

**Minutes of Meeting
Business Meeting
October 29, 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, Staff Accountant – Budget Michelle Chiaramonte, Staff Accountant – Grants Julina Hildreth, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Human Resources (HR) Director Sylvia Proud, KCSO Lieutenant Ryan Higgins, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecutors R. David Ferguson and Pat Braden, Civil Legal Assistant Barb Nyquist, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, 9-1-1 Administrative Assistant Alicia Lynch, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Also present was Kootenai County Contractor Shawn Riley and citizen Richard Cameron.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Kootenai County Contractor Shawn Riley led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**
 - Minutes of Meetings:**
 - 08/15/2019 ZON19-0003/Ordinance No. 503/North Idaho Rose LLC/Community Development
 - 09/11/2019 ORA18-0003/Ordinance No. 546/Amendment/Omnibus III/Community Development
 - 09/19/2019 VAR19-0005/Taruscio/Community Development
 - 10/03/2019 ZON18-0015/Templin Family Trust/Community Development
 - 10/10/2019 MSP19-0005/Walking Horse Estates/Community Development
 - 10/15/2019 Commissioner’s Status Update
 - 10/15/2019 Business Meeting
 - 10/15/2019 Annual Treasurer’s Settlement
 - 10/16/2019 Elected Officials
 - 10/17/2019 Community Development Update
 - Board Actions:**
 - Civil Division/September 2019 Financial Report
 - PAF/SCF Report: BOCC Review PP22/Human Resources
 - Kennel License Renewals: Bonville; Bussey; Sparks; Tutt; Arnold; Duren

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 (Action):

Commissioner Duncan moved to accept the Payables List for the week of October 21, 2019 through October 25, 2019 for the amount of \$847,450.22 and jury panel payments in the amount of \$378.80. 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 (Action): There were no changes to the agenda.

F. Action Items:

Request/Unanticipated Capital Expenditure/Trailer Replacement/Parks & Waterways

Commissioner Duncan explained that through a routine maintenance inspection, P&W staff had recognized the trailer would not last much longer considering its current condition. She explained it was an unanticipated capital expense; however, P&W would absorb the purchase into their budget and were searching high and low to find the best deal.

Commissioner Duncan moved to approve the request to purchase a replacement trailer for Parks & Waterways not to exceed \$12,000. 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.

Request/New Probation Officer/Adult Misdemeanor Probation

AMP Director Keith Hutcheson requested approval to hire the new probation officer on March 1, 2020 instead of April 1, 2020. He said that POST Academy had pushed back their start dates a month, making the new start date March 1 and noted that it would not have any budgetary impact.

Commissioner Duncan moved to approve the request to hire the new AMP Probation Officer with a March 1, 2020 start date. 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.

Mr. Hutcheson exited the meeting at 2:06 p.m.

FY20 Traffic Enforcement Grant Project Agreement (TEGPA)/Idaho Transportation Department/Resource Management Office/KCSO

Lieutenant Ryan Higgins explained that it was an agreement between the County and ITD which would allow KCSO to apply for mobilization grants. Further, the mobilization grants would support KCSO's enforcement in traffic violations.

Commissioner Duncan moved to approve the FY20 TEGPA with Idaho Transportation Department. 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.

FY19 State Homeland Security Program (SHSP) Subrecipient Grant Use Agreement/City of Coeur d'Alene/Office of Emergency Management

OEM Administrative Assistant Rachel Irish explained that the part of OEM's SHSP Grant Funds would be used to add a license plate recognition camera at Northwest Boulevard for the Coeur d'Alene Police Department.

Commissioner Duncan moved to approve the FY19 SHSP Subrecipient Grant Use Agreement with the City of Coeur d'Alene. 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.

FY19 State Homeland Security (SHSP) Subrecipient Grant Use Agreement/Kootenai County Emergency Medical Services System (KCEMSS)/Office of Emergency Management

Ms. Irish explained that this portion of the grant was for portable radios for KCEMSS.

Commissioner Duncan moved to approve the FY19 SHSP Subrecipient Grant Use Agreement with KCEMSS. 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.

FY19 State Homeland Security Program (SHSP) Subrecipient Grant Use Agreement/Hauser Lake Fire Protection District/Office of Emergency Management

Ms. Irish said that this portion of the grant was for portable radios for Hauser Lake Fire Protection District.

