

**Minutes of Meeting  
Business Meeting  
October 15, 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 Finance Director Dena Darrow, Senior Staff Accountant Mel Merrifield, Staff Accountant – Grants Julina Hildreth, Staff Accountant – Budget Michelle Chiaramonte, Tax Auditing Technician JoAnn Conner, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits & Compensation Dorothy Cross, KCSO Captain Kevin Smart, Lieutenant Ward Crawford, Civil Deputy Prosecutor R. David Ferguson, Civil Legal Assistant Barb Nyquist, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Staff Accountant – Budget Michelle Chiaramonte led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**
  - Minutes of Meetings:**
    - 09/27/2019 Human Resources: Personnel Changes
    - 09/30/2019 Sheriff's Office
    - 09/30/2019 Commissioners' Status Update
    - 09/30/2019 Architects West
    - 10/01/2019 Business Meeting
    - 10/02/2019 Requests for Cancellation of Taxes
    - 10/03/2019 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.
    - 10/03/2019 Executive Session §74-206(1)(d) 1:30 p.m. to consider records that are exempt from disclosure as provided by law.
    - 10/03/2019 Executive Session §74-206(1)(d) 2:00 p.m. to consider records that are exempt from disclosure as provided by law.
    - 10/07/2019 Commissioners' Status Update
    - 10/08/2019 Annual Treasurer's Statement

**Board Actions:**

Assessor's Adjustment to tax/valuation/AIN 134971/Wurtz  
Treasurer's Monthly Report/September 2019  
Treasurer's Monthly Settlements and Statements/September 2019  
Cell Phone Stipend Request/Veteran's Services  
Hayden Area Regional Sewer Board (HARSB) Facility Upgrades/Payment Request  
Approval Form: Wes Tech Engineering; J-U-B Engineering  
PAF/SCF Report: BOCC Review PP21/Human Resources  
BOCC Signatures for Indigent Cases: 10/03/2019 through 10/09/2019

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

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

The motion carried.

**D. Approval of Payables List:**

Commissioner Duncan moved to accept the Payables List for the week of October 7, 2019 through October 11, 2019 for the amount of \$1,072,507.78 and \$1183.02 in jury panel payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

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

**F. New Business:**

**Sole Source Procurement / SoftCode Contract / Tyler Technologies / Resolution 2019-81 / KCSO**

Captain Kevin Smart requested the Board's approval on Resolution 2019-81, allowing sole source procurement of the SoftCode software and included a contract with Tyler Technologies for the software. He also pointed out that the contract also included a license and service agreement with Tyler Technologies.

Commissioner Duncan moved to approve Resolution 2019-81 and the SoftCode contract. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

**Pricing Agreement/End User License Agreement/Priority Dispatch/KCSO**

Lieutenant Ward Crawford presented the End User License Agreement with Priority Dispatch. He explained it would be approximately \$40,788 yearly, with no price increases until 2025.

Commissioner Duncan moved to approve the pricing agreement and the end user license agreement between priority dispatch and KCSO. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Captain Smart and Lieutenant Ward exited the meeting at 2:04 p.m.

**Monitoring Agreement/Access Unlimited/Treasurer**

Commissioner Duncan explained that this was an agreement with Access Unlimited to provide security monitoring in the Treasurer's vault.

Commissioner Duncan moved to approve the monitoring agreement with Access Unlimited. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Property and User's Policy/Kootenai County Public Transportation (Citylink North)/Riverstone Transit Center/Resource Management Office**

RMO Senior Program Manager Kimberli Riley requested Board approval of the Property and User's Policy for Citylink North and the Riverstone Transit Center. She pointed out that the policy had been reviewed and approved by Legal.

Commissioner Duncan moved to approve the Property and User's Policy. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Agreement/BCR Land Services, Inc./Snow Removal Services/Riverstone Transit Center/Resource Management Office**

Ms. Riley presented an agreement with BCR Land Services, Inc. for snow removal at the Transit Center.

Commissioner Duncan moved to approve the agreement with BCR Land Services, Inc. for snow removal services at the Transit Center. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye  
The motion carried.

**Grant Award Document/Idaho Public Safety Communications Commission (IPSCC)/Idaho Office of Emergency Management/KCSO/9-1-1/Resource Management Office**

Ms. Riley requested approval of the Grant Award from IPSCC and said that their application for the grant had been partially funded for \$67,774.65.

Commissioner Duncan moved to approve the IPSCC Grant for \$67,774.65. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

**Approve/Amendment of 2019 Tax Year Levy Rates/Auditor**

Tax Auditing Technician JoAnn Conner requested approval of the amended 2019 Tax Year Levy Rates. She explained that the amendment came because of a data difference between the actual data and the summary report the taxing districts sent and assured the Board that the changes were minimal.

Commissioner Duncan moved to approve the amended 2019 Tax Year levy rates. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

**Approve FY20 Salary Increases/Sworn Officer Matrix/General Pay Plan/Attorney Pay Plan/Human Resources**

HR Director Sylvia Proud explained that they had come to final numbers for the wage study increases and presented a report to the Board that showed an employee pay report separated by individual which showed what each employees increase would be, effective December 22, 2019. She said that the report also showed if the employee was eligible for a bonus or a combination of both a bonus and a salary increase. Ms. Proud pointed out that if an employee were to get a bonus, it would be administered on the January 9, 2020 paycheck.

Ms. Proud said that the schedules she had presented to the Board would be circulated to each Department Head and Elected Officials so they could begin notifying their employees of the increases.

Commissioner Duncan stated that she had been against the implementation all along, but was in favor of sending the data to the Auditor's Office so they could begin the process.

She clarified that she would make a motion to that effect, not because she had approved the process. She also said that she appreciated HR, the Auditor’s Office and BOCC Senior Business Analyst Nanci Plouffe’s efforts during the implementation.

Commissioner Duncan moved to approve the FY20 salary increases, sworn officer matrix, general pay plan, and attorney pay plan schedules. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

**Reject Bids/Coroner Remodel Project/Riley/Board of Commissioners**

Kootenai County Contractor Shawn Riley requested approval to reject the bids that had been received for the Coroner remodel. He explained that of the three bids received, one was responsive to the bid requirements and that one bid was \$20,000 over budget. He also asked for approval to submit for competitive bids.

Commissioner Duncan moved to reject the bids and to authorize Mr. Riley to submit for competitive bids. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

**Proclamation: Giving Tuesday/Innovia Foundation**

Commissioner Duncan explained that the Board had decided that December 3, 2019 had been designated as Giving Tuesday.

Commissioner Duncan moved to approve the Proclamation for December 3, 2019 as Giving Tuesday. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

**Resolution 2019-86/County Deeds from Tax Auction/**

BOCC Administrative Secretary Teri Johnston explained that the resolution was to authorize Chairman Fillios to sign the County Deeds from the tax auction.

Commissioner Duncan moved to approve Resolution 2019-86. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: 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 Fillios adjourned the meeting at 2:21 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

\_\_\_\_\_