

**Minutes of Meeting
Business Meeting
November 20, 2012
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Jai Nelson and Commissioner Dan Green met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:03 p.m.
- B. Pledge of Allegiance:** Chairman Tondee led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

11/6/2012	Business Meeting
11/7/2012	Requests for Waiver of Taxes
11/7/2012	Commissioners' Debriefing
11/8/2012	FY 2012 Year-End Closeout
11/8/2012	Commissioners' Debriefing
11/9/2012	Commissioners' Debriefing
11/13/2012	Indigent Appeal 2012-613
11/13/2012	Public Hearing – Alpine Meadows Water & Sewer District
11/14/2012	Larsen Allen – Annual Audit Kickoff
11/14/2012	Executive Session §67-2345(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.

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No's.: HK1730020020

BOCC Signatures for Indigent Cases: 11/8/2012 through 11/14/2012

Commissioner Nelson moved to approve the Consent Calendar as read into the record by Chairman Tondee. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

- D. Changes to the Agenda:** There were no changes to the agenda.
- E. Old Business:** There was no old business discussed.

F. New Business:

1. Public Hearing: Facilities Master Plan/Board of Commissioners

The Board met to conduct a Public Hearing for the purpose of hearing public comment on the proposed Facilities Master Plan.

Chairman Tondee opened the Public Hearing at 2:05 p.m.

Commissioner Nelson presented a brief overview of NAC Architecture's (NAC) Proposed Facilities Master Plan. The scope of the plan included the Downtown Campus, Post Falls and the 3rd Street Elections Facilities. NAC provided recommendations and cost projections to include a parking garage along Northwest Boulevard as well as new Justice Facilities with linking skywalks. Also recommended was paving the north lot and building a shop for the Building & Grounds Department which is moving forward at this time.

Chairman Tondee called for Public Comment.

Linda Ryder, Chair of the North Idaho Fair Board was in favor of the Facilities Master Plan as the Fair Board preferred that County facilities not be moved to the current Fairgrounds location. Ms. Ryder also presented the Board with the Fair Board's Recommended Master Plan which Chairman Tondee accepted and marked as Exhibit B1000.

There was no further public comment, either neutral or against the Facilities Master Plan.

Chairman Tondee closed the comment section of the Public Hearing at 2:11 p.m.

Commissioner Nelson moved that the Board close the Public Hearing for the Facilities Master Plan. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	Aye

The motion carried.

Commissioner Green moved to adopt the Facilities Master Plan as presented by NAC Architecture as a planning tool. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	Aye

The motion carried.

2. Engagement Letter/CliftonLarsonAllen/Auditor

Chairman Tondee asked that the Board consider an Engagement Letter from CliftonLarsonAllen, LLP (CLA) which outlines the services to be provided in conducting an independent audit of the basic financial statements of the County and preparation of depreciation schedules for the fiscal year ending 9/30/2012. The audit process will begin in November, 2012 and will be completed by 3/15/2013. The fee for the services is \$42,500.

Commissioner Green moved to approve the Engagement Letter for CliftonLarsonAllen, LLP for the Auditor's Department. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

3. Contract Amendment #2/TO Engineers, Inc. Solid Waste

Solid Waste Director Roger Saterfiel asked that the Board consider Contract Amendment #2 to the Professional Services Agreement entered into between Kootenai County (Solid Waste) and TO Engineers, Inc. (TO) which sets forth the duties and obligations to be performed by TO in Phases 2 and 3 of the Leachate Treatment System project. Mr. Saterfiel explained that the Amendment provides the County's consent to allow TO an extension of the deliverables deadline from 10/15/2012 to 11/30/2012 and that all other terms and conditions of the original Agreement remain in effect.

