

**Minutes of Meeting
Business Meeting
September 17, 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 Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Staff Accountant – District Court Rae Ann Fritsche, Assessor Rich Houser, Chief Deputy Assessor Joe Johns, Public Defender Anne C. Taylor, Chief Deputy Treasurer Laurie Thomas, KCSO Captain John Holecek, KCSO Lieutenant Ryan Higgins, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, Coeur d’Alene Press Reporter Ralph Bartholdt and Kootenai County Resident Roger Greaves.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Chief Deputy Clerk Jennifer Locke led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
Minutes of Meetings:

08/15/2019	Public Hearing/ZON19-0005/Ordinance No. 544/Pickering/Community Development
08/22/2019	Deliberations/VAR18-0005/Sand/Community Development
08/22/2019	Deliberations/MSP19-0001/Garnet Ranch/Community Development
09/03/2019	Commissioners’ Debriefing
09/03/2019	Business Meeting
09/04/2019	Requests for Cancellation of Taxes
09/04/2019	Elections Office
09/05/2019	Community Development Update
09/10/2019	Request for Lien Release 2005-1884
09/10/2019	Request for Lien Release 2018-282

Board Actions:

PAF/SCF Report: BOCC Review PP19/Human Resources
BOCC Signatures for Indigent Cases: 9/05/19 through 9/11/19

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):

Commissioner Duncan moved that the Board accept the Payables List for the week of September 9, 2019 through September 13, 2019 in the amount of \$825,745.63, with jury payments of \$1,575.24. 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:

Public Hearing: Resolution 2019-75/No Wake Zone/Spirit Lake/Parks & Waterways

KCSO Lieutenant Ryan Higgins stated he was filling in for Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder on this agenda item. He explained that the resolution was to move the current no-wake zone further out on Spirit Lake, which would increase the distance from shore to shore in the channel to more than 895 feet. Lieutenant Higgins said the buoys would be moved about 100 feet from their current positions.

Chairman Fillios asked if any residents who wished to comment. No one responded.

Commissioner Duncan moved that the Board end public testimony and enter into deliberations. 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.

Commissioner Duncan voiced her support for this measure and said she felt it would increase safety.

Commissioner Brooks commented that he was pleased to be able to show the public a concrete step in addressing these areas of concern. He predicted that he would be making additional recommendations in the future.

Chairman Fillios said he felt there was consensus from Parks & Waterways, the public and the Waterways Advisory Board on this resolution.

Commissioner Duncan moved that the Board approve Resolution 2019-75, regarding the no-wake zone for Spirit Lake. 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/Inland Alarm/Public Defender

Public Defender Anne C. Taylor requested the Board's approval for renewing the agreement with Inland Alarm. She said that Civil Deputy Prosecuting Attorney Pat Braden had reviewed it and had voiced no objections. Ms. Taylor explained that the only changes were the addition of her name and phone number and Buildings & Grounds (B&G) Operations Manager Greg Manley's name and phone number.

Contractor Shawn Riley explained that this agreement was different from those covering the rest of the County buildings because when the Public Defender's Office was moved into their present location, it would have cost an additional \$20,000 to switch its system over to the other company. He said Access Unlimited covered most of the County buildings, but the services were equivalent.

Commissioner Duncan moved that the Board approve the agreement with Inland Alarm for the Public Defender's building. 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. Taylor exited the meeting at 2:07 p.m.

Renewal/Annual Service Contract/Apex Office Systems/District Court

Staff Accountant – District Court Rae Ann Fritsche requested the Board's approval to renew the annual service contract with Apex Office Systems for copier maintenance. She said the price had remained the same as last year.

Commissioner Duncan moved that the Board approve the renewal of the annual service contract with Apex Office Systems for District Court. 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. Fritsche exited the meeting at 2:08 p.m.

Software License and Related Professional Services Agreement/Appraisal Technology Integration/Assessor

Assessor Rich Houser requested the Board’s approval of the software license and related professional services agreement for appraisal technology integration. He explained that the new software would allow them to refrain from hiring two additional appraisers. He said it represented a data-bridge that would allow information to be entered in the field and downloaded directly into the system. He confirmed that the agreement had been approved by Legal.

Commissioner Duncan moved that the Board approve the software license and related professional services agreement for Appraisal Technology Integration and the Assessor. 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.

Assessor Houser and Chief Deputy Assessor Joe Johns exited the meeting at 2:09 p.m.

Agreement/Election Systems & Software/Elections

Clerk Jim Brannon requested the Board’s approval for the Elections Systems & Software contract. He explained this had not been sent out for bids because Kootenai County is an ES&S County.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that this met the requirements for sole sourcing because of the required technology. He stated it was a technological requirement to use the machine with the service that was provided.

Chief Deputy Clerk Jennifer Locke added that this also included the 10 ExpressVote BMD terminals.

