

Minutes of Meeting
Business Meeting
August 4, 2020
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 KCSO Undersheriff Dan Mattos, KCSO Lieutenants Mark Ellis and Ward Crawford, KCSO Sergeant Chris Case, KCSO Detective Derrick Hollenbeck, KCSO Auto Shop Supervisor Russ Trueblood, KCSO Auto Mechanic Eric Feek, KCSO Communications Services Manager Collin McRoy, KCSO Personnel Technician Marcia Heglie, Office of Emergency Management (OEM) Director Tiffany Westbrook, Solid Waste (SW) Director Cathy Mayer, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorneys Pat Braden and Darrin Murphey, Staff Accountant – Budget Michelle Chiamonte, Staff Accountant – Grants Julina Hildreth, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, Buildings & Grounds (B&G) Administrative Secretary Kristi Koehn, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley. Mr. Murphey, Ms. Mayer, Lieutenant Crawford, Ms. Riley, Mr. Braden, Mr. McRoy, Ms. Heglie, Ms. Westbrook, Ms. Cross and Mr. Riley were present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:04 p.m.

- B. Pledge of Allegiance:** Staff Accountant – Grants Julina Hildreth led the Pledge of Allegiance.

- C. Consent Calendar (items to be approved listed below):**
 - Minutes of Meetings:**
 - 06/23/2020 Community Development Update
 - 06/30/2020 North Idaho State Fair
 - 07/02/2020 Intermax
 - 07/06/2020 Commissioners’ Status Update
 - 07/07/2020 Business Meeting

 - Board Actions:**
 - PAF/SCF Report: BOCC Review PP16/Human Resources
 - BOCC Signatures for Indigent Cases: 7/23/20 through 7/29/20

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

Commissioner Brooks: Aye
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 July 27, 2020 through July 31, 2020 in the amount of \$1,242,264.98, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
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:

Third Amendment/Engineering Services Contract/Great West Engineering/Household Hazardous Waste (HHW) Facility/Ramsey Transfer Station/Solid Waste

Solid Waste (SW) Director Cathy Mayer requested the Board's approval of the third amendment to the engineering services contract with Great West Engineering for the Household Hazardous Waste (HHW) facility at the Ramsey Transfer Station. She noted it represented a reconciliation of the final project costs for the engineering portion of the project, not to exceed \$11,014.11. She said that a portion of this would be paid through holdbacks from the contractor costs because some of the expense was caused by contractor activity.

Commissioner Brooks moved that the Board approve the third amendment to the engineering services contract with Great West Engineering for the Household Hazardous Waste Facility at the Ramsey Transfer Station. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Approve Quote #Q-51017/Priority Dispatch ProQA & AQUA Expansion/KCSO/911

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval for quote #Q-51017. He explained this would allow them to move forward with adding three additional software licenses for their ProQA & AQUA suite. He commented this was a budgeted project, part of their IT Refresh Project for this year. He said the three licenses would be used by the three new positions added to the dispatch center. He added that the project had been reviewed by Legal and the total price would be \$58,080.

Commissioner Duncan moved that the Board approve Quote #Q-51017 for the Priority Dispatch ProQA & AQUA Expansion. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Contract/Public Service Announcement/Coyote Country Radio Station/Office of Emergency Management

Office of Emergency Management (OEM) Director Tiffany Westbrook requested the Board's approval of a contract for a public service announcement with Coyote Country Radio Station. She said this would be for their yearly PSAs (Public Service Announcement) for National Preparedness Month to encourage residents to sign up for Alert Kootenai. She stated it would be paid for by grant funding which they had already received.

Commissioner Brooks moved that the Board approve the contract for public service announcements with Coyote Country Radio Station from the Office of Emergency Management. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Amendment/Flexible Spending Account (FSA)/Rehn & Associates/Human Resources

Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross requested the Board's approval of an amendment to the County's Flexible Spending Account (FSA) to allow an increase in the rollover amount from 2020 to 2021. She stated that a minimum rollover requirement of \$50.00 would be added at the same time.

Commissioner Duncan moved that the Board approve the amendment of the Flexible Spending Account (FSA) with the stated increase in rollover amount and minimum rollover. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Interlocal Agreement/2020 Byrne Justice Assistance Grant (JAG) Program Award/City of Coeur d'Alene/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval for an interlocal agreement with the City of Coeur d'Alene for the 2020 Byrne Justice Assistance Grant Program Award. She explained that the County was listed as a subrecipient and the amount was \$15,390, to be used for the Cellebrite Program for the Sheriff's Office.

