

**Minutes of Meeting  
Commissioners' Debriefing  
October 29, 2018  
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios and Commissioner Bob Bingham met to discuss the following agenda items. Also present were Prosecutor Barry Black, Civil Deputy Prosecuting Attorney Darrin Murphey, Finance Director Dena Darrow, Buildings & Grounds (B&G) Director Shawn Riley, Human Resources (HR) Director Skye Mercer, Grants Management Office (GMO)/Transit Director Jody Bieze, GMO/Transit Program Manager Kimberli Riley, Community Development Director David Callahan, KCSO 911 Communications Services Manager Collin McRoy, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Lynn Knapp from The Hitching Post in Coeur d'Alene.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 2:38 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Hitching Post Request (Action)**

Buildings & Grounds (B&G) Director Shawn Riley introduced Lynn Knapp, from The Hitching Post in Coeur d'Alene. Ms. Knapp announced that The Hitching Post was going to celebrate its 100<sup>th</sup> Anniversary on September 9, 2019. She asked the Board's permission to use a nearby County parking lot that day for people attending the festivity. She also asked if she needed to get any additional permissions from the Board. Ms. Knapp added that The Hitching Post would secure appropriate insurance coverage for the event.

Civil Deputy Prosecuting Attorney Darrin Murphey stated she would just need to submit a simple statement listing the insurance they secured for the anniversary and stating that the County would be held harmless in any liability situation.

Commissioner Bob Bingham suggested that she check with the City of Coeur d'Alene to make sure no paperwork needed to be completed for them.

Mr. Riley said that he would have the statement of insurance drawn up and delivered to her to sign.

Commissioner Chris Fillios moved that the Board approve the petition from The Hitching Post to conduct the event titled “100 Years of Love in the Lake City,” on September 9, 2019 from 12:00 p.m. to 4:00 p.m., cleanup time at 8:00 p.m., and to use the County Parking Lot at the corner of North Government Way and East Garden, pending approval from the City of Coeur d’Alene, and subject to receipt of an agreement between the County and The Hitching Post. Commissioner Bingham seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye  
Commissioner Fillios: Aye  
Chairman Eberlein: Aye  
The motion carried.

Ms. Knapp and Community Development Director David Callahan exited the meeting at 2:46 p.m.

### **Miller Stauffer Contract Amendment (Discussion)**

Mr. Riley reminded the Commissioners that they had previously discussed the pole barn storage facility to be constructed at KCSO 911. He said an amendment to the original contract would be brought to the Business Meeting on November 6, 2018. He explained this would enable them to move forward with adjusting the designs and reaching a final plan. Mr. Riley stated that, once an agreement was reached, an additional presentation to discuss specifications of the buildings could be arranged for the Commissioners, if desired.

Commissioner Fillios asked whether the \$18,000 for the project was in the FY2019 Budget. KCSO 911 Communications Services Manager Collin McRoy confirmed it was budgeted for design, construction documents, preparation and construction management, not just architectural design. Commissioner Fillios asked the size of the structure; Mr. McRoy said it would be 4,008 square feet.

Commissioner Bingham remarked that the bulk of the \$18,000 would be coming from 911 funds and so not from the County’s Budget. Mr. McRoy stated there was a split on the fee, but the cost is all approved and funded in the 2019 Budget as a Capital Expense.

All three Commissioner voiced their approval to proceed.

### **ADA Project Update (Discussion)**

Mr. Riley announced that the Compliance Agreement with the DOJ (Department of Justice) had been met in full. He said that all the work had been done except for the elevator in the Juvenile Justice Building. He stated that he would request a variance to allow them to complete the work within two years in order to allow the County to budget for the expense. Mr. Riley reminded the Commissioners that the work would cost about \$30,000 to repair the elevator or about \$70,000 to replace it.

Mr. Murphey said he had been in contact with the attorney representing the DOJ in this and he believes the County will be able to get the variance to allow them the extra time to comply.

Commissioner Fillios asked whether Mr. Riley planned to repair or replace the elevator. Mr. Riley said the elevator does get a great deal of use, and is very old, so replacing it may end up being the better choice, but it would be up to a future Board to decide.

Mr. Riley also stated that there have been no new instructions related to the lift in Courtroom One. He said he expects some action on that when Christine England, the attorney in charge of the whole project returns to work in December 2018.

**Notice of Award/Contract – Materials Testing, Special Inspections, Quality Assurance, Quality Control – Transit (Action)**

Grants Management Office (GMO)/Transit Program Manager Kimberly Riley informed the Board that this item giving notice of the award of the contract for materials testing, special inspections, quality assurance and quality control would be on the Business Meeting agenda for October 30, 2018. She said that they would ask the Board's approval of awarding it to All West Testing and Engineers.

All three Commissioners voiced their understanding and agreement.

**Interim Human Resources Manager (Action)**

Prosecutor Barry Black announced that Human Resources (HR) Director Skye Mercer would be leaving her position earlier than expected and this would make the appointment of an Interim Human Resources Manager necessary. He stated that Kimberley Buffin would fill in until a permanent selection was made. He further stated that a full search would be made for a new Director; they have already received thirty-two candidates.

Prosecutor Black requested the Board's approval for adjusting Ms. Buffin's salary during the time she acts as Interim HR Director. He explained the increase would be covered by salary salvage.

Prosecutor Black stated that the Selection Committee would be meeting on November 9, 2018 to begin review of the received applications. He said that interviews would be scheduled as quickly as possible.

Commissioner Bingham moved that the Board approve setting the salary of the Interim Human Resources Director for Kimberly Buffin at \$61,429, to begin November 9, 2018. Commissioner Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Bingham: Aye

Commissioner Fillios: Aye

Chairman Eberlein: Aye

The motion carried.

**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. There was no public comment.

**E. Adjournment (Action):** Chairman Eberlein adjourned the meeting at 3:01 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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