Clerk Brannon confirmed that this was included in the FY20 Budget. Chief Deputy Clerk Jennifer Locke stated that Elections would not take possession of the machines until after 10/1/19.

Commissioner Duncan moved that the Board approve the agreement with Election Systems & Software for hardware and software outlined in the Business Meeting packet, with no requirement to go out to bid due to it being a sole source. 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/Merchant Processing Services/Profit Stars/Jack Henry Application for Enterprise Payment Solutions/Treasurer

Chief Deputy Treasurer Laurie Thomas requested the Board's approval of the application for merchant processing services with Profit Stars/Jack Henry for Enterprise Payment Solutions. She explained that the agreement would allow Kootenai County to set up an account with Jack Henry to deposit property tax payments through the new lockbox program with BDS.

Treasurer Steve Matheson entered the meeting at 2:12 p.m.

Commissioner Duncan moved that the Board approve the agreement for merchant processing services with Profit Stars and the Jack Henry Application for Enterprise Payment Solutions. 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/EPS Payment Processing/Treasurer

Ms. Thomas requested the Board's approval of the agreement permitting EPS Payment Processing. This is the payment-processing vehicle they will use to transmit the payments from DBS into the Jack Henry Account.

Commissioner Duncan moved that the Board approve the agreement with EPS Payment Processing for the Treasurer. 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/Billing Document Specialists (BDS)/Treasurer

Ms. Thomas requested the Board's approval of the agreement between Kootenai County and BDS. She explained that BDS would print and mail property tax notices and reminders, as well as proving the lockbox payment component as part of the collection and E-payment solution.

Commissioner Duncan moved that the Board approve the agreement with Billing Document Specialists and the Treasurer's Office. 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 and KCSO Captain Kevin Smart exited the meeting at 2:14 p.m.

Tax Auditing Technician JoAnn Connor, Resource Management Office (RMO) Director Jody Bieze, KCSO Sergeant Christopher Case, Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, Information Technology (IT) PC/Imaging Technician Bob Otto, Staff Accountant – Fixed Assets Isaac Ohm and Kootenai County Resident Roger Greaves entered the meeting at 2:14 p.m.

Emergency Inmate Housing Agreement/Shoshone County/Jail/KCSO

KCSO Captain John Holecek requested the Board’s approval of an emergency inmate housing agreement with Shoshone County. He explained that Shoshone County Sheriff’s Office had requested Kootenai County Jail to house their inmates in case of an emergency. He said that both he and KCSO Sheriff Ben Wolfinger had agreed to the request and Mr. Ferguson had created an agreement by which the County would be paid \$60 a day for the temporary housing of each inmate.

Commissioner Duncan moved that the Board approve the emergency inmate housing agreement with Shoshone County. 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/Housing Inmates/Shoshone County Correctional Facility/Jail/KCSO

Captain Holecek explained that this agreement was for Shoshone County Correctional Facility to house inmates sent from Kootenai County Jail in case of overflow. He said the cost to the County would be \$60 a day for each inmate.

Commissioner Duncan moved that the Board approve the agreement for housing inmates with Shoshone County Correctional Facility 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.

Captain Holecek exited the meeting at 2:17 p.m.

2019 Equal Employment Opportunity Commission EEO-4 Survey/Countywide/Human Resources

Human Resources (HR) Generalist – Compliance Cecilia Sweet requested the Board’s approval to send the 2019 Equal Employment Opportunity Commission (EEOC) EEO-4 Survey to the EEOC.

Commissioner Duncan moved that the Board authorize Human Resources to submit the 2019 Equal Employment Opportunity Commission EEO-4 Survey. 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.

Service Agreements/Admin and Election Parking Lots/Riley/Board of Commissioners

Mr. Riley requested the Board's approval for two service agreements with Avista to provide the LED lighting poles and their installation for both the Elections and the Admin parking lots. He announced that the County would save about \$1,500 on the Elections parking lot and about \$2000 on the Admin Building lot by paying for this up front. He confirmed that the expense had been included in the Budget.

Commissioner Duncan moved that the Board approve the service agreements with Avista for the Admin and Elections Parking lot lights. 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/Order of 2020 Utility Interceptor Explorers/KCSO

KCSO Sergeant Christopher Case requested the Board's approval to place the order for the approved twenty-five interceptors and two jail transport vans through Mike White Ford.

Deputy Finance Director Keith Taylor confirmed that the billing for these vehicles had been corrected. He noted that it was important that the actual invoices go through the leasing company. Treasurer Steve Matheson stated that the financing was being done through Zion's Bank.

Clerk Brannon requested that the motion specifically include that this would be for a lease order.

Commissioner Duncan moved that the Board approve the lease order for the twenty-five 2020 Utility Interceptor Explorers and two Jail Transport Vans. 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.

Sergeant Case, Treasurer Matheson and KCSO Captain Kevin Smart exited the meeting at 2:24 p.m.

