

**Minutes of Meeting  
Business Meeting  
October 23, 2018  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein and Commissioner Chris Fillios met to discuss the following agenda items. Chairman Eberlein attended via teleconference. Also present were Public Defender (PD) Anne C. Taylor, PD Administrative Supervisor II Jamie Woods, Chief Deputy Treasurer Laurie Thomas, Buildings & Grounds (B&G) Director Shawn Riley, Airport Director Steven Kjergaard, Finance Director Dena Darrow, Staff Accountant Julina Hildreth, KCSO Lieutenant Ryan Higgins, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, KCSO 911 Communications Services Manager Collin McRoy, Civil Deputy Prosecuting Attorney Pat Braden, Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Grants Management Office (GMO)/Transit Program Manager Kimberli Riley, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, OEM Emergency Operations Coordinator Tiffany Westbrook, BOCC Administrative Supervisor Leighanna Keiser, BOCC Administrative Secretary Teri Johnston, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present, representing CASA, was Attorney Alycia Moss. Commissioner Bob Bingham was excused.

- A. Call to Order:** Chairman Marc Eberlein suggested that Commissioner Chris Fillios act as Chairman Pro Tem, since he was the only one physically present at the meeting. Chairman Pro Tem Fillios called the meeting to order at 2:01 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:**
  - 10/02/2018 Business Meeting
  - 10/11/2018 Human Resources Personnel Changes
  - 10/15/2018 Solid Waste Update
  - 10/15/2018 Commissioners' Debriefing
  - 10/16/2018 Fair Board Update
  - 10/17/2018 Executive Session §74-206(1)(f) (2:00 p.m.) 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.
  - 10/17/2018 Executive Session §74-206(1)(f) (2:33 p.m.) 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.

**Board Actions:**

Civil Division/September 2018 Financial Report/KCSO  
Authorization/Increase to Admin Petty Cash Funds/Solid Waste  
Successor Coeur d'Alene Custodial and Work Trust/Coeur d'Alene Basin Property  
Sampling Participant Information Form  
Kennel License Renewals: Roth; Templin

New Kennel License Applications: Sparks/North Idaho Sled Dog Rescue; Tutt; Bonville/Legacy Canine Boarding and Training LLC (Formerly Byer's Kennel)  
PAF/SCF Report: BOCC Review PP22/Human Resources  
BOCC Signatures for Indigent Cases 10/11/2018 through 10/17/2018

Chairman Marc Eberlein moved to approve the Consent Calendar as it appeared on the agenda. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**D. Approval of Payables List:**

Chairman Eberlein moved to accept the Payables List for the week of October 15, 2018 through October 19, 2018 in the amount of \$1,157,639.72, with jury payments of \$85.42. Chairman Pro Tem Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

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

**F. Action Items:**

**Open/Statements of Qualifications/Consulting Services/Buildings & Grounds**

Chairman Pro Tem Fillios received and opened a stack of Statements of Qualifications from businesses wanting to be considered for projects by Buildings & Grounds. He read the business names and addresses for the record.

- T.O. Engineers, Meridian, ID
- Michael Terrell – Landscape Architecture, PLLC, Liberty Lake, WA
- Longwell & Trapp Architects, Hayden, ID
- Parametrix, Coeur d'Alene, ID
- HMM Engineering, Coeur d'Alene, ID
- Century West Engineering, Coeur d'Alene, ID
- Fusion Architecture, Valley Ford, WA
- Jackola Engineering & Architecture, Kalispell, MT
- Cortner Architectural Company, Spokane, WA
- JUB Engineers, Inc., Coeur d'Alene, ID
- All West Testing and Engineering, Hayden, ID
- SPVV Landscape Architects, Spokane, WA
- Trindera Engineering, Coeur d'Alene, ID
- Design West Architects, Spokane, WA
- Ginno Construction, Coeur d'Alene, ID

- Ginno Construction, Coeur d’Alene, ID (There were two packets from Ginno)
- Young Construction Group of Idaho, Inc., Coeur d’Alene, ID
- Ruen – Yeager & Associates, Coeur d’Alene, ID
- Architects West, Coeur d’Alene, ID
- Welch Comer Architects, Coeur d’Alene, ID
- ALSC Architects, Spokane, WA

Buildings & Grounds (B&G) Director Shawn Riley assisted with opening the packages.

