

**Minutes of Meeting
Business Meeting
September 10, 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 Treasurer Laurie Thomas, Finance Director Dena Darrow, Staff Accountant – Fixed Assets Isaac Ohm, County Assistance Manager Shelly Amos, KCSO 911 Communications Services Manager Collin McRoy, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, KCSO Accounting Technician Bridget Gernns, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present was Jake Garringer from the Office of the Governor.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Finance Director Dena Darrow led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

08/26/2019 Commissioners' Debriefing
08/27/2019 Kootenai County Public Transportation Meeting
08/27/2019 Business Meeting
09/03/2019 Indigent Appeal 2019-179
09/03/2019 Indigent Appeal 2019-100

Board Actions:

Treasurer's Monthly Settlements and Statements/August 2019
Canvass of Election/August 27, 2019/Elections
Denial/Request for Cancellation of Fees/AIN 316180/Richter
PAF/SCF Report: BOCC Review PP19/Human Resources
BOCC Signatures for Indigent Cases: 8/29/19 through 9/4/19
Kennel License Renewal/Application: White; Peterson

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 September 2, 2019 through September 6, 2019 in the amount of \$495,579.74, with \$2,072.16 in 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:

Requests to Certification to 2019 Property Tax Roll/Delinquent Personal Property/Treasurer

Chief Deputy Treasurer Laurie Thomas explained that the Treasurer's Office was preparing to begin on the 2019 Tax Bills. She said part of the administrative process was to have delinquent personal property taxes certified so they could be added to an individual's regular property tax bill. She called the Commissioners' attention to the list of delinquent personal property. She stated that, rather than taking the delinquent personal property bills through the process for a warrant of distraint and asking the Sheriff's Office to serve them, the Treasurer's Office could add these as additional line items to the regular property tax bill.

She asked the Board's approval to proceed as described.

Commissioner Duncan moved that the Board approve the certification of delinquent personal property taxes to the 2019 Property Tax Roll as described. 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.

Requests for Certification to 2019 Property Tax Roll/Omitted Occupancies/Treasurer

Ms. Thomas requested the Board's approval to add omitted occupancies to the 2019 Property Tax Roll. She explained these were for bills for individuals who purchased and moved in to new homes during the calendar year of 2019 and would be added to the individuals' real property tax bills.

Commissioner Duncan moved that the Board approve the certification to the 2019 Property Tax Roll of the omitted occupancies. 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.

Requests for Certification to 2019 Property Tax Roll/Inactive Real Properties/Treasurer

Ms. Thomas requested the Board's approval to add inactive real properties to the 2019 Property Tax Roll. She explained this item was related to parcels that were platted or had combinations in which the underlying parcel was not paid. She said they would take the original parcel, apply it to the new platted section, and portion the taxes out.

Commissioner Duncan moved that the Board approve the certification to the 2019 Property Tax Roll for the inactive real properties. 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.

Requests for Certification to 2019 Property Tax Roll/Yield & Deferred Tax/Treasurer

Ms. Thomas requested the Board's approval to add yield & deferred taxes to the 2019 Property Tax Roll.

Commissioner Duncan moved that the Board approve the certification to the 2019 Property Tax Roll for the yield and deferred tax properties. 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.

Requests for Certification to 2019 Property Tax Roll/Taxing Districts/Treasurer

Ms. Thomas requested the Board's approval to add items from the other taxing districts to the 2019 Property Tax Roll. She explained the taxing districts were requesting to add their delinquent accounts for water, sewer or LID (Local Improvement District) as line items on the real property bill.

Commissioner Duncan moved that the Board approve the certification to the 2019 Property Tax Roll for the taxing districts and their delinquent accounts. 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 Transfer/Security System/Treasurer

Ms. Thomas explained that one of the cameras that formed their security system had failed. She asked the Board's approval to transfer \$3,000 of the funds left in the Treasurer's Office C Budget to their B Budget to cover repair and replacement.

Commissioner Duncan moved that the Board approve the budget transfer from the C Budget to the B Budget in the amount of \$3,000 as described. 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.

Annual Service Agreement/Motorola/KCSO/911

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval of the renewal of their annual maintenance agreement with Motorola for the 700 MHz trunking system. He explained that this year's contract had gone up by \$7,330.34, due to the annual 2% to 3% fee increase normally charged by Motorola and additional equipment KCSO had added to the system. He said the charge was covered as a Budgeted FY20 item.

Commissioner Duncan asked if this ever went out for RFP (Request for Proposal). Mr. McRoy replied that it did not because it was support for a purchased service and did not have to go to RFP.

Commissioner Duncan moved that the Board approve renewal of the annual service agreement with Motorola and KCSO 911. 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.

Annual Service Agreement/DIVCO/KCSO/911

Mr. McRoy requested the Board's approval of the renewal of the annual service agreement for their HVAC system with DIVCO. He said there was an increase of \$69 for the year and the cost was covered in the FY20 Budget.

Commissioner Duncan moved that the Board approve the annual service agreement between DIVCO and KCSO 911. 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.

Ms. Thomas exited the meeting at 2:13 p.m.

Memorandum of Understanding/SWIWN/Kootenai County Court Security/KCSO/911

Mr. McRoy requested the Board's approval of a memorandum of understanding regarding the 700 MHz service from SWIWN (South West Idaho Wireless Integrated Network) with the Court Services Bailiffs.

Commissioner Duncan moved that the Board approve the memorandum of understanding with the Kootenai County Court Security and SWIWN. 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/Joint Use of Facilities/Kootenai County Fire & Rescue/KCSO/911

Mr. McRoy requested the Board approval of an agreement regarding joint use of facilities between KCSO 911 and Kootenai County Fire & Rescue. He explained this was a renewal of a lease agreement for space in the Sunnyside station. He added that the agreement included provisions to allow for termination and prorating once the KCSO's new storage building was completed. He predicted that this would occur in May 2020.

Commissioner Duncan moved that the Board approve the joint use of facilities agreement between KCSO 911 and Kootenai County Fire & Rescue. 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) Award Agreement /
Memorandum of Understanding/Resource Management Office/Office of Emergency
Management**

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of a memorandum of understanding regarding the 2019 State Homeland Security Grant Program (SHSP) between RMO and the Office of Emergency Management (OEM).

Commissioner Duncan moved that the Board approve the 2019 State Homeland Security Grant Program Award Agreement and the memorandum of understanding between the Resource Management Office (RMO) and the Office of Emergency Management (OEM), as described. 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.

Contracts/Cuvala/Robbins/Yoga Instruction/Resource Management Office

Commissioner Duncan moved that the Board approve the contracts with Cuvala and Robbins for yoga instruction. 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/Computer Arts Inc. / County Assistance

County Assistance Manager Shelly Amos requested the Board's approval of an agreement with Computer Arts, Inc. She explained this was for the software upon which all of County Assistance's programs were based. She said it had gone up \$153.04 from last year, to the new total of \$4,850.00 for FY20. Ms. Amos added that this would be paid from the IT (Information Technology) Budget, not County Assistance.

Commissioner Duncan moved that the Board approve the agreement with Computer Arts, Inc. for County Assistance. 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.

Rental Contract/Yoga Classes/Fairgrounds/Board of County Commissioners

Ms. Riley explained this request was being made on behalf of the Wellness Committee. She said the yoga classes had normally been held at the Administrative Building but, based on a survey, they found they had enough interest to try holding them at the Fairgrounds. She added that Commissioner Brooks had worked with Fair General Manager Alexcia Jordan to have the fee waived for use of the facility. Ms. Riley said the classes would be held in Building 2 at the Fairgrounds from October 1 through November 20, 2019.

Commissioner Brooks insisted that all credit be given to Ms. Jordan for waiving the fee.

Commissioner Duncan moved that the Board approve the rental contract for yoga classes at the Fairgrounds. 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 Payment/English Funeral Chapel/Board of Commissioners

Commissioner Duncan explained that this request for payment had not qualified under the Indigent Program and it had been suggested it be covered from the FY19 Coroner's Budget. She said the cost was \$700 and the Coroner was aware of the proposal.

Commissioner Duncan moved that the Board authorize payment to English Funeral Chapel for Case #2019-179, in the amount of \$700, to come from the Coroner's FY19 B Budget. 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 2019-78/Surplus Property/Asset Deletion/KCSO

KCSO Accounting Technician Bridget Gernns requested the Board's approval of Resolution 2019-78. She explained that this would include an attached list of twenty-three items over the \$5,000 limit that were broken, had been replaced or had been sent for auction.

Commissioner Duncan moved that the Board approve Resolution 2019-78, for the surplus property and asset deletion 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.

- 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 2:21 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
