commissioner Duncan then said BOCC had a training budget that could accommodate the funds should members want to attend. Chairman Fillios said he believed it would also be a great idea.

Commissioner Duncan moved to approve the Advisory Board Training Expenditure not to exceed \$500. 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.

Chairman Fillios adjourned the meeting at 2:23 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
