

**Minutes of Meeting
Business Meeting
August 28, 2018
2:00 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 Community Development Director David Callahan, Grants Management Office (GMO)/Transit Director Jody Bieze, GMO/Transit Program Manager Kimberli Riley, Finance Director Dena Darrow, Auditor’s Office Tax Auditing Technician JoAnn Connor, Airport Deputy Director Phil Cummings, County Assistance Manager Shelly Amos, Information Technology (IT) Network Administrator Grant Kinsey, Human Resources (HR) Generalist – Compliance Cecilia Sweet, Office of Emergency Management (OEM) Preparedness Coordinator Heather Miller, OEM EOC (Emergency Operations Center) Coordinator Tiffany Westbrook, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston, Staff Accountant Leighanna Keiser and Deputy Clerk Tina Ginorio. Also present were John Goedde from ICRMP (Idaho Counties Risk Management Program), and Kootenai County Resident Darrin Peha.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** BOCC Senior Business Analyst Nanci Plouffe led the Pledge of Allegiance.

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

Minutes of Meetings:

8/1/2018	Requests for Cancellation of Taxes
8/2/2018	Human Resources Personnel Changes
8/7/2018	Business Meeting
8/9/2018	Special Meeting: Airport
8/21/2018	Indigent Appeal 2018-128

Board Actions:

Treasurer’s Request for Adjustment to Solid Waste Fees/AIN 330927
Tax Deed Minimum Bid/Tax Deeded Parcels/Treasurer
Treasurer’s Monthly Report: July 2018
PAF/SCF Report: BOCC Review PP18/Human Resources
BOCC Signatures for Indigent Cases: 7/26/2018 through 8/1/2018

Commissioner Chris Fillios moved to approve the Consent Calendar as it appeared on the agenda. Commissioner Bob Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

D. Approval of Payables List:

Commissioner Bingham moved to accept the Payables List for the week of August 20, 2018 through August 24, 2018 in the amount of \$588,574.02 with no jury payments. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye
The motion carried.

E. Changes to the Agenda: There were no changes to the agenda.

F. Action Items:

Agreement/Independent Hearing Examiner/Woodard/Community Development

Community Development Director David Callahan requested the Board's approval of an independent contractor agreement for hearing examiner with Joan C. Woodard. Finance Director Dena Darrow inquired what the position's pay rate would be. Mr. Callahan stated it would be tied to the fee schedule for services.

Commissioner Fillios moved that the Board approve the independent contractor agreement for the hearing examiner with Ms. Joan C. Woodard as proposed by Director of Community Development David Callahan. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye
The motion carried.

Master Agreement/Software & Support License/ CAI Information Systems/County Assistance

County Assistance Manager Shelly Amos requested the Board's approval for a renewal of the software and support license with CAI Information Systems. She explained this software is what County Assistance uses for all its functions. She said there would be no cost increase for this year and the contract would run from October 1, 2018 through September 30, 2019 at a cost of \$4,696.96.

Commissioner Bingham moved that the Board approve the master agreement for the software and support license with Computer Arts, Inc. and County Assistance. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye
The motion carried.

Mutual Rescission of Lease Agreement/Monroe/Airport

Airport Deputy Director Phil Cummings informed the Board that Anne and Mark Hall bought a hangar from Mr. David Monroe about five months ago but the Airport has not been able to offer the Halls a legally formatted lease due to certain ongoing issues. Civil Deputy Prosecuting Attorney R. David Ferguson cautioned the Commissioners against discussing this in open session; he suggested both this item and the next one be deferred until a properly noticed Executive Session so he could offer his legal advice.

Commissioner Fillios moved that the Board defer action on items three and four, Mutual Rescission of Lease Agreement/Monroe/Airport and Lease Agreement/Hall Airport, until a date uncertain to allow consultation with Legal counsel. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Lease Agreement/Hall/Airport

This item was also deferred in the previous motion.

2018-2019 ICRMP Insurance Policy Renewal/Human Resources

Human Resources (HR) Generalist – Cecelia Sweet requested the Board’s approval of the 2018-2019 ICRMP Insurance Policy renewal. She explained that there was no premium increase, but the deductible for property damage had been increased from \$2,500 to \$3,500. She recommended that the Commissioners specifically reject the additional terrorism insurance coverage. Ms. Sweet also requested the Board’s approval for facilitating the October 1, 2018 and the April 1, 2019 premium payments.

Commissioner Fillios moved that the Board approve renewal of the ICRMP Insurance Policy, recognizing that the property damage deductible rose from \$2,500 to \$3,500, no change in premium, and that the County would forgo the terrorism insurance. Chairman Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Requests for Extension/L2 Deadline/Coeur d’Alene Public Schools/ Post Falls School District #273/ Lakeland Joint School District #272/ Kootenai School District #274/ Plummer-Worley School District #44/ City of Spirit Lake/Twin Lakes/Rathdrum Creek Flood Control #17/Shoshone Fire District #2/Auditor

Auditor’s Office Tax Auditing Technician JoAnn Connor requested the Board’s approval of allowing an extension to certify property tax budgets to the listed entities. She explained that the due date was September 6, 2018 and the extended due date would

be September 17, 2018. She said that this would allow the schools to look at their first week's attendance and decide if the town needs to increase the levy.