Chairman Marc Eberlein moved that the Board acknowledge receipt of the Statements of Qualifications and direct that they be given to Legal for approval, then to the appropriate department. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham:           Excused  
 Chairman Pro Tem Fillios:       Aye  
 Chairman Eberlein:               Aye  
 The motion carried.

Mr. Riley exited the meeting at 2:11 p.m.

**Grant Offer/AIP 3-16-0010-046/Land Acquisition/Airport**

Airport Director Steven Kjergaard requested the Board’s approval to accept grant offer AIP 3-16-0010-046, from the Idaho Transportation Department. He explained the amount of \$41,075.28 represented a 5% match for the land purchase made by the Airport a year and a half ago.

Chairman Marc Eberlein moved that the Board accept grant offer AIP 3-16-0010-046 from the Idaho Transportation Department for the Airport. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham:           Excused  
 Chairman Pro Tem Fillios:       Aye  
 Chairman Eberlein:               Aye  
 The motion carried.

**Approval/Quotation/Survey Technologies/KCSO/911**

KCSO 911 Communications Services Manager Collin McRoy requested the Board’s approval of a quote from Survey Technologies, Inc. for GPS-related equipment. He noted that this expense was approved by Legal and was covered in the FY2019 Budget.

Chairman Marc Eberlein moved that the Board approve the quote for the purchase of equipment from Survey Technologies, Inc. by KCSO 911. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham:           Excused  
 Chairman Pro Tem Fillios:       Aye  
 Chairman Eberlein:               Aye  
 The motion carried.

Mr. McRoy exited the meeting at 2:13 p.m.

**Amendment to Award/Order for Supplies/Services/Bureau of Land Management/  
KCSO**

KCSO Lieutenant Ryan Higgins requested the Board’s approval for an amendment to the order for supplies/services from the Bureau of Land Management. He explained this agreement reimburses KCSO for the expense of patrolling land owned by the Bureau of Land Management.

Chairman Marc Eberlein moved that the Board approve the amendment to the award for the order for supplies/services between the Bureau of Land Management and KCSO. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Modification/Contract/TLOxp Online/TransUnion/Public Defender**

Public Defender’s Office Administrative Supervisor II Jamie Woods requested the Board’s approval of a modification to the contract between the Public Defender’s office and TransUnion for the TLOxp Online service. She explained that there would be no increase in cost but that her office would receive additional services.

Chairman Marc Eberlein moved that the Board approve the modification of the contract between TransUnion and the Public Defender’s Office as described. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

**Agreement/Cost Reimbursement/Domestic Violence Court Probation Officer/Idaho  
Supreme Court/Grants Management Office**

Adult Misdemeanor Probation Director Keith Hutcheson requested the Board’s approval of a cost reimbursement agreement between Kootenai County and the Idaho Supreme Court for the position of Domestic Violence Court Probation Officer. He explained receiving funding for this position allows enhanced supervision of domestic violence offenders.

Chairman Marc Eberlein moved that the Board approve the agreement between the Kootenai County Grants Management Office and the Idaho Supreme Court for cost reimbursement for the Domestic Violence Court Probation Officer Position. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Aye  
The motion carried.

Ms. Woods and Mr. Hutcheson exited the meeting at 2:15 p.m.

**2018 State Homeland Security Grant Use Agreement/Coeur d’Alene Tribe/Office of Emergency Management**

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board’s approval of the 2018 State Homeland Security Grant Use Agreement between OEM and the Coeur d’Alene Tribe. She explained the funds would be used to purchase radios for Coeur d’Alene Tribe police vehicles that would allow them to connect with KCSO radio service.

Chairman Marc Eberlein moved that the Board approve the 2018 State Homeland Security Grant Use Agreement with the Coeur d’Alene Tribe as described. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Aye  
The motion carried.