Agreement/Law Enforcement Services/City of Dalton Gardens/KCSO

KCSO Lieutenant Ryan Higgins requested the Board’s approval of an agreement for law enforcement services for the City of Dalton Gardens. He explained the agreement was to provide enhanced patrols related to traffic issues. Lieutenant Higgins said KCSO would be paid \$12,000 to perform the enhanced patrols January 10, 2020 through September 30, 2020.

In response to Commissioner Duncan’s question, Lieutenant Higgins confirmed that the fees from the citations generated would go to Dalton Gardens.

Commissioner Duncan moved that the Board approve the law enforcement services agreement between KCSO and the City of Dalton Gardens. 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.

Lieutenant Higgins and Coeur d’Alene Press Reporter Ralph Bartholdt exited the meeting at 2:25 p.m.

Approval/Taxing Districts Levy Rates/TY2019/Auditor

Tax Auditing Technician JoAnn Connor requested the Board’s approval of the Taxing Districts Levy Rates for TY2019 (Tax Year 2019).

Kootenai County Resident Roger Greaves, of 1482 East White Cloud in Athol, stated he wished to address the Board on this issue.

Chairman Fillios asked for and received consent from the other Commissions to allow Mr. Greaves to speak then, instead of at the end of the meeting.

Mr. Greaves expressed his concern regarding the levy requested by Lakeland School District. He listed the increases in rates and the additional levies requested since 2016 to illustrate. He pointed out that the district had requested a bond, but that had been rejected by the voters and now had requested an emergency levy. Mr. Greaves stated this was the third time this year that an additional levy had been requested. He asked the Board to consider rejecting it.

Commissioner Duncan responded that the Board had sought Legal counsel and had been told that they did not have the authority to reject this; they have to certify what the district sends.

Chairman Fillios agreed. He read the statute into the record, 63-803 (3): “Certification of Budgets in Dollars—Using the taxable value of the district, the council, trustees, board or other governing body of any taxing district shall certify the total amount required from a property tax upon property within the district to raise the amount of money fixed by their budget as previously prepared or approved. The amount of money so determined shall

be certified in dollars to the appropriate county commissioners.” He concluded that he did not believe the Board had any discretion in the matter; they were statutorily bound to approve it.

Commissioner Duncan asked Mr. Ferguson if the citizens could submit a request to district court for consideration. Mr. Ferguson said he was not able to speak to that point.

Chairman Fillios and Commissioner Duncan thanked Mr. Greaves for his willingness to become involved. He thanked the Board for allowing him the time to speak.

Commissioner Duncan moved that the Board certify the taxing district levy rates as presented to the Board by the Auditor for Tax Year 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.

Clerk Brannon and Ms. Locke exited the meeting at 2:32 p.m.

Supplemental Agreement/Coffman Engineers/Riverstone Transit Center/Resource Management Office

Resource Management Office (RMO) Director Jody Bieze requested the Board’s approval of a supplemental agreement with Coffman Engineers in relation to the Riverstone Transit Center. She explained the agreement was for additional construction management service, not to exceed \$17,000 and confirmed the amount would be covered by the project’s budget.

Commissioner Duncan moved that the Board approve the supplemental agreement with Coffman Engineers, not to exceed \$17,000, for the Riverstone 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.

Change Orders/Riverstone Transit Center/Resource Management Office

Mr. Riley requested the Board’s approval of change orders #16 – 19 for the Riverstone Transit Center. He noted that the orders had resulted in a net decrease in cost of \$2,585. He reminded the Commissioners that the center would be occupied on September 25, 2019 and the revised completion date was November 8, 2019.

Commissioner Duncan moved that the Board approve change orders #16 - 19 for the Riverstone 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.

Mr. Greaves exited the meeting at 2:36 p.m.

Bid Award/Hazardous Fuel Treatment/Twin Echo/Spirit Lake/Resource Management Office

Ms. Bieze reported that they had received one bid in response to their RFP (Request for Proposals) for hazardous fuel treatment for the Twin Echo/Spirit Lake Corridor. She stated the bid was from Zumbro Land Management and asked that the Board award the bid.

Commissioner Duncan moved that the Board approve the bid award for the hazardous fuel treatment at Twin Echo with Zumbro Land Management. 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.

Award/Contract/Zumbro Land Management/Resource Management Office

Ms. Bieze requested that the Board approve the contract to Zumbro Land Management for \$38,500 for 42.27 acres.

Commissioner Duncan moved that the Board approve the contract with Zumbro Land Management 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.

Resolution 2019-79/Surplus Equipment/Asset Deletion/Information Technology

Staff Accountant – Fixed Assets Isaac Ohm requested the Board’s approval of Resolution 2019-79, to declare listed equipment surplus and delete the asset numbers.

Commissioner Duncan moved that the Board approve Resolution 2019-79 for the surplus of equipment and asset deletion for Information Technology. 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 additional public comments.

H. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:41 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
