

Minutes of Meeting
Business Meeting
April 20, 2021
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 Assessor Bela Kovacs, Deputy Finance Director Keith Taylor, Solid Waste (SW) Principal Planner Laureen Chaffin, Buildings & Grounds (B&G) Operations Manager Greg Manley, KCSO Sergeant Rikki Hinchee, KCSO Patrol Administrative Assistant Stephanie Drobny, Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, KCSO 911 Communications Services Administrator Collin McRoy, Civil Deputy Prosecuting Attorney R. David Ferguson, Treasurer’s Office Customer Service Technician II Mary Bidwell, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe, BOCC Administrative Secretary Teri Johnston and Deputy Clerk Tina Ginorio. Mr. Sheffield, Sergeant Hinchee, Mr. McRoy and Ms. Drobny attended via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Buildings & Grounds (B&G) Operations Manager Greg Manley led the Pledge of Allegiance.
- C. Consent Calendar (items to be approved listed below):**
Minutes of Meetings:
 - 03/29/2021 FY22 Public Defender Budget Review
 - 03/30/2021 FY22 Resource Management Office Budget Review
 - 04/01/2021 Human Resources: Personnel Changes
 - 04/05/2021 FY22 Airport Budget Review
 - 04/05/2021 Solid Waste Update
 - 04/05/2021 FY22 BOCC Departments Budget Review
 - 04/05/2021 Commissioners’ Status Update
 - 04/06/2021 Business Meeting

Board Actions:

Assessor’s Adjustment to tax/valuation/AIN 237847 Cordell
Approval/Hardship Request 2021-02
PAF/SCF Report: BOCC Reviewe PP9 Week 1/Human Resources
BOCC Signatures for Indigent Cases: 4/8/21 through 4/14/21

Commissioner Leslie Duncan moved that the Board approve the Consent Calendar as it appeared on the agenda. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

D. Payables List (Action):

Commissioner Duncan moved that the Board accept the Payables List for the week of April 12, 2021 through April 16, 2021 in the amount of \$400,345.04, with jury payments of \$5,582.48. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio 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:

Open/Request for Proposals/Juvenile Resident Meal Services/Juvenile Detention

Commissioner Duncan received one package containing a Request for Proposal response from Summit Food Service, LLC for Juvenile Detention. She noted the price they quoted was \$2.39 per meal.

Commissioner Duncan moved that the Board acknowledge receipt of the proposal and send it to Juvenile Detention and Legal for review. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Second Amendment/Metals Recycling Contract/American Recycling Corporation/Solid Waste

Solid Waste (SW) Principal Planner Laureen Chaffin requested the Board's approval of a second amendment to the Metals Recycling Contract with American Recycling Corporation. She said it would extend the contract for one year, through to September 30, 2022. She noted that this was a revenue-generating contract, so there was no budget impact.

Commissioner Brooks moved that the Board approve the second amendment to the Metals Recycling Contract between American Recycling Corporation and Solid Waste. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

**Purchase Order/One (1) Year Renewal/Contract Term for QLESS Queuing System/
Vehicle Licensing Department/Assessor**

Assessor Bela Kovacs requested the Board's approval of a purchase order for a contract renewal of the QLESS Queuing System in use at the Vehicle Licensing Department. He noted the annual fee was \$16,000. He explained his document would place Kootenai County's terms and conditions in priority over those of QLESS. He recommended that the contract be approved and that it had been reviewed by Legal.

In response to questions from Commissioner Brooks, Assessor Kovacs explained how the Motor Vehicle Licensing Department functioned and how it used the QLESS system for appointments.

Commissioner Duncan moved that the Board approve the purchase order for the one year renewal for the QLESS Queuing System for the Vehicle Licensing Department. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Intergovernmental Cooperative Purchasing Agreement/Resolution 2021-51/Assessor

Assessor Kovacs reminded the Commissioners that this topic had been discussed at last week's Status Update meeting. He explained the agreement would permit the County to piggyback on contracts that had been competitively bid by Spokane County. He said this would help the County to save money on printing assessment notices. He stated that the vendor had agreed to resubmit their quote, resulting in a reduction of \$15,000.