**2018 State Homeland Security Grant Use Agreement/Shoshone Fire Protection District #2/Office of Emergency Management**

Ms. Irish requested the Board’s approval of the 2018 State Homeland Security Grant Use Agreement between the Shoshone Fire Protection District #2 and OEM. She said the funds would be used to purchase radios for the Fire District that would allow them to connect with KCSO radio service.

Chairman Marc Eberlein moved that the Board approve the 2018 State Homeland Security Grant Use Agreement with Shoshone Fire Protection District #2 as described. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused  
Chairman Pro Tem Fillios: Aye  
Chairman Eberlein: Aye  
The motion carried.

Lieutenant Higgins exited the meeting at 2:17 p.m.

**Juvenile Justice Center Emergency Plan/Office of Emergency Management**

OEM Emergency Operations Coordinator Tiffany Westbrook requested the Board's approval of the updated version of the Juvenile Justice Center Emergency Plan.

Chairman Marc Eberlein moved that the Board approve the updated version of the Juvenile Justice Center Emergency Plan. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused

Chairman Pro Tem Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

Ms. Irish and Ms. Westbrook exited the meeting at 2:18 p.m.

**Corrected/Contract Renewal/Westlaw Access Terminal/Justice Building/Thomson Reuters/District Court/Civil Prosecuting Attorney**

Civil Deputy Prosecuting Attorney Pat Braden requested the Board's approval of a correction to the contract renewal with Thomson Reuters for the Westlaw Access Terminal in the Justice Building. He explained there was an error in the description of the product in the original contract.

Chairman Marc Eberlein moved that the Board approve the corrected contract renewal with Thomson Reuters for the Westlaw Access Terminal in the Justice Building. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused

Chairman Pro Tem Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

**Public Defender Conflict Contract/Rector/Board of Commissioners**

BOCC Administrative Supervisor Leighanna Keiser requested the Board's approval for the Public Defender Conflict Contract to be offered to Monica Rector.

Chairman Marc Eberlein moved that the Board approve the Public Defender Conflict Contract as presented. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused

Chairman Pro Tem Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

Mr. Braden exited the meeting at 2:20 p.m.

**FY19 CASA Contract/Board of Commissioners**

Ms. Keiser explained that she was presenting this item for BOCC Communications Manager Nancy Jones. She read a prepared statement by Ms. Jones requesting that the

Board approve the FY19 CASA Contract with Attorney Alycia Moss for her services representing the First Judicial District CASA Program, Inc.

Chairman Marc Eberlein moved that the Board approve the FY19 CASA contract offered to Attorney Alycia Moss as described. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused

Chairman Pro Tem Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

Attorney Alycia Moss, Finance Director Dena Darrow and Staff Accountant Julina Hildreth exited the meeting at 2:23 p.m.

#### **Petitions for Annexation/Asburry/Casper/Kootenai County Fire & Rescue**

Civil Deputy Prosecuting Attorney R. David Ferguson presented the petitions for annexation into Kootenai County Fire and Rescue by properties owned by David Asburry, Parcel 49NO6W014975, and James & Lindsey Casper, Parcel 50N04W192900. He stated that all the necessary requirements had been met and asked the Board to approve the petitions.

Chairman Marc Eberlein moved that the Board approve the petitions for annexation into Kootenai County Fire and Rescue as described. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused

Chairman Pro Tem Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

#### **Resolution 2018-89/Classify Records/Treasurer**

#### **Resolution 2018-90/Destroy Records/Treasurer**

Chief Deputy Treasurer Laurie Thomas requested the Board's approval to classify and destroy records that are no longer required in hard copy form by the Treasurer's Office. Chairman Pro Tem Fillios and Chairman Eberlein agreed that the two items could be treated as one for the vote.

Chairman Marc Eberlein moved that the Board approve Resolution 2018-89 and Resolution 2018-90, giving the Treasurer's Office permission to classify and destroy records. Chairman Pro Tem Chris Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Excused

Chairman Pro Tem 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 Pro Tem Fillios adjourned the meeting at 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN PRO TEM

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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