

**Minutes of Meeting  
Commissioners' Debriefing  
July 30, 2018  
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios, and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Captain John Holecek, Buildings & Grounds (B&G) Director Shawn Riley, Grants Management Office (GMO)/Transit Director Jody Bieze, Program Manager Kimberli Riley, Transit Program Specialist Amber Conklin, Deputy Finance Director Keith Taylor, Network Administrator Grant Kinsey, BOCC Financial Analyst Nanci Plouffe, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 2:32 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

**Projects Update (Action Item)**

B&G Director Shawn Riley presented a financial snapshot on the Jail Expansion and explained the snapshot showed the change order log for all the Expansion. He anticipated an estimate of \$85,000 of contingency funds returned to the County when the Expansion was completed. Mr. Riley said the completion date was approximately September 12, 2018, with an Owner Occupancy date of October 1, 2018. He then explained the plumber that supplied the showers had ordered 16 showers instead of 8, which left 4 regular showers and 4 ADA showers that have no use. Mr. Riley said 8 showers would be needed for the other part of the Expansion further down the line and the plumber would be willing to sell the showers to the County for 40% cost, which was \$9600. The Board agreed to have Mr. Riley purchase the showers for use in the future.

Mr. Riley then explained that the Jail had room for 5 dryers in the laundry room, but currently had 4; he said it might be possible to purchase the last dryer if the contingency funds stayed on track. With one final update, Mr. Riley said toward the middle of August, the lights would be installed in the Admin Building gravel lot.

Captain John Holecek, Sheriff Ben Wolfinger, and Undersheriff Dan Mattos exited the meeting at 2:43 p.m.

Mr. Riley said there were two change orders upcoming – one for \$4408.75 and the other for \$5880 to put concrete in the holding cells. He then stated the restroom remodel for the Admin Building was set to begin Wednesday, August 1. The Evidence Remodel should be completed by the end of August and the Post Falls DMV Parking Lot had a change order for \$63,288, with four more change orders to come. With one final update, he said he had not yet heard back from Judge Lansing Haynes regarding the ADA Lift, but would be sitting down with Legal to create a letter for the Board to review, which would then be sent to

the Department of Justice, showing that the ADA Improvements, including the lift, had been completed.

### **FTA Grant Application**

Transit Program Specialist Amber Conklin submitted an adjusted grant application because they had not yet been able to secure the funding source for the Phase 2 grant submission. She said she would still like to proceed with the twelve ADA compliant bus stops, where each shelter would be approximately \$25,000 each, with a \$60,000 in-kind match. When asked, Ms. Conklin explained the locations of the twelve bus stops – 1 in Hayden, 5 in Post Falls, and 6 in Coeur d’Alene. Commissioners Bob Bingham and Chris Fillios were both in agreement for the grant application.

GMO/Transit Director Jody Bieze and Ms. Conklin exited the meeting at 2:53 p.m.

### **Office Space Lease to State – Post Falls**

Commissioner Fillios said the State of Idaho currently leased a space at the County’s VA office in Post Falls for the approximate rate of \$500 monthly for 100 square feet. Further, there was an additional 100 square feet the County was using as storage, stating the State had requested to also occupy that space. Commissioner Fillios said that Veteran Services Officer Scott Thorsness was discussing the request with the State, but in the interim, wanted to know if the Board was okay with the request. Chairman Eberlein said he was okay with the request. Mr. Riley asked where the space might be located in the building and Commissioner Fillios asked him to contact Mr. Thorsness for further discussion.

### **Parking Spot Exchange**

Commissioner Bingham pointed out that the County was paying \$529 in parking passes for Juvenile Probation on a monthly basis. Further, during the recent construction of the parking lot project adjacent to the Admin Building, the County had acquired 210 parking spaces. Commissioner Bingham suggested because Juvenile Probation was paying for 35 spots each month, they request to exchange 35 spots at the adjacent lot for 35 in the new parking garage. GMO/Transit Program Manager Kimberli Riley said that since the County was not receiving any revenue from the adjacent lot the County had contributed to, why not approach the City of Coeur d’Alene and ask them for the spots. She pointed out the adjacent lot was designed to accommodate the public for larger jury pools or overflow parking and it might be worth a trade since the County was not getting any revenue. Mr. Riley said the parking spots were not numbered, so it would be difficult to tell which spots were dedicated to the City and which ones were dedicated to the County. He also pointed out that on the weekends, the City was gaining 100% of that revenue because there were no County patrons requiring use of the parking lot. The Board directed Mr. Riley to reach out to the City to discuss options.

Mr. Riley exited the meeting at 2:58 p.m.

**Minor Technology Asset Tracking & Disposal**

Network Administrator Grant Kinsey said that there were two classifications of assets the Information Technology (IT) Department reports to the Auditor’s Office – Capital Assets and Non-Capital Fixed Assets. He explained that IT used to put an Auditor-provided asset tag on every computer device, no matter the cost. However, two years prior, the Auditor had requested to only use an Auditor-provided asset tag when the purchase was over \$5000, classifying it as a Capital Asset. Mr. Kinsey then proposed that if an asset was under the threshold of \$5000 or was tracked but not considered a capital asset, that there be a mass resolution to delete all the assets and eliminate them from the books. He said the Auditor’s Office could produce a report that would list all the assets that would need to be deleted within the proposed resolution. The Board directed Mr. Kinsey and Deputy Finance Director Keith Taylor to devise a plan and present it to them for review.

- D. 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 Eberlein adjourned the meeting at 3:11 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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