

**Minutes of Meeting**  
**Business Meeting**  
**May 21, 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 Coroner Warren Keene, M.D., Solid Waste (SW) Director Cathy Mayer, KCSO Lieutenant Michael McFarland, KCSO Lieutenant Ryan Higgins, Recording Manager Paige Gissel, Lead Records Technician Melinda Roeder, Information Technology (IT) Network Administrator Grant Kinsey, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Senior Staff Accountant Melissa Merrifield, Staff Accountant Julina Hildreth, Juvenile Detention Senior Records Clerk Brandie Bradley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. 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:** Chairman Fillios led the Pledge of Allegiance.

**C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

05/01/2019	FY2020 Budget Review – Kootenai County Fair
05/06/2019	Restoration Partnership
05/06/2019	Commissioners’ Debriefing
05/06/2019	FY2020 Preliminary Budget Review
05/07/2019	North Idaho Crisis Center
05/07/2019	BOCC Planning Study Interview
05/07/2019	Business Meeting
05/08/2019	FY2020 Budget Review – District Court
05/08/2019	Human Resources Personnel Changes
05/08/2019	Heritage Health

**Board Actions:**

Assessor’s Adjustment to valuation/AIN Nos. 130172; 213782; 248853  
Agricultural Exemptions/Various Parcels/Assessor  
Treasurer’s Monthly Report/April 2019  
Authorization/ad hoc Legal Advice/Riley  
Approval/Request for County Vehicle/Snyder/Parks & Waterways  
PAF/SCF Report: BOCC Review PP11

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

Commissioner Brooks:           Excused

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 May 13, 2019 through May 17, 2019 in the amount of \$597,726.78, with jury payments of \$2,713.64. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio 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:**

**Bid Determination 2019-9/Surplus Property/Solid Waste**

Solid Waste (SW) Director Cathy Mayer informed the Commissioners that her department had received only one bid for asset #3491, a GMC pickup truck. She said the bid was from W. D. Beck, in the amount of \$237.50, which was acceptable to SW. She asked that the Commissioners approve acceptance of the bid.

Ms. Mayer stated that SW had not received any bids for asset #4833, a boom truck, or for asset #4058, another pickup truck. She asked the Commissioners to approve SW to move forward with disposal of these assets, in accordance with the law.

Commissioner Duncan moved that the Board approve disposing of the asset #4833 and asset #4058 in accordance of law, since no bids were received for them. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye  
The motion carried.

Commissioner Duncan moved that the Board approve the bid for the surplus property, asset #3491, to W. D. Beck in the amount of \$237.50. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye  
The motion carried.

**First Amendment to Consultant Agreement for Professional Services/Great West Engineering, Inc./Ramsey Road Transfer Station/Household Hazardous Waste (HHW)/Solid Waste**

Solid Waste (SW) Director Cathy Mayer requested the Board's approval of the first amendment to the consultant agreement for the professional services of Great West Engineering, Inc. at the Ramsey Road Transfer Station. She explained that phase one of

the project, the design and engineering, had been completed and they had moved into the bidding phase. She said this would award the remainder of the engineering, inspection and contract management services for the project. Ms. Mayer added that this also included some additional design work required due to the City of Coeur d'Alene building permit. She stated the project was estimated not to exceed \$203,525.

Commissioner Duncan moved that the Board approve the first amendment to the consultant agreement for professional services between Solid Waste and Great West Engineering, Inc. for the Ramsay Road Transfer Station Household Hazardous Waste (HHW). Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**First Amendment to Consultant Agreement for Professional Services/Great West Engineering, Inc./Fighting Creek Landfill Planning/Solid Waste**

Ms. Mayer requested the Board's approval for the first amendment to the consultant agreement for the professional services of Great West Engineering, Inc. for the Fighting Creek Landfill planning. She said the cost was estimated not to exceed \$5,714. Ms. Mayer noted that SW had added some additional land area into the project.

Commissioner Duncan moved that the Board approve the first amendment to the consultant agreement for professional services between Solid Waste and Great West Engineering, Inc. for the Fighting Creek Landfill planning. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**FY2019 Operation Stonegarden Operations Order and Budget/US Department of Homeland Security/Bureau of Customs and Border Protection/Resource Management Office/KCSO**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of the FY2019 Operation Stonegarden Operations Order and Budget. She explained the Board would be giving permission to apply for the grant.

