

Minutes of Meeting
Business Meeting
August 13, 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 Coroner Warren Keene, M.D., Chief Deputy Assessor Joe Johns, Chief Deputy Treasurer Laurie Thomas, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Staff Accountant Julina Hildreth, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, Kootenai County Residents Ridge Robinson, Vanessa Robinson, Susan Snedecker and Coeur d'Alene City Councilmember Dan Gookin.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Coroner Warren Keene, M.D. led the Pledge of Allegiance.

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

Minutes of Meetings:

- 08/02/2019 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.
- 08/06/2019 Request for Lien Release 2017-152
- 08/06/2019 Judicial Review 2018-260
- 08/06/2019 Judicial Review 2018-285

Board Actions:

- Assessor's Adjustment to tax/valuation/AIN 138243 Jacquot; AIN 131870 House; AIN 139982 Hills
- PAF/SCF Report BOCC Review PP17/Human Resources
- BOCC Signatures for Indigent Cases: 8/1/19 through 8/7/19

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):** Chairman Fillios requested to move approval of the payables to the end of the meeting.

E. **Changes to the Agenda (Action):** There were no other changes to the agenda.

F. **Action Items:**

Bid Opening 2019-12/Removal and Relocation/Brown & Justh Building/Riley/Board of Commissioners

Contractor Shawn Riley and BOCC Administrative Secretary Teri Johnston reported that no bids had been received for the Brown & Justh Building (the Romer Building). Mr. Riley suggested that a meeting be set for the Board to offer direction on hiring a contractor to demolish the building. Chairman Fillios commented this could be covered in a weekly Commissioners' Debriefing. No motion was required.

Award Bid/Admin & Elections Parking Lots/Riley/Board of Commissioners

Mr. Riley asked the Board's approval for awarding the bid for repaving and restructuring the Administrative Building and Elections Building parking lots. He said there were two responsive bidders; T. Lariviere, Inc. was the lowest, with a bid of \$513,467. He predicted that he would bring a contract and a notice to proceed to the Board next week.

Commissioner Duncan moved that the Board award the bid for the Admin and Elections parking lots to T. Lariviere, Inc. in the amount of \$513,467. 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.

Agreement/Janitorial Services/TESH/Resource Management Office

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of an agreement with TESH for janitorial services for the transit center. She stated that the price would be \$346 per month. Commissioner Brooks inquired how many hours of service that price represented. Ms. Riley said they did not break the services into hours but by the tasks that would be done, Monday through Friday. She confirmed that the cost would be covered by FTA (Federal Transit Administration) funds.

Commissioner Duncan moved that the Board approve the agreement for janitorial services with TESH for the transit center. 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.

Renewal/Memorandum of Understanding/North Idaho Maritime/Office of Emergency Management

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board's approval of the renewal of a Memorandum of Understanding (MOU) with North Idaho Maritime. She explained this would allow them to provide transportation by water for people or materials in the event of an emergency. She added that the costs would likely be reimbursed to the County under a disaster declaration.

Commissioner Duncan moved that the Board approve the renewal of the MOU with North Idaho Maritime. 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.

2019 State Homeland Security Grant Program (SHSP)/Resource Management Office/Office of Emergency Management

Ms. Irish requested the Board's approval to apply for the 2019 State Homeland Security Grant Program (SHSP). She noted that the money would be used for equipment, planning, training and exercises. She explained that 25% of the grant was required to be used for law enforcement.

Commissioner Duncan moved that the Board approve the 2019 State Homeland Security Grant Program application. 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.

Accounting Supervisor – AP & Spending Lori Shaw entered the meeting at 2:09 p.m.

Request/Purchase of Snow Plow/Riley/Buildings & Grounds

Mr. Riley noted that the correct price for the snowplow was \$7,112.85 and the plow would be installed on one of the trucks at the Jail.

Commissioner Duncan moved that the Board approve the request to purchase a snowplow in the amount of \$7,112.85. 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.

Agreement/Architectural & Engineering Services/Relocation of Generator & Fuel Tank/Jail/Longwell Trapp Architects/Riley/Board of Commissioners

Mr. Riley explained that the agreement with Longwell Trapp Architects would be for an amount not to exceed \$4,500. He said it would cover design work to present to the City of Coeur d'Alene in the request for a building permit. Mr. Riley noted that the City had decided they wanted a permit for relocating the generator and the aboveground tank. He reminded the Commissioners that the fire department had also required a permit. He said that delivery of the tank was predicted in fourteen weeks, so he hoped that this could be done in advance of the work being started.