Commissioner Duncan moved to approve the SHSP Subrecipient Grant Use Agreement with Hauser Lake Fire Protection District. 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.

FY19 State Homeland Security Program (SHSP) Subrecipient Grant Use Agreement/Spirit Lake Police Department/Office of Emergency Management

Ms. Irish explained that this portion of the grant was also for portable radios for the Spirit Lake Police Department.

Commissioner Duncan moved to approve the SHSP Subrecipient Grant Use Agreement with Spirit Lake Police Department. 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/2019 FireSmart Community Chipping Program/Office of Emergency Management

RMO Senior Program Manager Kimberli Riley explained that this was the final chipping program leftover from the 2015 FireSmart award for the Twin Lakes area. She said it was not to exceed \$4000, with an end date of November 30, 2019.

Commissioner Duncan moved to approve the agreement for the 2019 FireSmart Community Chipping Program. 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.

Amendment/Coroner Remodel Project/Architects West/Riley/Board of Commissioners

Kootenai County Contractor Shawn Riley explained that during the permitting process, a backflow preventer device was discovered to be old and needed to be replaced. He said that in order to resolve that issue, the architects and mechanical engineer needed an additional amendment, not to exceed \$3350.

Commissioner Duncan moved to approve the Amendment to the Coroner Remodel Project with Architects West. 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.

Proposal/Field Testing/Marine Pole Barn Project/Allwest/Riley/KCSO

Mr. Riley explained that the proposal was \$3233 from Allwest for required field testing, but would put the project over budget. Lieutenant Higgins said the money for the proposal would come from vessel funds.

Commissioner Duncan moved to approve the proposal for field testing for the Marine Pole Barn Project and Allwest. 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.

Proposal/Field Testing/911 Pole Barn Project/Allwest/Riley/KCSO/9-1-1

Mr. Riley explained that this proposal was roughly the same as the prior, only it was \$6500 because the building was larger and had concrete and paving. He said that the money would come from 9-1-1 Restricted Funds.

Commissioner Duncan moved to approve the proposal for field testing for the 911 Pole Barn Project with Allwest. 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.

HR Generalist – Compliance Cecilia Sweet entered the meeting at 2:18 p.m.

Modification/Westlaw Contract/Prosecuting Attorney

Civil Deputy Prosecutor Pat Braden explained that the modification was to the current Westlaw Contract and was to add two additional software licenses, bringing the total licenses to 28; one for each attorney.

Commissioner Duncan moved to approve the modification to the Westlaw Contract to add two additional licensures. 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.

Mr. Braden exited the meeting at 2:19 p.m.

Tax Deed Bid/AIN 242500/Cameron

Commissioner Duncan opened a sealed bid for AIN 242500 from Mr. Richard Cameron. Mr. Cameron explained that he was under the impression that that parcel was under his ownership already, as he and his brother owned the two parcels surrounding AIN 242500 since 1954. Commissioner Duncan noted the bid was for \$200, and explained to Mr. Cameron that she would recommend that Legal and Community Development review the bid to make sure all was legal and proper.

Commissioner Duncan moved to acknowledge receipt of the Tax Deed Bid for AIN 242500 and to forward to Legal and Community Development for review. 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.

Mr. Cameron exited the meeting at 2:24 p.m.

Resolution 2019-87/Classify Documents/KCSO/9-1-1

Resolution 2019-88/Destroy Documents/KCSO/9-1-1

9-1-1 Administrative Assistant Alicia Lynch requested approval to classify and destroy public record request logs and hard copies that were four years and older.

Commissioner Duncan moved to approve Resolution 2019-87 and Resolution 2019-88, to classify and destroy documents for 9-1-1. 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 2019-90/Adopt Personnel Policy Manual Revision/Human Resources

HR Director Sylvia Proud requested approval of Resolution 2019-90, which was the revision of the Personnel Policy related to the P-Card vendor.

Commissioner Duncan moved to approve Resolution 2019-90, adopting the personnel policy manual revision of the P-Card policy, effective October 1, 2019. 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.

H. Adjourn: Chairman Fillios adjourned the meeting at 2:27 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