Commissioner Bingham moved that the Board approve request for extension on the L2 deadline for the Coeur d'Alene School District #271, Post Falls School District #273, Lakeland Joint School District #272, Kootenai School District #274, Plummer-Worley School District #44, City of Spirit Lake, Twin Lakes/Rathdrum Creek Flood Control #17 and the Shoshone Fire District #2. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye
The motion carried.

Ms. Conner exited the meeting at 2:19 p.m.

Program of Projects Revision/Grants Management Office

Chairman Eberlein reminded those assembled that this had been covered in depth in the Commissioners' Debriefing on August 27, 2018.

Commissioner Fillios moved that the Board approve Program of Projects Revision as discussed in the Commissioners' Debriefing on August 27, 2018. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye
The motion carried.

Tax Deed Bid/AIN 324733/Peha

Civil Deputy Prosecuting Attorney R. David Ferguson presented Commissioner Fillios with a sealed tax deed bid envelope. Commissioner Fillios opened the envelope and stated it contained a check from Darrin Peha for \$801 made out to Kootenai County AIN 324733. Commissioner Bingham asked Community Development Director David Callahan whether Mr. Peha was an adjoining neighbor. Mr. Callahan responded that Mr. Peha was, however, there were multiple right-of-ways involved with the parcel and Community Development recommended it not be sold. Chairman Eberlein suggested this issue be researched further and that Legal be consulted before any decision is made. He assured Mr. Peha that the Board would contact him as soon as there was any information.

Commissioner Bingham moved that the Board acknowledge receipt of the tax deed bid for \$801 from Mr. Peha for AIN 324733 and that the Board postpone a decision while staff reviewed the case. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye
The motion carried.

Request for Annexation/Wall/Outlaw Canyon Properties/Kootenai County Fire & Rescue

Mr. Ferguson stated that all requirements for annexation of this property into Kootenai County Fire & Rescue had been met and requested the Board's approval.

Commissioner Fillios moved that the Board approve the request for annexation into Kootenai County Fire & Rescue of Outlaw Canyon Properties by Diane Wall. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Request for Annexation/C&K Leasing LLC/ Kootenai County Fire & Rescue

Mr. Ferguson stated that all requirements for annexation of this property into Kootenai County Fire & Rescue had been met and requested the Board's approval.

Commissioner Bingham moved that the Board approve the request for annexation into Kootenai County Fire & Rescue by C&K Leasing LLC. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Resolution 2018-72/Surplus Equipment/Asset Deletion/Airport

Airport Deputy Director Phil Cummings requested the Board's approval of Resolution 2018-72, declaring certain equipment as surplus and enabling the deletion of its asset numbers. He said the items in question were computers that retained little or no value and would be turned in to Information Technology.

Commissioner Bingham moved that the Board approve Resolution 2018-72. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Resolution 2018-75/Surplus Vehicle/Community Development

Community Development Director David Callahan requested the Board's approval of Resolution 2018-75, declaring a sixteen-year-old vehicle as surplus. He said the vehicle would be sent to auction.

Commissioner Fillios moved that the Board approve Resolution 2018-75. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Resolution 2018-76/Surplus Equipment/Asset Deletion/Office of Emergency Management

Office of Emergency Management (OEM) Preparedness Coordinator Heather Miller requested the Board's approval of Resolution 2018-76, to declare an obsolete server and power supply as surplus and delete their asset numbers.

Commissioner Bingham moved that the Board approve Resolution 2018-76. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Resolution 2018-77/Surplus Capital Assets/Information Technology

Information Technology (IT) Network Administrator Grant Kinsey explained that he hoped this resolution would simplify record keeping for IT and the Auditor's office by eliminating duplication of effort. He defined Capital Assets versus non-Capital Assets for the Commissioners, the difference being chiefly in assigned dollar value. Mr. Kinsey said this particular resolution would remove a number of assets from the books that would not have been classified as Capital Assets if they were purchased today. He told the Board that IT will still track these items on a data base and keep the Auditor's Office apprised of the information it needs to satisfy ICRMP's needs.

Commissioner Fillios moved that the Board approve Resolution 2018-77. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: Aye

The motion carried.

Resolution 2018-78/Surplus Non-Capital Assets/Information Technology

Mr. Kinsey asked the Board's approval of Resolution 2018-78, to declare as surplus certain Non-Capital Assets. He said these would still be tracked by IT, but the work would not have to be duplicated by the Auditor's Office.

Commissioner Bingham moved that the Board approve Resolution 2018-78, to end the duplicate tracking of non-capital assets, giving the task only to Information Technology. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye
Commissioner Fillios: Aye
Chairman Eberlein: 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.

Chairman Eberlein adjourned the meeting at 2:40 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
