

**Minutes of Meeting
Commissioners' Debriefing
January 20, 2015
3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein, and Commissioner Dan Green met to discuss the following agenda items. Also present were Sheriff Ben Wolfinger, Buildings and Grounds Director Shawn Riley, Human Resources Director Skye Reynolds, Public Defender Administrative Supervisor II Jamie Woods, Schaffer's Towing Business Owners Terry Vulles and Tim Vulles and Deputy Clerk Mary Enquist. Also present was citizen Tina Kunishige.

A. Call to Order: Chairman Stewart called the meeting to order at 3:05 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes to the agenda.

D. Business:

Public Defender Office Update

Buildings and Grounds Director Shawn Riley said the County will get the keys for the Public Defender's office on approximately January 22, 2015 and the move is scheduled for February 2 and February 3, 2015. Mr. Riley said the budget summary on the project was:

- funded amount is \$150,000
- total projected cost is \$134,863.05
- projected balance is \$15,136.95

Mr. Riley said that Jester's Cleaning Service is scheduled to start cleaning the Public Defender's building on February 2, 2015 for \$1,197.50 per month, which was not included in the Buildings & Grounds FY2015 budget and neither were the fire monitoring, access unlimited and maintenance.

Human Resources Office Remodel

Mr. Riley discussed the Human Resources project update saying that the projected completion date is February 23, 2015 and the project currently is on schedule. He said the move in date has not been scheduled, but could possibly be the second week in March 2015. Mr. Riley said the budget summary on the project was:

- funded amount is \$160,000
- total projected cost is \$146,914.84
- projected balance is \$13,524.68, which includes a refund from Dardan of \$439.52.

Adult Misdemeanor Probation Remodel

Mr. Riley said the plan is to move the Adult Misdemeanor Probation (AMP) department to the basement of the Courthouse with no remodeling required but there has not been a Board decision for the move. The Board discussed the possibility of the AMP department move to the soon-to-be-vacated Public Defender’s office. The Board tabled the discussion to an unknown date.

Janitorial Service & Change Orders

Mr. Riley said that the previous Board declared all the bids for Janitorial Service void and that he has returned all the bonds. He asked if the Board will approve the advertising for bids for the Janitorial Services. Mr. Riley said right now the janitorial services are being handled by Vanguard on a month to month contract. He said he would like to put the contract out for bid in July 2015.

Mr. Riley explained that capital project change orders have to be approved by the Board and therefore it brings everything to a standstill until he can get the Board’s approval.

Commissioner Green moved to allow Buildings and Grounds Director Shawn Riley to approve the capital project change orders, not to exceed \$1,000 and not to exceed project budget, and email the change orders that he has approved to the Board. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

Sheriff Citation Discussion

Commissioner Eberlein read a letter into the record from Vickie Rutledge Boyer regarding the Veronica Rutledge incident and said he would like Sheriff Wolfinger to convey the Board’s appreciation to the Sheriff’s department. Sheriff Wolfinger said he would pass the appreciation on to his department.

Towing Contract

Commissioner Green gave a brief overview of the towing contract for the Sheriff’s Office. Sheriff Wolfinger said when Merwin’s Towing went out of business, he asked Schaffer’s Towing to sign a service contract until the contract with Merwin’s Towing ended in August 2015, and then he expected the towing contract to go out to bid. Sheriff Wolfinger said that the new owners of Merwin’s Towing have requested the existing contract be honored.

Commissioner Green moved that the Board’s direction is to honor the service contract with Shaffer’s Towing, from the previous Board’s actions, until their contract expires and then put the towing contract out for bid. Chairman Stewart seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

Public Defender Request for Additional Staffing

Commissioner Green gave an overview of the additional staffing request from the Public Defender’s department, and Public Defender Administrative Supervisor II Jamie Woods elaborated further on staffing issues. The Board tabled the staffing decision until Human Resources Director Skye Reynolds could be present with the salary information for new staff. The Board directed staff to reschedule a meeting for the week of January 26, 2015.

HARSB Discussion/Joint Meeting Discussion (Hayden Area Regional Sewer Board)

Commissioner Green explained that Hayden Area Regional Sewer Board (HARSB) is comprised of the City of Hayden, Hayden Lake Recreational Water and Sewer District, and Kootenai County, which is involved due to Airport sewer needs. Commissioner Green said on February 19, 2015 there will be a Joint Meeting of all the entities and their Boards, and Mr. Green said he has asked the HARSB Board Executive Director to address the Board of Commissioners on what the County is supporting with HARSB.

HARSB Signature Authorization

Commissioner Green asked the Board’s approval for signature authority for the request for distribution on the sewer plant expansion as a Board representative and said he will bring the request for distribution to the Board each month.

Commissioner Green moved that the Board authorized Dan Green to sign on behalf of the Board of Commissioners the monthly disbursements for the HARSB sewer plant expansion, with a not to exceed amount approved by the previous Board in FY12-13. Commissioner Eberlein seconded the motion.

There being no further discussion, Deputy Clerk Enquist called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Kennel License Discussion/Signature Authorization

Commissioner Green moved to authorize Chairman David Stewart to sign all dog kennel license applications for the County. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Press Release Follow Up

Commissioner Green explained this is the follow up to Commissioner Eberlein's goals that were read at the January 12, 2015 Commissioners' Debriefing. Chairman Stewart said that some of the information needs to be amended and then given to BOCC staff for release.

The Board discussed the window issue for the Commissioner's doors.

Commissioner Green moved to give autonomy to each Commissioner to be consistent and use the slit windows for visibility and if Buildings and Grounds Director Shawn Riley does not have the money, the Board will find the money. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

- E. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Chairman Stewart adjourned the meeting at 5:02 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
