

**Minutes of Meeting  
Commissioners' Debriefing  
December 14, 2015  
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Sondra Emerson, Senior Staff Accountant Kimberli Price, Human Resources Director Skye Reynolds, Benefits/Risk Management Specialist Dorothy Cross, Buildings & Grounds Director Shawn Riley, 9-1-1 Director Lieutenant Matt Street, Senior Judge Benjamin R. Simpson, Trial Court Administrator Karlene Behringer, Civil Deputy Prosecutor Pat Braden, Chief Bailiff Pete Barnes, Senior Bailiff David Boyer, Information Systems Director James Martin, Network Administrator Grant Kinsey, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerks Alicia Lynch and Cecilia Sweet. Also present was citizen Tina Kunishige.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:32 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**

**January Jury Selection Process**

Buildings & Grounds Director Shawn Riley explained that with the upcoming murder trials special accommodations were needed to adapt to the large jury selection process. He showed the Board a proposed layout of conference rooms 1A & 1B and discussed the shortcomings of fitting that many potential jurors in one space.

Network Administrator Grant Kinsey stated additional microphones would be needed but he was unsure if the County's current sound system could handle the additional input devices.

Chief Bailiff Pete Barnes stated that the North Idaho Museum parking lot would be available for jurors to use allocating an additional 75 to 80 parking spots. He added that parking at Memorial Field would not be available.

Senior Judge Benjamin R. Simpson requested to see conference rooms 1A & 1B and said he would give the Board his final determination within 24 hours.

Information Systems Director James Martin, Mr. Kinsey, Mr. Riley, Judge Simpson, Chief Bailiff Pete Barnes, Senior Bailiff David Boyer, and BOCC Administrative Supervisor Nancy Jones exited the meeting at 2:46 a.m.

### **FY2015 Unscheduled Revenues Resolution**

Clerk Jim Brannon presented the FY2015 Unscheduled Revenues and Expenses stating that the Board would need to approve these numbers so the Clerk's office could then submit the numbers to the Press for publication of a Legal Notice. He said the Resolution could be brought before the Board at the December 21, 2015, Public Hearing: FY2015 Budget Amendment meeting.

The Board approved FY2015 Unscheduled Revenues and Expenses document.

Senior Staff Accountant Kimberli Price discussed some aspects of the document with the Board, and noted that of the three specialty courts only the Mental Health court was funding its coordinators with State funds. She said the other two courts were rolling revenue into a Specialty Court Fund Balance that has restrictions regarding the use of those funds. She questioned whether statute allowed the Driving Under the Influence (DUI) and Drug courts could use state revenue to fund their coordinators' salaries.

Ms. Behringer requested the funds be used for coordinator travel and training and that the County continue to fund the coordinators' salaries, but she provided a copy of a copy of Statute 31-3201(E) guiding the question at hand.

Chairman Green stated the statute had enough latitude that he would like to pursue researching the use of state revenue to partially fund coordinators' salaries.

Human Resources Director Skye Reynolds reminded the Board that every year the medical insurance claims run high, and that Mercer calculated the County had been at 106.7% for FY2015, noting that this affected the FY2015 Unscheduled Expenses.

Mr. Riley and Mr. Kinsley re-entered the meeting at 2:59 p.m.

Benefits/ Risk Management Specialist Dorothy Cross, Finance Director Sondra Emerson, Ms. Reynolds, Ms. Behringer, and Ms. Price exited the meeting at 3:02 p.m.

### **9-1-1 Fee Review Process**

9-1-1 Director Lt. Matt Street and BOCC Administrative Supervisor Nancy Jones explained that Statute 31-4803(7) mandated that there be an annual review of 9-1-1 fees, and that the County's current informal review was out of compliance with statute. Lt. Street stated that the maximum monthly fee allowed was \$1 with an additional \$0.25 fee and that the County was currently at the maximum. Ms. Jones asked if a review could be conducted in December 2015, and then going forward asked if the review might be added to the annual Budget process.

The Board directed Lt. Street and Ms. Jones to conduct their review and bring a resolution to the Board before the end of the calendar year. The Board decided to add the review to the Budget process going forward.

Clerk Brannon, Chief Deputy Clerk Pat Raffee, exited the meeting at 3:12 p.m.

### **Request for Qualifications (RFQ) Scoring**

Mr. Riley presented the Evaluation Criteria and Weighing form used in past RFQs and asked the Board if any changes needed to be made before he solicited new RFQs.

Commissioner Marc Eberlein requested that *D. Demonstrated ability to meet schedules or deadlines and to complete projects without having major (more than 5%) cost escalations, overruns, or disputed claims* have more bearing in the score of the RFQ than the suggested 15 points.

Chairman Green recommended lowering the total points allowed to be earned for *F. References* and transferring those points to section D.

Civil Deputy Prosecutor Pat Braden stated the evaluation scores would not limit the Board's decisions, but were a valid tool and a required process.

The Board directed Mr. Riley to adjust the evaluation criteria to reflect a total available score of 5 points for section F, and 25 points for section D.

### **Jail Plumbing Options**

#### **Ameresco-Energy Services- Performance Contracting**

Chairman Green explained that Ameresco Project Manager Rob Haneline had contacted him and then Mr. Riley regarding a facility study and a potential construction contract. He stated that Mr. Haneline suggested services to reduce energy use and potentially assist with jail plumbing issues. Chairman Green stated he was unclear if Mr. Haneline was going to charge the County for his analysis.

The Board decided that the potential updates would be cost prohibitive and they would not pursue Ameresco's service offer.

Ms. Jones re-entered the meeting at 3:28 p.m.

### **Bergman Estate- Tax Cancellation**

Mr. Braden requested clarification from the Board regarding Gilman/ AIN 198122/ 2011 through 2014, a case handled at the August 5, 2015, Requests for Cancellation of Taxes meeting. He said the Board had signed a Resolution granting the cancellation of taxes for AIN 198122 from 2011 through 2014 but it was unclear if the waiving of interest, penalties, and fees was to include solid waste and aquifer protection fees.

The Board determined that of their previous intention in waiving of interest, penalties, and fees was to also include the solid waste and aquifer protection fees.

Commissioner Eberlein moved to waive solid waste and aquifer protection fees for AIN 198122 from 2011 through 2014. Commissioner David Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Mr. Braden exited the meeting at 3:35 p.m.

### **Fairgrounds Update**

Commissioner Stewart updated his fellow Commissioners on his discussions regarding relocating the University of Idaho Extension office to the Fairgrounds. He stated that the North Idaho Fair Board did not recall his previous conversation regarding the construction of a pole-barn on the corner of the property, and that they were now requesting the County build a multi-million dollar pavilion in addition to the Extension office building, with an additional paved parking lot.

The Board decided against the pavilion and additional parking lot at the Fairgrounds. The Board decided they were still interested in relocating the Extension office to the Fairgrounds but only if it could be done at a low cost to the County; otherwise the Extension office would remain at the Elections building.

Mr. Kinsey exited the meeting at 3:48 p.m.

Mr. Riley exited the meeting at 3:51 p.m.

### **Public Defense Structure**

Chairman Green brought forward a communication from Canyon County that required the Board to rank three options provided by the Idaho Association of Counties (IAC) regarding the Public Defense Structure.

The Board discussed the three options.

The Board directed Ms. Jones to draft a letter stating that the Board ranked *Option C: Regional Public Defender System*, first; *Option A: Grant System*, second; and that they found *Option B: Regional Oversight System* to be unacceptable.

### **Spokane Indians Employee Night**

Ms. Jones stated that the County had participated in the Spokane Indians Employee Night in the past. She suggested sending an email blast to employees allowing them to decide if they would participate and to buy tickets directly from the event and not through the County.

The Board agreed and directed Ms. Jones to email employees accordingly.

- E. 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 were no public comments.

Chairman Green adjourned the meeting at 3:58 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

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