

**Minutes of Meeting  
Business Meeting  
November 6, 2018  
2:00 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 Buildings & Grounds (B&G) Director Shawn Riley, B&G Assistant Manager Tom Reed, Finance Director Dena Darrow, Solid Waste (SW) Director Cathy Mayer, KCSO Lieutenant Kevin Smart, KCSO 911 Communications Services Manager Collin McRoy, and Civil Deputy Prosecuting Attorney R. David Ferguson, Civil Legal Assistant Barb Nyquist, Human Resources (HR) Generalist – Benefits & Compensation Dorothy Cross, Grants Management Office (GMO)/Transit Program Manager Kimberli Riley, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Also present were Kootenai County Residents Frank Davis and Thomas R. Macy.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Chairman Marc Eberlein led the Pledge of Allegiance.

**C. Consent Calendar (items to be approved listed below):**

**Minutes of Meetings:**

10/24/2018	Hardship Hearing
10/25/2018	Human Resources Personnel Changes
10/29/2018	Jobs Plus Quarterly Update
10/29/2018	Commissioners’ Debriefing
10/29/2018	Community Development Update
10/30/2018	Request for Deferment 2016-402
10/30/2018	Indigent Appeal 2018-239

**Board Actions:**

Assessor’s Adjustment to tax/valuation/AIN Nos. 129209; 102739  
Hardship Order 2018-05/Denial  
Approve/Increase to 2018-2019 Budget/Fairgrounds  
PAF/SCF Report: BOCC Review PP23/Human Resources  
BOCC Signatures for Indigent Cases: 10/25/2018 through 10/31/2018  
Kennel License Renewal/Rich/Idaho Gems Dachshunds

Commissioner Chris Fillios moved to approve the Consent Calendar as it appeared on the agenda. Commissioner Bob 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.

**D. Approval of Payables List:**

Commissioner Bingham moved to accept the Payables List for the week of October 29, 2018 through November 2, 2018 in the amount of \$421,622.17, with no jury payments. 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.

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

**F. Action Items:**

**Fee Proposal/Architectural Services/Dispatch Center/H2A Architects/KCSO/911**

KCSO Lieutenant Kevin Smart explained they would like to create two more workstations at the 911 office, which would require some remodeling. He requested the Board's approval to have the architects create a rendering of the planned remodeling so bids from contractors could be solicited. Chairman Eberlein asked Buildings & Grounds (B&G) Director Shawn Riley about the funding for the project. Mr. Riley stated he knew nothing about the project; it was not on the projects list submitted by KCSO or on the Capital Request form submitted by KCSO during the Budget process. He suggested the Board allow time for additional review. Commissioner Bingham asked Finance Director Dena Darrow to check whether this item had been included in the Budget. She agreed.

All three Commissioners agreed to table the item.

**Agreement/911 Storage Building/Miller Stauffer Architects/KCSO/911**

KCSO 911 Communications Services Manager Collin McRoy requested the Board's approval of the agreement with Miller Stauffer Architects on the 911 storage building. He explained this would include construction documents, architectural design, preparation of bids and construction services. Commissioner Bingham asked Mr. McRoy to verify the amount was \$18,000. Mr. McRoy said it was.

Commissioner Bingham moved that the Board approve the agreement between KCSO 911 and Miller Stauffer Architects for the 911 storage building. 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.

Mr. McRoy, Lieutenant Smart, Mr. Riley and B&G Assistant Manager Tom Reed exited the meeting at 2:05 p.m.

**Contract/Engineering Services/CH2M Hill/Jacobs/Solid Waste**

Solid Waste (SW) Director Cathy Mayer requested the Board's approval for a contract for engineering services with CH2M Hill/Jacobs Engineering for design and construction management for the Fighting Creek Farm Landfill Central Corridor Project. She stated that the project cost was estimated not to exceed \$324,610 with the work anticipated to be done by end of 2019. Commissioner Bingham asked if the project was included in the 2019 Budget. She said it was.

Commissioner Fillios moved that the Board approve the proposed contract for engineering services between CH2M Hill/Jacobs and Kootenai County Solid Waste. 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.

#### **Lease Agreement/Rural Residential Collection Site/Jack Forrest/Solid Waste**

Ms. Mayer requested the Board's approval of a renewal of the lease agreement for a Rural Residential Site between Solid Waste and Jack Forrest. She explained the lease was for a location they have used for a number of years. She added that the new lease agreement was for \$1 per year and could be terminated with thirty days' notice.