Commissioner Duncan expressed her reservations about the use of automatic license plate readers, but substantially withdrew them after KCSO Lieutenant Matthew McFarland and Information Technology (IT) Network Administrator Grant Kinsey further explained the procedures in place to prevent abuse of the device.

BOCC Senior Business Analyst Nanci Plouffe entered the meeting at 2:09 p.m.

Ms. Plouffe stated that a full audit trail was kept for any use of the license plate reader.

Ms. Plouffe exited the meeting at 2:11 p.m.

Ms. Riley added that the amount of the grant was \$83, 350.40.

Commissioner Duncan moved that the Board approve the FY2019 Operation Stonegarden Operations Order and Budget grant application. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Lieutenant McFarland exited the meeting at 2:12 p.m.

**Award Sheriff's Badge/Duty Weapon/ID Card Retirement of Sergeant Hildebrandt/  
KCSO**

KCSO Lieutenant Ryan Higgins asked the Board to approve the award of his badge, duty weapon and ID card to Sergeant Eric Hildebrandt upon his retirement.

Commissioner Duncan moved that the Board approve the award of the Sheriff's badge, duty weapon and ID card to Sergeant Eric Hildebrandt upon his retirement. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Mayer exited the meeting at 2:13 p.m.

**Budget Amendment/FY19 Law Enforcement Partnership/Law Enforcement Grant/  
Resource Management Office/KCSO**

Ms. Riley requested the Board's approval of an amendment to the FY19 Law Enforcement Partnership for Success grant. She explained that the Sheriff's Office had not been able to use all the amount allocated for personnel and wanted to use the remainder for equipment for the project instead. She noted that a representative of the Idaho Office of Drug Policy had told her this would be acceptable to them.

Commissioner Duncan moved that the Board approve the Budget amendment regarding the FY19 Law Enforcement Partnership grant moving funds from personnel to operating expense. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**FY20 Law Enforcement Partnership for Success Grant Application/Resource Management Office/KCSO**

Ms. Riley requested the Board's approval of the FY20 Law Enforcement Partnership for Success grant application. She said the amount would be \$76,578 and explained that this was a reimbursement grant, with no matching dollars required.

Commissioner Duncan moved that the Board approve the FY20 Law Enforcement Partnership for Success grant application. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Video Arraignment Equipment/Idaho Department of Juvenile Corrections/Idaho Juvenile Justice Commission/Juvenile Detention**

Juvenile Detention Senior Records Clerk Brandie Bradley explained that her department had been given the opportunity by the Idaho Department of Juvenile Corrections to upgrade their video arraignment equipment. She said they could receive up to \$3,500, with a 10% match required. Ms. Bradley noted that Mr. Kinsey had told her that the Information Technology Department could provide the needed matching funds from their budget. Mr. Kinsey explained the match would come from the IT Maintenance Budget and that they had been spending more than this trying to keep the old equipment running.

Commissioner Duncan moved that the Board approve the video arraignment equipment grant from the Idaho Department of Juvenile Corrections and the Idaho Juvenile Justice Commission for Kootenai County Juvenile Detention. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Kinsey and Ms. Bradley exited the meeting at 2:16 p.m.

**Second Amendment/Mass Fatalities Response Network/US Forest Service/Coroner**

Coroner Warren Keene requested the Board's approval of a second amendment to the County's Mass Fatalities Response Network with the US Forest Service. He explained that the Forest Service had a substantial cooling facility that could be used by the County in case of an incident involving a large number of deaths. He added that this would be an extension of a current agreement.

Commissioner Duncan moved that the Board approve the second amendment for the Mass Fatalities Response Network between the US Forest Service and the Kootenai County Coroner's Office. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Resolution 2019-48/Surplus Equipment and Asset Deletion/Recorder**

Recording Manager Paige Gissel requested the Board's approval of Resolution 2019-48, which would allow her department to declare an old printer as surplus and dispose of it. She added that the printer had reached full depreciation.

Commissioner Duncan moved that the Board approve Resolution 2019-48, for surplus equipment and asset deletion for the Recorder's Office. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Resolution 2019-49/Classify Records/KCSO**

**Resolution 2019-50/Destroy Records/KCSO**

Chairman Fillios suggested that item eleven and item twelve be handled together.

Commissioner Duncan moved that the Board approve Resolution 2019-49 and Resolution 2019-50, to permit the classification and destruction of records by the Kootenai County Sheriff's Office. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

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.

Lieutenant Higgins informed those assembled that a KCSO Deputy had been seriously injured in an off-duty motorcycle accident, but was expected to make a full recovery eventually.

- H. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:20 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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