

**Minutes of Meeting
Commissioners' Debriefing
November 19, 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 Public Defender Anne C. Taylor, Airport Director Steven Kjergaard, Finance Director Dena Darrow, KCSO Lieutenant Kevin Smart, KCSO 911 Communications Services Manager Collin McRoy, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Airport Advisory Board Chair Joan Genter and Commissioner-elect Leslie Duncan.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 2:30 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda, but Chairman Eberlein stated that items would be covered out of the order shown on the agenda for the convenience of those present.
- C. Business:**

Addendum Agreement/ThyssenKrupp/KCSO/911 (Action)

KCSO Lieutenant Kevin Smart requested the Board's approval of an addendum to the agreement KCSO 911 has with ThyssenKrupp for service and maintenance of the elevators in their building. He explained that they received a 3% discount on their charges since the basic bill was paid by 911 in advance each year. He said the company had offered a reward of the equivalent of three months free service for being valuable customers, a credit of \$1,135. Commissioner Bob Bingham asked whether this item would appear on the agenda for the Business Meeting. Lieutenant Smart replied that he would not be able to appear for the November 20, 2018 Business Meeting, but could come the following week for the Commissioners to vote on the item.

911 Center IT Room HVAC Replacement (Action)

KCSO 911 Communications Services Manager Collin McRoy reminded the Commissioners that there had been trouble with the 911 Center's IT room HVAC this past summer. He remarked it had been repaired at the end of July 2018 and they had hoped the repair would hold until the next Budget season. Mr. McRoy reported that the HVAC compressor had broken down again two days ago. He explained that, due to the age of the original unit, a replacement part would cost about \$4,000, if they could get one. He stated that climate control in the IT room was critical because the data server and other vital equipment required certain conditions to function. Mr. McRoy provided the Commissioners with a proposal from their service provider, DIVCO, to install a new ductless split system at a cost of \$7,876.

Mr. McRoy acknowledged that this expense is unbudgeted and they would have to request additional funds to cover it. Chairman Eberlein inquired whether this would

come out of 911's Capital Expenditures or out of their "B" Budget. Mr. McRoy said it would be an unbudgeted item under Capital Expenditures. Chairman Eberlein suggested they use the budgeted Capital and reconcile the account at the end of the year by switching the money from one capital item to another. Chairman Eberlein agreed the replacement was necessary, but disagreed that 911 needed to exceed their Budget immediately.

Commissioner Bingham inquired whether Buildings & Grounds (B&G) Director Shawn Riley or B&G Assistant Manager Tom Reed had been involved in the plan yet. Mr. McRoy said B&G staff were aware that the unit needed to be replaced. Lieutenant Smart added that they have a temporary unit covering the area for now, but it is not adequate to the task so it is somewhat urgent that the replacement unit be installed as soon as possible.

BOCC Communications Manager Nancy Jones entered the meeting at 2:41 p.m.

Commissioner Bingham moved that the Board approve the expenditure of \$7,876 for the installation of the ductless split air conditioner for the 911 Center. Commissioner Chris 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.

Lieutenant Smart and Mr. McRoy exited the meeting at 2:44 p.m.

Commissary Fund Annual Audit (Action)

Chairman Eberlein requested that the Board move to item six on the agenda next.

Commissioner Bingham presented a draft resolution that would require a yearly audit of the Jail's Commissary Fund.

BOCC Communications Manager Nancy Jones explained that the Board also needed to clarify whether they wished to go back through prior unaudited years or begin from FY2018. She added that the Board should consider whether they want the audits done internally or externally. She stated that, once those two questions were answered, the resolution would be brought to a Business Meeting.

Finance Director Dena Darrow confirmed that the Commissary Fund was last audited in 2015. She informed the Board that the internal auditor had been re-assigned and the County currently does not have an internal audit function in the Auditor's Office. She concluded that, if this is time sensitive, the County might need to hire an outside consultant or contractor to do the work.

Commissioner Bingham inquired whether Eide Bailly was currently in process of working on the general audit. Ms. Darrow said they were working on the external audit but could not do the internal audit since it would represent a conflict of interest.

Chairman Eberlein said he did not feel it was necessary to do retroactive audits. Ms. Darrow suggested that the Audit Committee should be encouraged to meet before the resolution was presented for approval at a Business Meeting. There was general agreement with her suggestion.

Chairman Eberlein suggested that the Board next consider items three and four from the agenda.

Two New Hires (Action)

Public Defender Anne C. Taylor requested authorization to create two new positions to be paid out of the new grant award. She asked the Board to approve a Senior Legal Secretary and an AT2 Attorney. Chairman Eberlein asked if the two positions were budgeted. Ms. Taylor said they were not. She remarked that she had asked for positions during the Budget process but did not get them. Ms. Taylor stated she felt her department was in a desperate position because the PDC (Public Defense Commission) had started discussing the numbers they were going to announce as guidelines for Public Defender annual caseloads. She provided the Commissioners with the current caseloads of her attorneys and said some had caseloads in excess of what the PDC would suggest.

Chairman Eberlein remarked that he was not in favor of this proposal because it was out of budget. He pointed out that the PDC has not released a final statement on the number of cases that should be handled per year by public defender attorneys; they were still just discussing the matter. He added that the Prosecutor would also demand two additional positions to keep parity with the Public Defender.

Ms. Darrow reviewed the relevant financial information with the Commissioners and said it appeared there were sufficient grant funds to cover this. Commissioner Bingham said he was willing to consider the request, but he would like Ms. Taylor to provide some additional information on how she would reallocate her grant funds to balance out the new expenses. Commissioner Fillios agreed with him. Ms. Taylor said she would bring the requested information to the Human Resources meeting on November 21, 2018.

Position Movements (Action)

Ms. Taylor reminded the Board that she has an open position in her office for an AT5 attorney. She said she would like to promote an AT4 attorney to that position, promote an AT3 to the vacated AT4 slot, and an AT2 to the vacated AT3 slot. She concluded she would then hire a new AT2 to complete her roster and that there would be no budget impact from the changes. Chairman Eberlein suggested she bring this request to the next Human Resources meeting.

Ms. Darrow, Mr. Ferguson and Ms. Taylor exited the meeting at 3:07 p.m.

Executive Session pursuant to Idaho Code §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent (Closed Session – Discussion)

- **Decisions/Direction (Open Session – Action)**

No material requiring an Executive Session was submitted.

Executive Session pursuant to Idaho Code §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent (Closed Session – Discussion)

- **Decisions/Direction (Open Session – Action)**

No material requiring an Executive Session was submitted.

Annual Advisory Board Appointments (Action)

BOCC Communications Manager Nancy Jones provided the Board with a list of the Advisory Boards, the number of open positions, and the names of the people who have submitted applications. She said she would ask the Commissioners to review the list and determine whether the Board could give specific direction on any applicants.

- Airport: Five positions for appointment or reappointment and six people applied. Airport Advisory Board Chair Joan Genter suggested that the total number of people on the Advisory Board be reduced from eleven to seven with the intention of streamlining their discussions and removing members who have been unable to attend meetings regularly. Commissioner Bingham suggested that the reduction of Board size should be discussed by the Advisory Board before the item is brought to the Commissioners for approval. He also suggested that everyone be asked to re-apply, even those members whose terms were not expiring yet, so the Advisory Board could be properly reconstituted. Commissioner Fillios stated he agreed the Board should be reduced to seven. Chairman Eberlein agreed also. Commissioner Bingham said there was no need to choose from the provided list at this time until after the Advisory Board meets. Airport Director Steven Kjergaard cautioned the Commissioners that the decision might not be reached before January 2019.

Jim Thorpe	renewal application received
Nolan Wiley	renewal application received
Mark Vehr	renewal application received
Tim Komberec	renewal application received
Chris Way	does not plan to reapply
Harry Craviotto	new applicant
Anne Anderson	new applicant

Mr. Kjergaard and Ms. Genter exited the meeting at 3:22 p.m.

- Aquifer Protection District: four positions for appointment or reappointment and one open position.

Ms. Jones predicted that there would be one more opening coming up on this Board. She asked the Commissioners to bring forward the three renewals and the new applicant. The Commissioners agreed. Ms. Jones stated she would have this brought to a Business Meeting for formal approval.

Dion Holton	does not plan to reapply—Municipal Water, no applicants
Necia Maiani	renewal application received
Laurin Scarcello	renewal application received
Mary Vehr	renewal application received
Chris de Groot	new applicant

- Board of Community Guardians: three positions for appointment.

Ms. Jones listed the qualifications of Mr. Wolfe and Mr. Pace. Commissioner Bingham asked if background checks had been completed on these applicants. Ms. Jones said they had. Chairman Eberlein suggested all three be accepted.

Peggy Fairfield	renewal application received
Chris Wolfe	application on file
Patrick Pace	application on file

- North Idaho Fair: no positions open.
- Historic Preservation: one position for reappointment and three open positions.

Ms. Jones said Mr. Straven’s term was ending and he had sent in a renewal application. She said there were two other open positions. Ms. Jones reported that when she asked the Chair of the Historic Preservation Board for a recommendation on this, she was told there was a desire to restructure. Commissioner Fillios said he had spoken with Chair Robert Singletary and was told they want to model their Board along the lines of the Aquifer Protection District, in which they look for certain skill sets or qualifications in members. Commissioner Fillios said Mr. Singletary would like the BOCC to refrain from action until they have time to seek the proper personnel. Ms. Jones added that Mr. Singletary also wished to update their structure and bylaws.

Commissioner Bingham suggested that the Historic Preservation Board be encouraged to meet and discuss this before the BOCC makes any decisions. Commissioner Fillios agreed and suggested action be deferred on this item.

Jim Straven	renewal application received
Open Position (as of 6/2018)	Brady King resigned term end 12/2020
Open Position (as of 1/1/18)	Skip Fuller resigned term end 12/2019

- Noxious Weed Control: four positions for reappointment, one open position.

Ms. Jones said that, by statute, the term for this Board was only two years. She stated that Laurin Scarcello was a member of the Aquifer Protection Board of some years' standing and had a wealth of relevant knowledge. She pointed out that the Noxious Weed Control Board only meets twice a year. The Commissioners agreed to select Jack Zimmer and Mr. Scarcello.

Linda Ely	
Judd Reed	
Josephine Jackson	
Jack Zimmer	renewal application received
Laurin Scarcello	new application
Open Position	

- Natural Resource: three positions for reappointment

Ms. Jones told the Commissioners that Mr. Zimmer had expressed his willingness to be on more than one Board and had also applied to this one. She reminded the Commissioners that the Noxious Weed Control Board only met twice a year. She said Mr. Zimmer had listed the Waterways Board as another choice. Chairman Eberlein remarked that it was very hard to get people to fill the Waterways Board and suggested they ask Mr. Zimmer which one he would prefer, the Natural Resource or the Waterways. Commissioner Fillios speculated that Mr. Zimmer might be willing to serve on all three Boards. Commissioner Bingham noted that Mr. Zimmer's qualifications were suited to the Noxious Weed Control Board, but not so much to the other two. Chairman Eberlein directed Ms. Jones to ask Mr. Zimmer to come in for an interview and tell him he is being considered for all three slots. All the Commissioner agreed that James Sturgess should accepted for reappointment.

Todd Kiesbuy	
Joshua Williams	
James Sturgess	renewal application received
Jack Zimmer	new application

- Snowmobile: two positions for reappointment

Ms. Jones stated that there were two positions available and they had received two renewal applications. She said that Joe Wuest had informed her that he would be glad to give up his position if he could be replaced. She reported that she had not received any new applications for this Board, but there had been some interest expressed. Ms. Jones asked whether the Commissioners would like to leave the position open, or offer a one-year position or choose some other alternative. Commissioner Fillios suggested that Mr. Wuest be appointed but allowed to resign partway through his term, if he wishes, and the BOCC

would then seek another applicant. Commissioner Bingham and Chairman Eberlein agreed.

Joe Wuest	renewal application received
Levern Welton	renewal application received

- Waterways Advisory Board: three positions for reappointment

Ms. Jones said this was one of the other Boards Mr. Zimmer had indicated he was willing to join. She added that Terry Werner had been a member on this Board since 2015. Chairman Eberlein suggested they approve Mr. Werner and wait to see if Mr. Zimmer is willing to take on three roles.

Terry Werner	renewal application received
Brad Pendleton	does not plan to reapply
Jack Zimmer	new application
Open Position (Blakney res.)	
Open Position (Bjelland)	

- Planning Commission: three positions for reappointment

Ms. Jones informed the Board that this group had two terms ending and one slot open due to a resignation. She said she had received six applications for these three openings. Commissioner Fillios said they probably should bring all the people in for interviews. Chairman Eberlein remarked that two of the applicants had recommendations from Commissioner Fillios: Deborah Rose and Kim Stearns. He reminded the other two Commissioners that a vital aspect of the Planning and Zoning Commission was that it be a politically balanced entity or it would lose credibility. He warned against skewing the group's alignment and suggested that renewing John Malloy's appointment would help keep the balance that was currently in place. Commissioner Bingham and Commissioner Fillios agreed. They also agreed to reappoint Robert Grossglauer and interview the remaining four candidates for the open position.

John Malloy	renewal application received
Robert Grossglauer	renewal application received
Open Position (Syrcl Res.)	
Madeline David	new applicant
Deborah Rose	new applicant
Kelly Hunter	new applicant
Kim Stearns	new applicant

Concluding, Ms. Jones reviewed the actions she would take for each Advisory Board.

- Airport: She said she will send an email to the Board and will bring the results back to the next meeting on Monday, November 26, 2018.

- Aquifer Protection: She said they would be bringing forward a reappointment for Necia Maiani, Laurin Scarcello and Mary Vehr. She added that there would be an appointment for one year for Chris de Groot.
- Board of Community Guardians: She said Peggy Fairfield would be reappointed and Chris Wolfe and Patrick Pace would be appointed.
- Historic Preservation: Ms. Jones stated this item would be deferred.
- Natural Resources: Ms. Jones said James Sturgess would be reappointed and she would contact Jack Zimmer.
- Noxious Weeds: Ms. Jones said Jack Zimmer would be reappointed and Laurin Scarcello would be appointed.
- Planning Commission: Ms. Jones said reappointments would be offered to John Malloy and Robert Grossglauser. She added that interviews would be scheduled for the other four applicants.
- Snowmobile: Ms. Jones said reappointments would be offered to Joe Wuest and Lavern Welton.
- Waterways Advisory Board: Ms. Jones said Terry Werner would be offered reappointment and she would contact Mr. Zimmer as previously stated.

D. 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 was no public comment.

E. Adjournment (Action): Chairman Eberlein adjourned the meeting at 3:48 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
