

**Minutes of Meeting  
Chemical Shed Remodel  
March 28, 2013  
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Parks and Waterways Director Nick Snyder, Noxious Weed Control Assistant Bill Hargrave, Welch Comer Engineers President Phil Boyd, and Deputy Clerk Nancy Jones.

**A. Call to Order:** Chairman Tondee called the meeting to order at 9:06 a.m.

**B. Introductions:** There were no introductions made.

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

**D. Old Business:** There was no old business discussed.

**E. New Business:**

Welch Comer Engineers President Phil Boyd came before the Board to explain the grounds for a change order in regard to the Noxious Weed Control Chemical Shed project, and detail the issues that led to the change order being received after project completion.

Mr. Boyd explained that the proximity of the building to the property line caused Northern Lakes Fire and Community Development inspectors to determine that the structure would require an additional egress door and a higher fire code rating on the west wall, in order to meet code requirements. Mr. Boyd stated that Miller Stauffer Architects, their subcontractor, failed to submit this change order to (Project Manager) Welch Comer, and instead worked directly with the contractor on the change. In addition, the Ginno Construction crew moved forward with the changes prior to receipt of a signed change order. Finally, Mr. Boyd acknowledged lack of communication between Welch Comer and Miller Stauffer in regard to this issue. This breakdown in communication led to a failure to follow proper change order procedures. As a result, the project was completed before Welch Comer and Kootenai County were made aware of the additional project costs. Mr. Snyder explained that he was aware of the additional \$674 expenditure for water service changes, but was not aware of the \$3,891 change order for fire code upgrades.

In response to a question from Commissioner Nelson, Mr. Snyder verified that Ginno Construction has received their full contractual payment, with only the change order amount left outstanding at this time. The Board thanked Mr. Boyd for his candor regarding the communication and procedural issues, and Commissioner Nelson acknowledged that each company involved should have been familiar with the process requirements. The Board directed Mr. Boyd and Mr. Snyder to negotiate with Ginno Construction and Miller Stauffer, and then present the Board with an amount that each firm will contribute toward overage costs. Upon Board approval, the balance due will be paid from the Noxious Weed Control budget, as determined by Mr. Snyder.

**F. Staff Reports:** There were no staff reports.

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

The meeting was adjourned at 9:34 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk