

**Minutes of Meeting  
Business Meeting  
October 16, 2018  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Chris Fillios and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Chief Deputy Clerk Jennifer Locke, Court Services Manager Marissa Garza, Staff Accountant Julina Hildreth, Juvenile Probation Director Deb Nadeau, Grants Management Office (GMO)/Transit Director Jody Bieze, Office of Emergency Management (OEM) Preparedness Coordinator Heather Miller, Emergency Operations Center (EOC) Coordinator Tiffany Westbrook, Civil Deputy Prosecutors R. David Ferguson and Pat Braden, Civil Legal Assistant Barb Nyquist, BOCC Senior Financial Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Also present was citizen Robert Norris. Chairman Marc Eberlein was excused.

- A. Call to Order:** Chairman Pro Tem Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Staff Accountant Julina Hildreth led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**

**Minutes of Meetings:**

09/27/2018	Public Hearing/ZON18-0001/Ordinance 528/Equity Trust Company/Community Development
09/27/2018	Public Hearing/ZON18-0002/Ordinance 527/McCormick/Community Development
10/01/2018	Community Development Update
10/02/2018	Corrected/Indigent Appeal 2108-177
10/02/2018	Annual Treasurer's Statement
10/03/2018	Parks & Waterways/Centennial Trail Encroachment
10/03/2018	Omnibus 3
10/04/2018	Human Resources Personnel Changes
10/04/2018	Noxious Weeds Cost Share Program
10/09/2018	Continuance of Deferment Request 2015-507 and 2016-468
10/09/2018	Buildings & Grounds
10/09/2018	Business Meeting

**Board Actions:**

Resolution 2018-87/Cancel Penalties and Interest/AIN 229204/Carlson  
Resolution 2018-88/Cancel Penalties and Interest/AIN 117842/Wilson  
Approve/Request of Surplus Funds/Jail Expansion Project/Buildings & Grounds  
PAF/SCF Report: BOCC Review PP21/Human Resources  
BOCC Signatures for Indigent Cases: 10/04/2018 through 10/10/2018

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

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

**D. Approval of Payables List:**

Commissioner Bingham moved to accept the Payables List for the week of October 8, 2018 through October 12, 2018, in the amount of \$731,485.66 with no jury payments. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

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

**F. Action Items:**

**Public Hearing: Proposed Ordinance No. 530/Urban Renewal Area/Post Falls Area of City Impact/Board of Commissioners**

Civil Deputy Prosecutor Pat Braden explained there was a new Urban Renewal District (URD) on the Rathdrum Prairie that had been formed in conjunction with City of Post Falls and the Post Falls URD. He said there had been two parcels that had applied for annexation into the City of Post Falls and into the Urban Renewal District; one had been approved and the other had not. Further, the Ordinance and an accompanying Inter-Governmental Agreement, which would allow that second parcel to be annexed into the URD, but would still be pending annexation into Post Falls. Mr. Braden requested approval for each document.

Commissioner Bingham moved to close the Public Hearing. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

Commissioner Bingham moved to approve the proposed ordinance and to sign the Inter-Governmental Agreement. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

**Contract/Copier/Fax/Apex Office System/District Court**

Court Services Manager Marissa Garza provided an update to the previously discussed Copier/Fax Machine contract with Apex Office Systems. She said that although H&H Systems provided ample services to copiers and fax machines throughout the County, they could not fix that specific copier due to not having proper training.

Commissioner Bingham moved to approve the contract with Apex Office Systems. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

**Renewal/Independent Contractor Agreement/Alternative to School Suspension Program/Post Falls School District/Jones/Juvenile Probation**

Juvenile Probation Director Debbie Nadeau requested renewal of their independent contractor, Mark Jones, coordinator of the Alternative to School Suspension Program with the Post Falls School District. She said the Post Falls School District offered the salary for Mr. Jones, while Juvenile Probation provided a van, fuel and maintenance costs for the van, and the oversight and supervision of the program. Ms. Nadeau said the program was currently in its 14<sup>th</sup> year.