KCSO Detective Derrick Hollenbeck confirmed that the \$5,000 yearly fee would be included in the initial expense for the first year. He stated that he would double-check this for Commissioner Duncan and added that the recurring yearly fee would be \$5,100.

Commissioner Brooks moved that the Board approve the interlocal agreement for the 2020 Byrne Justice Assistance Grant (JAG) Program with the City of Coeur d'Alene. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Kootenai County Allocation/State of Idaho CARES Act Funding/COVID Task Force/Resource Management Office

Ms. Riley explained that this was for Kootenai County's allocation from the State of Idaho CARES Act Funding, in the amount of \$4,940,200. She said that, to be consistent with their normal grant policies and procedures, they wanted the Board to ratify their acceptance. She confirmed the grant operated on a reimbursement basis.

Commissioner Duncan moved that the Board approve the Kootenai County allocation for the State of Idaho CARES Act Funding. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

KCSO Undersheriff Dan Mattos and KCSO Lieutenant Mark Ellis exited the meeting at 2:16 p.m.

Memorandum of Understanding/Idaho Department of Lands/Grant No. 19HRF1-03 Loch Haven Grandview/Lower Back side of Hayden Lake Project/Resource Management Office

Ms. Riley explained that the MOU (Memorandum of Understanding) was with the Idaho Department of Lands for hazardous fuel reduction in Loch Haven and Grandview and the lower back side of Hayden Lake. She said the federal amount would be \$95,000, with a \$9,500 match that could be provided in kind.

Commissioner Brooks moved that the Board approve the Memorandum of Understanding with the Idaho Department of Lands for Grant No. 19HRF1-03, for Loch Haven, Grandview and the lower back side of Hayden Lake Project. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Notice of Termination Extension/ETA Transit Systems/Resource Management Office

Ms. Riley requested the Board’s approval of a notice of termination extension with ETA Transit Systems through October 1, 2020.

Commissioner Duncan moved that the Board extend the notice of termination to October 1, 2020 for ETA Transit Systems. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Approval/Payout of Retention/Transit Center Project/T. LaRiviere/Riley/Board of Commissioners

Contractor Shawn Riley requested the Board’s approval for the payout of retention funds for the Transit Center Project. He called attention to the list of thirty items that still needed to be completed, which he had sent to the Commissioners. He reported that they had been holding a retention amount of \$108,157.90 since November 2019. He stated that they had received advice from Legal to proceed on payment of the retention, but to hold on to the performance and payment bonds until the rest of that work was completed.

Commissioner Duncan moved that the Board approve the payout of retention, but the payment of the retainage does not constitute final acceptance of the work and that the performance and payment bonds would not be released pending completion of the punch list work. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Approve Quote/Vinyl Plank Flooring/Judges’ Chambers/Fairway Floor, Inc./Buildings & Grounds

Chairman Fillios announced that they would correct a typographical error that listed Fairway Floor, Inc. instead of Great Floors. The agenda item should read: “Approve Quote/Vinyl Plank Flooring/Judges’ Chambers/Great Floors/Buildings & Grounds”

Buildings & Grounds (B&G) Administrative Secretary Kristi Koehn stated that B&G Operations Manager Greg Manley needed the Board’s permission to use District Court funds for the project.

Commissioner Brooks moved that the Board approve the quote for vinyl plank flooring in the judges' chambers from Great Floors. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2020-47/Classify Records/KCSO

Resolution 2020-48/Destroy Records/KCSO

Chairman Fillios stated that items eleven and twelve on the agenda would be combined.

KCSO Personnel Technician Marsha Heglie asked the Board to approve Resolutions 2020-47 and 2020-48, to classify and destroy Field Training and Evaluation files now well outside the required two year retention rules.

Commissioner Duncan moved that the Board approve Resolution numbers 2020-47 and 2020-48, to classify and destroy records according to state statute for KCSO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2020-49/Surplus Vehicles/KCSO

KCSO Automotive Mechanic Eric Feek asked the Board to approve Resolution 2020-49, to declare one vehicle as surplus so it could be sent to auction.

Commissioner Brooks moved that the Board approve Resolution 2020-49 regarding a surplus vehicle, for KCSO. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
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. There were no public comments.

H. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