Commissioner Duncan moved that the Board approve the agreement for architectural and engineering services with Longwell Trapp Architects, not to exceed \$4,500, for the generator project at the Jail. 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.

Authorize Budget Reclassification/Coroner

Coroner Warren Keene, M.D. provided the Commissioners with a spreadsheet prepared by Finance Director Dena Darrow showing possible funding sources for the purchase of a scissor lift. He indicated that discussions with local funeral homes were ongoing and he hoped to be able to provide firm information in about ten days. He said the scissor lift would enable his office to provide storage, at need, during any transition period.

Dr. Keene stated he would like to purchase the lift by shifting funds his office had in the B Budget for this year into a capital purchase account. He noted that there was also some money left in the office space design and remodel fund that might be used instead.

Dr. Keene confirmed that the scissor lift would cost about \$7,800 and he had already given a deposit of \$500.

Chairman Fillios stated that the County had several scissor lifts available already. Dr. Keene commented that, for his use, the lift would need to meet certain specifications. He explained that the lift would be used to service the coolers in his new office.

Commissioner Duncan asked where the coolers were at present. Dr. Keene said they were in a secure building at the Airport. He confirmed the building did not belong to the County; it was his private facility. He stated there was no other place to store them at this time. Commissioner Duncan asked if the coolers were included in the design for the new offices. Dr. Keene said there was no finished design yet, but he planned that the coolers would be placed there.

Commissioner Duncan commented that she felt this should have been an FY2020 budgeted item. She suggested that, based on the circumstances described, it be placed on the FY2021 budget, to be bought after the remodel had been completed.

Mr. Riley stated that he was not aware of what the coolers would require for electrical service and that nothing had been planned in the lower floor of the new office for that. He said they had only included the lighting and outlets on the upper level in the plans. He added that there were three scissor lifts available in the immediate vicinity of the pod and one at the Airport that could be altered to meet Dr. Keene's needs.

Commissioner Duncan remarked that, since the County was still in negotiations with the funeral homes about paying for unclaimed bodies, she would rather see the money go toward that. She stated she felt it would be premature to purchase a piece of equipment when it would not be used right away and had no place to be stored.

Chairman Fillios agreed with Mr. Riley that one of the lifts the County already owns could be altered to fit the Coroner's Office's needs for the time being. Commissioner Brooks agreed also.

Staff Accountant Julina Hildreth asked whether the \$500 down payment would be refundable. Dr. Keene said he would check.

Chairman Fillios said that no motion would be needed, since no action was being taken at this time.

Proclamation/Constitution Week

Commissioner Duncan read the proclamation for Constitution Week into the record: September 17, 2019 would be the 232nd anniversary of the drafting of the Constitution of the United States. The proclamation would declare September 17 through September 23, 2019 as Constitution Week.

Commissioner Duncan moved that the Board accept the proclamation and declare Constitution Week as September 17 through September 23, 2019. 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.

Inter-local Agreement/2019 Byrne Justice Assistance Grant (JAG) Program Award/City of Coeur d'Alene/Resource Management Office/KCSO

Ms. Riley requested the Board's approval of an inter-local agreement regarding the 2019 Byrne Justice Assistance Grant (JAG) Program Award between the City of Coeur d'Alene and KCSO. She stated that Kootenai County's portion of the award would be \$18,348, which would be used for the purchase of mobile data computers.

Commissioner Duncan moved that the Board approve the inter-local agreement for the 2019 Byrne Justice Assistance Grant (JAG). 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.

Payables

Commissioner Duncan moved that the Board accept the Payables List for the week August 5, 2019 through August 9, 2019, with the exception of one item for MOBI Supply LLC for \$500 dated July 21, 2019. 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.

- 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.

Coeur d'Alene City Councilmember Dan Gookin called the Board's attention to the power outage Monday night, August 12, 2019. He pointed out that the emergency notifications went out much later than was desirable and the first message had been garbled. He voiced his concern for the well-being of elderly residents who might not have cell phones and suggested putting a notice on AM radio instead.

Kootenai County Resident Susan Snedecker voiced her agreement with Mr. Gookin's points and described her own experience during the outage as support for his suggestions.

- H. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
