

Minutes of Meeting
Business Meeting
July 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 Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Senior Staff Accountant Mel Merrifield, Staff Accountant – Grants Julina Hildreth, Elections Manager Judd Wilson, Solid Waste Director Cathy Mayer, KCSO Lieutenant Ward Crawford, Lieutenant Ryan Higgins, Personnel Technician Marcia Heglie, 9-1-1 Communications Manager Collin McRoy, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, Deputy Airport Director Phil Cummings, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, Building & Grounds Administrative Secretary Kristi Koehn, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Elections Manager Judd Wilson led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**
 - Minutes of Meetings:**
 - 06/06/2019 FY2020 Budget Deliberations
 - 06/13/2019 ZON19-0001/Ordinance No. 540/Nyrop Family Properties/Community Development
 - 06/14/2019 FY2020 Budget Deliberations
 - 07/01/2019 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:**
 - Assessor’s Adjustment to Tax/Valuation/AIN 229131/Close
 - Claims for Surplus Cash from 808 Trust Fund/Treasurer
 - Hayden Area Regional Sewer Board (HARSB) WWTP Facility Upgrades 2013-2023/Huber Technology
 - PAF/SCF Report: BOCC Review PP14/Human Resources
 - BOCC Signatures for Indigent Cases: 06/27/2019 through 07/02/2019
 - Noxious Weed Control Agreement/AIN 129482/King

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 July 1 through July 5, 2019 in the amount of \$768,519.33 with no jury 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):

F. Action Items:

Ballot Order/Resolution 2019-58 Designate Polling Places/August 27, 2019 Consolidated Election/Elections

Mr. Wilson presented the Board with the ballot order and the proposed designated polling places for their approval. He explained that it was not often an August Election was needed, but Lakeland School District and Kellogg School District had opted to put a bond proposal on the ballot.

Commissioner Duncan moved to approve the ballot order and Resolution 2019-58 Designate Polling Places for the August 27, 2019 Consolidated Election. 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. Wilson exited the meeting at 2:04 p.m.

Consent to Sublease/Collings/Aero Spray, Inc. dba Dauntless Air/Airport

Airport Deputy Director Phil Cummings explained that Aero Spray, Inc. was requesting to sublease a hangar from Collings until their own hangar was built.

Commissioner Duncan moved to approve the sublease between Collings and Aero Spray, Inc. 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/Construction Management/Prairie Transfer Station/Jacobs/CH2M Hill/Solid Waste

Solid Waste Director Cathy Mayer requested approval of a contract with CH2M Hill (Jacobs Engineering) for construction management at the Prairie Transfer Station, not to exceed \$24,370.

Commissioner Duncan moved to approve the contract for construction management with Jacobs Engineering/CH2M Hill for \$24,370. 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.

Annual Service Agreement/Juvenile Detention Center (JDC) Generator/Building & Grounds

Building & Grounds (B&G) Administrative Secretary Kristi Koehn presented the annual service agreement for the generator at the JDC.

Commissioner Duncan moved to approve the annual service agreement for the JDC Generator. 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.

2018 IECC Grant/Generator Purchase/KCSO/9-1-1

9-1-1 Communications Manager Collin McRoy requested approval to purchase a generator using the 2018 IECC grant funds.

Commissioner Duncan moved to approve the 2018 IECC Grant expense for a new generator. 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.

Amendment of Solicitation/Modification of Contract/Bureau of Land Management/KCSO

Lieutenant Ryan Higgins presented a modification of their contract with Bureau of Land Management, stating that KCSO was receiving \$8000 over the year prior for a total of \$22,500. He also explained that those funds went to salary for patrol deputies.

Commissioner Duncan moved to approve the amendment of solicitation and modification of contract with the Bureau of Land Management to include the increase. 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.

Lieutenant Higgins exited the meeting at 2:10 p.m.

Contract/Vehicle Storage Building/TML Construction/9-1-1/KCSO

Lieutenant Ward Crawford requested signature on the contract with TML Construction for the storage building on 9-1-1 grounds.

Commissioner Duncan moved to approve signature on the contract with TML Construction for the vehicle storage building. 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.

Ms. Mayer and Ms. Koehn exited the meeting at 2:11 p.m.

Resolution 2019-59/Classify Records/Background Files/Applications/KCSO
Resolution 2019-60/Destroy Records/Background Files/Applications/KCSO

KCSO Personnel Technician Marcia Heglie requested to classify and destroy background files and applications of those applicants that had not been selected for hire.

Commissioner Duncan moved to approve Resolutions 2019-59 and 2019-60, to classify and destroy records. 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 2019-61/Classify Records/Employee Timesheets 2009-2015/KCSO
Resolution 2019-62/Destroy Records/Employee Timesheets 2009-2015/KCSO

Ms. Heglie requested to classify and destroy employee timesheets for the period of 2009-2015.

Commissioner Duncan moved to approve Resolutions 2019-61 and 2019-62, to classify and destroy records. 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.

2019 Emergency Management Program Grant (EMPG) Grant Application/Office of Emergency Management/Resource Management Office

OEM Administrative Assistant Rachel Irish requested approval of the annual EMPG grant approval. She explained it paid for salaries and operations of OEM.

Commissioner Duncan moved to approve the 2019 EMPG Grant Application. 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.

Avista Electric Service Extension Funding/Airport

Mr. Cummings requested approval to pay Avista \$12,873.07 for a transformer fee. Due to relocation of the Forest Service's hangar, they needed electricity in order to conduct business. Mr. Cummings explained that in the contract with the Forest Service, the Forest Service had to pay the Airport; so the Airport would increase their rent \$200 per day over 90 days, reimbursing the Airport approximately \$18,000.

Commissioner Duncan moved to approve the Avista Electric Service Extension Funding for \$12,873.07. 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.

H. **Adjourn:** Chairman Fillios adjourned the meeting at 2:14 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