Commissioner Brooks voiced dissatisfaction with the format of the assessment notices and suggested that they be clarified.

Commissioner Brooks moved that the Board approve the intergovernmental cooperative purchasing agreement, Resolution 2021-51, for the Assessor's Office. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Purchase Order/Assessment Notices 2021/The Master's Touch/Assessor

Assessor Kovacs requested the Board's approval of the purchase order for the assessment notices for 2021, under the agreement the Board approved in the prior motion, with The Master's Touch.

Commissioner Duncan moved that the Board approve the purchase order for the assessment notices for 2021 with The Master’s Touch. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Agreement to Provide Law Enforcement Services/State Line Speedway/KCSO

KCSO Patrol Administrative Assistant Stephanie Drobny requested the Board’s approval of a contract with State Line Speedway to provide law enforcement services for two events they had scheduled. She said the events were The Lantern Fest on Saturday, May 8, 2021 and the Demolition Derby and fireworks on Saturday, July 3, 2021.

Commissioner Brooks moved that the Board approve the agreement to provide law enforcement services to State Line Speedway by KCSO as described. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Master Service Agreement/Statement of Work/LanguageLine Services, Inc./KCSO/911

KCSO 911 Communications Services Administrator Collin McRoy requested the Board’s approval for the agreement for translation services for callers to the 911 center. He noted this represented an update to the contract; there had been a \$50 minimum monthly fee which was being removed from the contract and the rate per minute was dropping from \$2 to 98 cents.

Commissioner Duncan moved that the Board Master Service Agreement with LanguageLine Services, Inc. for translation services. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Audio/Visual System Upgrade/Funding Source Determination/Board of Commissioners

Commissioner Duncan reminded those present this related to the upgrade of the audio system in Meeting Rooms 1A and 1B at the Administrative Building. She said the funding source would be through the CARES (Coronavirus Aid, Relief and Economic Security) Act for \$50,980. She stated the specific account number would be 10.1.003.0-9020.

Commissioner Duncan moved that the Board approve the audio/visual system upgrade from the CARES Act funding per the stated account number. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2021-42/Classify Records/Civil Prosecuting Attorney

Resolution 2021-43/Destroy Records/Civil Prosecuting Attorney

Chairman Fillios stated that these two resolutions could be handled together.

Civil Deputy Prosecuting Attorney R. David Ferguson asked the Board's approval of the resolutions to classify and destroy records of case files that had exceeded their required retention period.

Commissioner Brooks moved that the Board approve Resolution 2021-42 to classify records and Resolution 2021-43 to destroy records for the Civil Prosecuting Attorney's Office. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2021-46/Classify Records/Treasurer

Resolution 2021-47/Destroy Records/Treasurer

Chairman Fillios stated that these two resolutions could be handled together.

Treasurer's Office Customer Service Technician II Mary Bidwell requested the Board's approval for the classification and destruction of records which had passed the required retention period.

Commissioner Duncan moved that the Board Resolution 2021-46 and 2021-47, to classify and destroy records from the Treasurer's Office per Idaho Code. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2021-48/Surplus Vehicle/Buildings & Grounds

Buildings & Grounds (B&G) Operations Manager Greg Manley requested the Board's approval to send a vehicle to auction. He said it was a 1993 Ford F250 which had been replaced last year.

Commissioner Brooks moved that the Board approve Resolution 2021-48 to surplus a vehicle for Buildings & Grounds. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2021-49/Classify Records/Detention/KCSO

Resolution 2021-50/Destroy Records/Detention/KCSO

Chairman Fillios stated that these two items could be handled together.

KCSO Sergeant Rikki Hinchee requested the Board's approval to classify and destroy medical records which had exceeded the required period of retention.

Commissioner Duncan moved that the Board approve Resolutions number 2021-49 and 2021-50, to classify and destroy records for Detention, according to State Code. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

G. 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 were no public comments.

H. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