Commissioner Bingham moved to approve the renewal of the Independent Contractor Agreement for the Alternative to School Suspension Program between Mr. Jones and the Post Falls School District. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

Ms. Garza exited the meeting at 2:08 p.m.

**Renewal / Independent Contract Agreement / Mentoring Program Coordinator / Kirk / Juvenile Probation**

Ms. Nadeau requested approval of the Independent Contractor Agreement with Amelia Kirk, Mentoring Program Coordinator for Juvenile Probation. She said this would be Ms. Kirk's 4<sup>th</sup> year of serving as coordinator. There were 18 youth that had been matched with a mentor and she explained they used Lottery Funds to fund Ms. Kirk's salary.

Commissioner Bingham moved to approve the renewal of the Independent Contractor Agreement between Mentoring Program Coordinator, Ms. Kirk, and Juvenile Probation. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Bingham: Aye  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Excused

The motion carried.

### **Third Street Annex Emergency Plan Update/Office of Emergency Management**

OEM Preparedness Coordinator Heather Miller and EOC Coordinator Tiffany Westbrook requested the BOCC approve the Third Street Annex Emergency Plan Update. She said there had been a complete update to the Plan, noting they had also added a section on lockdowns and made the Plan less wordy and simpler to interpret.

Chairman Eberlein entered the meeting at 2:11 p.m.

Commissioner Bingham moved to approve the Third Street Annex Emergency Plan Update. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

### **Engagement Letter/Eide Bailly/External Auditing Services FY18/Auditor**

Staff Accountant Julina Hildreth presented two letters to the Board for approval. She explained that one letter was the engagement letter for Eide Bailly, the external Auditor for the County, which required the Board's signatures. She explained it outlined the work plans for the external audits of the 2018 financial statements and production of the 2018 Comprehensive Financial Report (CAFR). She said the other letter provided would describe the annual grants audit and would not require a signature, it was provided only for informational purposes. She said the cost was approximately \$1300 higher than previously set forth in the year prior.

Chairman Eberlein asked Ms. Hildreth if she believed Eide Bailly to still be doing great job for the County. She expressively said they were and said the single audit had just been completed and had gone very smooth. Commissioner Bingham said he had one comment he would make to explain why he would be voting "no" during the motion: he did not appreciate Eide Bailly's involvement in the County's transparency discussions and he believed an independent auditor should remain independent.

Commissioner Fillios moved to approve the engagement letter for the FY18 External Auditing Services for Eide Bailly. Chairman Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

Chairman Eberlein commented that he appreciated Eide Bailly's hard work.

**Letter of Agreement/Public Transportation/Dalton Gardens/Transit**

GMO/Transit Director Jody Bieze presented a Letter of Agreement between GMO/Transit and Dalton Gardens. Chairman Eberlein stated that Dalton Gardens provided GMO/Transit \$2904 for them to provide public transportation services to Dalton Gardens.

Commissioner Bingham moved to approve the Letter of Agreement between GMO/Transit and Dalton Gardens. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

**FY19 5310 Agreement/Small Urban Enhanced Mobility of Seniors/Individuals with Disabilities/Transit**

Ms. Bieze presented a grant agreement to provide transportation to individuals with disabilities and seniors who lack transport. She said transportation could be to schools, medical appointments and grocery stores, to name a few. MS. Bieze continued, stating that the match had been provided by the Area Agency of Aging and an in-kind match.

Commissioner Fillios moved to approve the FY19 5310 Grant Agreement for Transit. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

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

The motion carried.

**Request for Qualifications/Materials Testing/Inspections/Quality Assurance/Quality Control/Riverstone Transit Center/Transit**

Ms. Bieze said Transit had issued a Request for Qualifications (RFQ) for materials testing, inspections, quality assurance and quality control for the Riverstone Transit Center. Commissioner Fillios opened a single submittal by Allwest Engineering, located in Hayden, Idaho.

Commissioner Bingham moved to accept the submittal from Allwest Engineering for the RFQ related to the Riverstone Transit Center. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson 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 2:18 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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