

**Minutes of Meeting  
Commissioners' Status Update  
October 28, 2019  
11:00 a.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, Staff Accountant – Budget Michelle Chiaramonte, Human Resources (HR) Director Sylvia Proud, Reprographics/Mail Center Manager David Reid, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Contractor Shawn Riley.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:01 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Discussion Items):**

**Coroner Project: Pressure Valve**

Contractor Shawn Riley reported that the City of Coeur d'Alene would require a back-flow preventer/pressure valve to be installed as part of the project. He said this would change the scope of the bidding process because now a mechanical engineer would have to be involved. He predicted that he would bring an addendum not to exceed \$3,350 on the current package to the next Business Meeting. He commented that the Coroner might run out of funds on the project because of the changes required.

Finance Director Dena Darrow confirmed that the project had been funded at \$60,000, with the addition of \$13,000 rolled over from the design process.

Mr. Riley noted that the only bid for the project they had received had been for \$95,000.

Chairman Fillios asked if that bid had included the special 48-inch doors. Mr. Riley said it had and if those were removed, it would help balance the cost but would not cover the full additional amount.

Chairman Fillios said he had spoken to Coroner Warren Keene, M.D. about the doors. He reported that Doctor Keene said he wanted them so that he could move the body coolers currently stored in his personal hangar at the Airport to the new location.

Commissioner Leslie Duncan reminded those present that the remodel of the Coroner's office did not include the electrical capacity to run the coolers. Mr. Riley confirmed that there was no backup power included in the plans. Chairman Fillios remarked that there was no backup power at the hangar, either.

Chairman Fillios stated that Doctor Keene had said the coolers would be needed for body storage in the case of a mass fatality.

Commissioner Duncan reminded those present that Kootenai County had an agreement with the U.S. Forest Service that would cover that possibility. She added that the facilities in Spokane were also close enough to access in an emergency.

Chairman Fillios suggested that Doctor Keene be invited to the Business Meeting on October 29, 2019 so the issue could be discussed and decided. There was general agreement with his proposal.

### **Parking Policy**

BOCC Communications Manager Nancy Jones asked whether the Commissioners wanted to set an official policy regarding employees parking in the newly renovated DMV (Department of Motor Vehicles) lot at the Administrative Building. She noted that many employees used to park there and, without an official policy, might begin parking there again. She added that the Commissioners should also consider who would enforce such a policy and what the penalties would be. Ms. Jones noted that getting employees not to park in the DVM lot had been an issue for many years.

Commissioner Duncan suggested that the other Elected Officials be contacted and asked for their support. She said if they urged their employees not to park in the DMV lot, compliance would be much more likely.

Mr. Riley pointed out that local residents also parked inappropriately in the lot, particularly in the summer. He said people did not want to pay for parking for the beach, so they parked in the DMV lot and walked down.

There was general agreement to seek the support of the Elected Officials and direct Mr. Riley to investigate the cost of new signs for the lot saying it was for DMV customers only.

### **Procurement Strategy**

Commissioner Duncan suggested the development of a preferred vendor list to help departments save money on purchases. She suggested forming a committee that could include Reprographics/Mail Center Manager David Reid, because he has experience in this area. She also suggested that Ms. Darrow and Deputy Finance Director Keith Taylor take charge of the group and invite others to participate.

Chairman Fillios stated that Resource Management Office (RMO) Director Jody Bieze had taken classes in procurement and would probably be interested in helping.

Mr. Reid added that there were ways to join County orders to preexisting State contracts and save money that way.

### **Bonuses: Where to from Here?**

Commissioner Duncan reminded those present of what had been discussed at the last Elected Officials Meeting. She said that the Board needed to consider completing the last

aspects of the compensation plan such as a matrix, steps in grade, merit pay and bonuses. She offered her opinion that if a department were short-staffed and the remaining people took on extra work, it would be appropriate to use salary salvage to give them bonuses.

Commissioner Brooks questioned past practices and expressed his concern that positions might be left open just to create a slush fund in a department.

Commissioner Duncan noted that positions left open after a certain length of time were eliminated.

Chairman Fillios stated that some Elected Officials had not followed the new policy in 2019 regarding having the BOCC approve bonuses: the Prosecutor's Office, the Sheriff's Office and the Clerk's Office. He indicated he did not think punitive action was appropriate and that the errors were oversights.

Ms. Darrow reported that the Auditor's Office was examining Policy 930 and comparing it to Policy 120 in relation to compensation and bonuses. She explained that one was an expenditure policy and the other a compensation policy, but that they did not precisely align. She suggested the policies needed to be clarified to prevent future misunderstandings.

Ms. Darrow pointed out that bonuses had not been included in the budget in the past. She said the Commissioners' stated intention to include them in the future should help.

There was general agreement on these points.

Commissioner Brooks said he thought the term "salary salvage" was unclear and confusing. He suggested a better label be created. There was general agreement that a more accurate term should be found.

- D. 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.

Kootenai County Resident Tina Ginorio suggested that Human Resources issue temporary parking passes for the DMV lot for employees who were suffering from a health issue that did not rise to the level of need for a handicapped permit but made walking any distance difficult for a period of time.

She also suggested that the Garden Street lot be re-lined because so many of its spaces were sized and labelled for compact vehicles. She said that it was very difficult to fit a full sized car, much less a truck or van, in a compact space. She remarked that some employees were reluctant to park in that lot because people left nasty notes on cars that did not fit well into the smaller spaces.

Mr. Riley explained that a compact space was seven and a half feet wide, while a standard space was nine feet wide. He said the problem with re-lining the lot now was that they

would have to pressure blast the old lines away and that never left a completely clean surface. He added that the Garden Street lot was scheduled to be redone in about two or three years and, at that time, it would receive a black seal-coat so it would have a clear background for new lines.

Commissioner Brooks asked why there were different sized crosshatched spaces for handicapped parking spaces. He remarked that some were too small for a van to let its ramp down.

Mr. Riley said there were two different types of ADA (Americans with Disabilities Act) spaces described in the 2010 ADA guidelines. He explained that the smaller crosshatched spaces were just to allow someone with a walker or similar item to get out of the car and get turned around, while the larger ones were for vans with ramps.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:40 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

\_\_\_\_\_