Commissioner Bingham moved that the Board approve the lease agreement for a rural residential collection site between Solid Waste and Jack Forrest. 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.

#### **Agreement Extension/Online Application Services/Neogov/Human Resources**

Chairman Eberlein inquired who was present from Human Resources (HR) to present this item. HR Generalist – Benefits & Compensation Dorothy Cross said she had not been asked to present the item but would attempt to answer any questions the Commissioners had. Ms. Cross said this was a renewal for Neogov online application services. Civil Deputy Prosecuting Attorney R. David Ferguson said he had reviewed this and the terms appeared to be in order. Commissioner Fillios noted that the letter of explanation presented to the Board stated that the rate of increase was capped at 5% per year. Commissioner Bingham asked Ms. Cross whether Human Resources still needed the program. She confirmed they did.

Commissioner Fillios moved that the Board approve the extension of the agreement for online application services between Neogov and Human Resources. 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. Mayer exited the meeting at 2:09 p.m.

**Stop-Loss Renewal/Regence/Human Resources**

Ms. Cross requested the Board's approval to renew the Stop-Loss agreement with Regence. She said that Regence had accepted the rates the County had requested with an increase in cost of about 20%. She explained the increased cost was the result of some very large claims submitted this year. Ms. Cross said the agreement retained a \$175,000 specific deductible and \$100,000 aggregate deductibles. Commissioner Bingham inquired whether the terms had been reviewed by Scott Burkhardt. Ms. Cross confirmed he had.

Commissioner Bingham moved that the Board approve the renewal of the County's stop-loss agreement with Regence. 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.

**Kootenai County Comprehensive Emergency Operations Plan (CEOP)/Office of Emergency Management**

No one was present from the Office of Emergency Management to present this item. The Commissioners agreed to table it.

**Parks & Waterways/Noxious Weed County Campus Emergency Plan/Office of Emergency Management**

No one was present from the Office of Emergency Management to present this item. The Commissioners agreed to table it.

**Amendment to Independent Contractor Agreement/Twin Lakes/Spirit Lake HFT Project Manager Services/Grants Management Office**

Grants Management Office (GMO)/Transit Program Manager Kimberli Riley requested the Board's approval for an amendment to the independent contractor agreement with Northwest Management, Inc. regarding the FY2015 WUI (Wild Urban Interface) for the Twin Lakes/Spirit Lake Corridor. She said the amendment would extend the agreement through November 30, 2019.

Commissioner Fillios moved that the Board approve the amendment to the independent contractor agreement for Twin Lakes/Spirit Lake HFT Project Manager Services with the Grants Manager Office.

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.

**Tax Deed Bids/AIN Nos. 257191 & 257193/Chandler**

Mr. Ferguson presented Commissioner Fillios with two sealed bid envelopes for AIN numbers 257191 and 257193. Commissioner Fillios did not open the envelopes. Commissioner Bingham remarked that the Board had recently discussed these parcels with Community Development. Chairman Eberlein asked whether the bidder owned adjacent property to the two parcels. Commissioner Bingham said that the parcels are on the east side of the road and the bidder's property seemed to be on the west side, so they would not be adjacent.

Commissioner Bingham moved that the Board reject the sealed tax deed bids for AIN numbers 257191 and 257193. 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.

**Resolution 2018-93/Appropriation of Fiscal Year 2018 Contingency Funds/Auditor**

Finance Director Dena Darrow requested the Board's approval of Resolution 2018-93, regarding the appropriation of Fiscal Year 2018's Contingency Funds. She explained that two \$250,000 Contingency Funds had been set aside in the FY18 Budget. Ms. Darrow said \$75,000 would be directed toward the Prosecuting Attorney's Office and the rest to the Sheriff's Office to cover anticipated budget shortfalls in FY2018.

Commissioner Fillios moved that the Board approve Resolution 2018-93 allocating a total of \$500,000 from Contingency Funds to KCSO and the Prosecuting Attorney for projected budgetary shortfalls in FY2018. 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.

- 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.

Kootenai County Resident Frank Davis requested permission to speak to the Board. He explained his concerns regarding the County’s Budget process, citing statutes in support of his conviction that the County’s Budget was not being managed in accordance with proper practices.

Chairman Eberlein adjourned the meeting at 2:15 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

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

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