Commissioner Green moved to approve Contract Amendment #2 between Kootenai County (Solid Waste) and TO Engineers, Inc. to extend the deliverables deadline to 11/30/2012. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

4. Irrevocable Standby Letter of Credit #20556/Rural Systems Contract/Solid Waste

Civil Deputy Prosecuting Attorney John Cafferty requested that the Board consider Amendment #5 to the Irrevocable Standby Letter of Credit #20556 issued by Washington Trust Bank in favor of Northwest Waste & Recycling, LLC. Mr. Cafferty explained that this Letter of Credit is associated with the Rural System Collection Contract dated 3/1/2012 between Kootenai County and Northwest Waste & Recycling, LLC. The Amendment provides an automatic one (1) year extension of the Letter of Credit unless revoked in writing by Washington Trust Bank not less than 30 days before expiration. All other terms and conditions of the Letter of Credit #20556 remain unchanged.

Commissioner Green moved to accept Northwest Waste & Recycling, LLC's Irrevocable Standby Letter of Credit #20556 for the Rural Systems Contract for the Solid Waste Department. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

5. Memorandum of Understanding/Court Assistance Officer/Sturgell/First Judicial Court/District Court

Trial Court Administrator Karlene Behringer advised the Board that the Idaho Supreme Court has requested that a complete job description, as held on file by the Kootenai County Human Resources Department, be attached to the two Memorandums of Understanding (MOU) that were previously approved by the Board on 9/4/2012 and 10/16/2012. Ms. Behringer further explained that the first MOU was between Kootenai County (District Court) and Jay Sturgell and the second MOU was between Kootenai County (District Court/Trial Court Administrator) and Benewah, Bonner, Boundary and Shoshone Counties relating to the position of Court Assistance Officer. There are no other changes in the terms and conditions of the MOU's.

Commissioner Green moved to approve the two Amended Memorandums of Understanding for the Court Assistance Officer with the First Judicial Court and District Court. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

6. Change Order/Wesslen Construction/Sun Up Bay Boat Launch Renovation/Parks & Waterways

Parks & Waterways Director Nick Snyder asked that the Board consider an informal Change Order pursuant to the provisions of the original Design and Build Sun Up Bay Boat Launch Renovation Project Contract entered into between Kootenai County (Parks & Waterways) and Wesslen Construction, Inc. on 8/21/2012. The Change Order describes the additional work to be performed by Wesslen including installation of an ADA sidewalk and bull rail. Wesslen has agreed to perform the work for \$9,862. Mr. Snyder explained that he anticipates the additional cost will be covered by a grant provided by the Idaho State Parks & Recreation Department, however, cautioned the Board that if the grant is not received, the County would be liable for the additional funds. Further, Mr. Snyder informed the Board that the project is currently \$38,000 under budget. Should the Idaho State Parks & Recreation Department deny the grant application funds are available from the Boat Launch User Fees.

Commissioner Nelson moved to approve the Change Order #1 in the amount of \$9,862 with Wesslen Construction for the Sun Up Bay Boat Launch Renovation. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

7. Appointment/Moser/Historic Preservation Commission

Commissioner Green noted that Ms. Colleen Allison has resigned her appointment to the Historic Preservation Commission and recommended that Mr. Robin Moser be appointed to fulfill her term to December 31, 2012 as well as confirm his appointment for a three (3) year term beginning January 1, 2013 through December 31, 2015.

Commissioner Green moved to appoint Mr. Robin Moser to fill the unexpired term of Colleen Allison until December 31, 2012 as well as appoint him to a full three (3) year term beginning January 1, 2013 through December 31, 2015. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

8. Resolution 2012-112/Cancellation of Taxes, Penalties & Interest/ERFR00031012/AIN318064/Pizzaroni's

Chairman Tondee requested that the Board consider Resolution 2012-112 to cancel taxes, penalties and interest on Parcel No. ERFR00031012/AIN 318064 for Robert Manzer/Pizzaroni's, PO Box 312, Kuna, ID 83634.

Commissioner Nelson moved to approve Resolution 2012-112, Cancellation of Taxes, Penalties and Interest on Parcel No. ERFR0031012/AIN 318064, for Robert Manzer/Pizzaroni's. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

G. Staff Reports: Mr. Cafferty asked the Board to consider making Fair Board appointments in December so that the Fair Board may elect their officers at the Fair Board's Annual Planning Meeting to be held at the beginning of January, 2013.

H. 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.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk