

**Minutes of Meeting  
Business Meeting  
November 5, 2019  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Leslie Duncan met to discuss the following agenda items. Also present were Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, Staff Accountant – Fixed Assets Isaac Ohm, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Kimberley Van Slate, Deputy Airport Director Phil Cummings, Information Technology (IT) Network Administrator Grant Kinsey, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, KCSO Auto Shop Mechanic Will Stein, Patrol Administrative Assistant Stephanie Marcias, Civil Deputy Prosecutor R. David Ferguson, Legal Assistant Barb Nyquist, BOCC Senior Business Analyst Nanci Plouffe, Administrative Secretary Teri Johnston, and Deputy Clerk Ronnie Davisson. Commissioner Bill Brooks was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** P&W/Noxious Weeds Director Nick Snyder led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**
  - Minutes of Meetings:**
    - 10/21/2019 Vicious Dog Hearing
    - 10/21/2019 Commissioners’ Status Update
    - 10/21/2019 Meeting with State Treasurer Julie Ellsworth
    - 10/22/2019 Business Meeting
    - 10/24/2019 Community Development Update
    - 10/24/2019 Human Resources: Personnel Changes
    - 10/28/2019 Commissioners’ Status Update
    - 10/28/2019 Airport & Airport Advisory Board Update
    - 10/29/2019 Indigent Appeal 2019-192
    - 10/29/2019 Human Resources: Personnel Changes
  - Board Actions:**
    - PAF/SCF Report: BOCC Review PP23/Human Resources
    - BOCC Signatures for Indigent Cases: 10/24/2019 through 10/30/2019

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

Commissioner Brooks:           Excused  
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 28, 2019 through November 1, 2019 for the amount of \$637,615.19 and jury panel payments in the amount of \$3997.34. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye  
The motion carried.

**E. Changes to the Agenda (Action):** Commissioner Duncan pointed out that item number 7, Resolution 2019-91 Appropriation of FY19 Contingency Funds, had been removed from the agenda.

**F. Action Items:**

**Engagement Letter/Eide Bailly/Public Transportation/Resource Management Office**

RMO Senior Program Manager Kimberli Riley explained that they annually reported their activity to the National Transit Database on an RR-20 form and the information reported was required to be audited every ten years. She explained that after reaching out to three entities, Eide Bailly was the lowest quote out of three received.

Commissioner Duncan moved to approve the Engagement Letter with Eide Bailly for a public transportation audit. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye  
The motion carried.

Ms. Riley exited the meeting at 2:03 p.m.

**Lease Agreement/Coeur d'Alene Rowing Association/Fernan Park/Parks & Waterways**

Mr. Snyder presented a lease renewal with Coeur d'Alene Rowing Association to keep their boats docked at Fernan Park. He said there was a \$500 lease fee.

Commissioner Duncan moved to approve the lease agreement with Coeur d'Alene Rowing Association for their Fernan Park usage. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused  
Commissioner Duncan: Aye  
Chairman Fillios: Aye  
The motion carried.

**Agreement/Provide Law Enforcement Services/Walmart/Black Friday/KCSO**

KCSO Patrol Administrative Assistant Stephanie Marcias requested approval of an agreement with Walmart in which Walmart would pay the overtime for two deputies to work Black Friday.

Commissioner Duncan moved to approve the agreement to provide law enforcement services for Walmart for their Black Friday sale. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Contracts/Managed Print Services/Fortress Business Systems/Information Technology**

IT Network Administrator Grant Kinsey requested approval of a contract that managed the laser printers. He explained that Managed Print Services was the only responsive company to their billing requirements.

Commissioner Duncan moved to approve the contracts with Managed Print Services for the Fortress Business Systems. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Marcias and Mr. Kinsey exited the meeting at 2:06 p.m.

**Short Form Agreement/Job Evaluation Services/Korn Ferry/Human Resources**

HR Generalist – Employee Relations Kimberley Van Slate explained that the short form agreement was a continuation of the current agreement, having no increase in fees and would end November 30, 2020.

Commissioner Duncan moved to approve the short form agreement for job evaluation services with Korn Ferry. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Ms. Van Slate exited the meeting at 2:07 p.m.

**Tax Deed Bid/AIN 242500/Cameron**

Commissioner Duncan referred to the bid opened the prior week and said that even though Mr. Cameron's bid was \$200, the County had fees on the parcel for \$572.74. She pointed out that the value of the property was \$4800 and suggested speaking to the Treasurer's Office to possibly obtain another bid. Chairman Fillios asked whether to continue it to another meeting the following week, and Commissioner Duncan agreed.

**~~Resolution 2019-91/Appropriation of Fiscal Year 2019 Contingency Funds/Auditor~~**  
**PULLED**

**Resolution 2019-92/Surplus Vehicles/KCSO**

KCSO Auto Shop Mechanic Will Stein explained that there were four vehicles at KCSO to be sent to auction. He said they were all well over 150,000 miles and in poor condition; the vehicles were a 1992 Chevy Pickup with 172,000 miles, 1995 Jeep Grand Cherokee with 153,000 miles, a used 1997 Ford F150 with 174,000 miles and a 2001 Dodge Durango with 182,000 miles.

Commissioner Duncan moved to approve Resolution 2019-92 to surplus KCSO vehicles. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Excused  
Commissioner Duncan:        Aye  
Chairman Fillios:               Aye

The motion carried.

**Resolution 2019-93/Surplus Equipment/Parks & Waterways**

Mr. Snyder requested approval of Resolution 2019-93, which would allow the surplus of the equipment trailer that had been recently replaced. He explained that the trailer was unsafe to use, so it would be sent to a scrap yard.

Commissioner Duncan moved to approve Resolution 2019-93 to surplus the equipment trailer for Parks & Waterways. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks:           Excused  
Commissioner Duncan:        Aye  
Chairman Fillios:               Aye

The motion carried.

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

**Resolution 2019-94/Donate Surplus Equipment/Airport**

Deputy Airport Director Phil Cummings requested approval of Resolution 2019-94, which would allow the Airport to donate surplus equipment to outside entities. He said the Paint

Striper and the 1984 International Dump/Plow Truck would be donated to Bonner County and the Kubota Tractor would be donated to Colfax Airport.

Commissioner Duncan moved to approve Resolution 2019-94, donating surplus equipment from the Airport. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**Approval/Temp Position for County Assistance/Auditor**

Finance Director Dena Darrow requested approval of temp pool usage for a temp in County Assistance.

Commissioner Duncan moved to approve the temp position for County Assistance out of the temp pool. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Davisson called the roll:

Commissioner Brooks: Excused

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 2:16 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

\_\_\_\_\_