

**Minutes of Meeting  
Commissioners' Debriefing  
June 15, 2015  
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Undersheriff Daniel Mattos, Adult Misdemeanor Probation Director Kevin Creighton, Sheriff's Maintenance Supervisor Thomas Reed, Chief Deputy Assessor Rich Houser, Buildings and Grounds Director Shawn Riley, and Deputy Clerks Grace Blomgren and Theresa Atchley. Commissioner Dan Green was excused.

- A. **Call to Order:** Chairman David Stewart called the meeting to order at 2:31 p.m.
- B. **Introductions:** There were no introductions.
- C. **Changes to the Agenda:** There were no changes to the agenda.
- D. **Old Business:** There was no old business discussed.
- E. **New Business:**

**AMP SCRAM Program Discussion (FY2015 Budget)**

Adult Misdemeanor Probation (AMP) Director Kevin Creighton advised the Commissioners that historically revenue collected from the Secure Continuous Remote Alcohol Monitor (SCRAM) program has been credited back to the Sheriff's office. In 2014, accounting changes were made and the revenue was no longer being credited back to their account and the balance in this account is insufficient to continue the program without amending the budget. Mr. Creighton asked the Commissioners to allow for the transfer of funds back into the SCRAM fund for this year and moving forward. Commissioner Eberlein said the Auditor's Department could make the adjustments and Commissioner Stewart agreed.

Mr. Creighton exited the meeting at 2:35 p.m.

**Assessor's Office Building Project Request**

Chief Deputy Assessor Rich Houser requested that a used door between two workspaces in the Assessor's Office be installed to minimize noise. Buildings and Grounds Director Shawn Riley advised that he has most of the materials needed for the project. Mr. Riley also advised this door should not have a lock. Chairman Stewart and Commissioner Eberlein instructed Mr. Riley to modify the Assessor's Office with the used door.

Mr. Houser exited the meeting at 2:37 p.m.

**Video Camera Replacement Request (KCSO)**

Undersheriff Daniel Mattos advised the Board that recording equipment and six (6) video cameras at the Sheriff’s Administration Building are no longer functioning. Undersheriff Mattos requested the equipment be replaced at a cost of \$9,295 and said funds through the Federal Drug Forfeiture Account could be used for the equipment costs. Mr. Riley requested that the Sheriff’s office work with the Buildings and Grounds and Information Services Departments throughout the installation of this system to ensure proper set up and serviceability. Undersheriff Mattos agreed with Mr. Riley’s request. Commissioner Eberlein agreed with the purchase. Chairman Stewart asked Mr. Mattos to prepare and circulate the paperwork requesting replacement equipment using funds from the Federal Drug Forfeiture Account.

Mr. Mattos and Sheriff’s Maintenance Supervisor Thomas Reed exited the meeting at 2:54 p.m.

**Facility Five Year Plan**

Mr. Riley updated the Board regarding the progress of the Fiscal Year 2015 Facility Five Year Plan and discussed which projects were completed and which projects were still upcoming. Mr. Riley stated that the parking lot at the Justice Building will not be included in this year’s projects. Mr. Riley requested permission to paint the Grants Management Office building using existing funds.

Chairman Stewart and Commissioner Eberlein approved the painting of the Grants Management Office building.

**Justice Building HVAC Upgrade**

Mr. Riley provided three bids to the Board for the Justice Building HVAC Upgrade. These bids were for design of the project.

Chairman Stewart and Commissioner Eberlein deferred a decision on this project to a date uncertain.

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

Chairman Stewart adjourned the meeting at 3:17 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Grace Blomgren, Deputy Clerk

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BY: \_\_\_\_\_  
Theresa Atchley, Deputy Clerk