

Minutes of Meeting
Business Meeting
June 25, 2013
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Grant Writer Jody Bieze, 9-1-1 Director Bradley Coughenour, Parks and Waterways Director Nick Snyder, Airport Director Greg Delavan, Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Civil Deputy Prosecuting Attorney Pat Braden, Major Dan Mattos, Risk Management Technician Julie Kamps, Operations Manager Shawn Riley, Lieutenant Stuart Miller, Juvenile Detention Director J T Taylor, Captain Kim Edmondson, Anderson Walsh Attorney Sean P. Walsh, CASA Executive Director Daniel English, Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:04 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

04/16/2013	Facilities Master Plan Financing Discussion
04/22/2013	Bret Keast & Planning Commission
06/17/2013	Commissioners' Debriefing
06/17/2013	Community Development Update
06/18/2013	Indigent Appeal No.: 2013-93
06/18/2013	Indigent Appeal No's.: 2011-934; 2012-79; 2012-867; 2012-1264; 2012-1370
06/18/2013	Indigent Appeal No.: 2012-187
06/18/2013	Mica Bay Project
06/18/2013	Business Meeting
06/19/2013	CASA Contract Discussion

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No's.: 51N03W228100; 49N04W022400

Notice of Proposed Revocation of Tax Exempt Status: Gate of Praise Assembly Inc./AIN 105111; 114364; Veterans of Foreign Wars Post 1473/AIN 102921; Veterans of Foreign Wars Post 3603/AIN 131603; Coeur d'Alene Shrine Club/AIN 197752; Idaho Foundation for Parks & Lands/AIN 141365

BOCC Signatures for Indigent Cases 06/13/2013 through 06/19/2013

Noxious Weed Control Agreements/Various Parcels

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

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

D. Changes to the Agenda:

Juvenile Detention Director JT Taylor requested that the Renewal/School Lunch Program Agreement/KCSO/Juvenile Detention be added to the agenda as it was submitted in a timely manner, but inadvertently excluded from this agenda. Civil Deputy Prosecuting Attorney John Cafferty asked that Item #17, Memorandum of Understanding/Property Acquisition/Phase 1/Riverstone Transit Center/Coeur d'Alene Tribe/Transit be pulled from the agenda as it was not ready for deliberations at this time.

Commissioner Green moved to change the agenda by adding the School Lunch Program Agreement between Juvenile Detention and the Kootenai County Sheriff's Office (KCSO), and also withdrawing item #17 to a date uncertain. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

E. Old Business: There was no old business discussed.

F. New Business:

1. Award/Request for Proposals/Towing Services/KCSO

Major Dan Mattos advised the Board that all of the proposals for towing have been reviewed and all companies were very competitive. Upon review of the available vendor equipment it was determined that Merwins Towing has a larger fleet of vehicles, which are better able to accommodate vehicles of all sizes. Major Mattos requested the Board approve the contract with Merwins Towing, and clarified that this contract was for all of the County towing needs, not just the Sheriff's Office.

Commissioner Green moved to award the Towing Services Contract to Merwins Towing. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

2. Open/Request for Qualifications/Harrison Boat Launch/Parks & Waterways

Commissioner Green opened the two (2) sealed proposals that were submitted by Wesslen Construction and Burnside Contracting Inc. for the Harrison Boat Launch renovations. Request for Qualifications was published in the *Coeur d'Alene Press* 06/07/2013 and 06/14/2013, in accordance with *Idaho Code* §67-2805(3)(b).

Commissioner Green moved to forward the two (2) bids received to the Legal Department and Parks and Waterways for review. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

3. Professional Services Contract/Kincaid/Parks & Waterways

Parks and Waterways Director Nick Snyder requested that the Board consider a contract between Kootenai County (Parks and Waterways) and Consultant Terry Kincaid for his services in regard to the Harrison Boat Launch Project. Mr. Snyder explained that the funding for this consultant is not included in the grant funds and would be paid out of the FY2014 budget. Mr. Kincaid will begin consulting on this project in July, but will not be paid until FY2014. Mr. Kincaid has agreed to an amount of no more than \$8,400. The Board held discussion in regard to the appropriate way to fund these services.

Commissioner Green moved to approve this Professional Services Contract, and directed Mr. Snyder to use boat launch fees to fund this contract, rather than FY2014 budget funds. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

4. Request for Proposal/Independent Financial Statement Audit Bid/Fiscal Year 2013-2015/Auditor

Finance Director David McDowell asked the Board to approve a Request for Proposals for the Annual Financial Audit Services of the Kootenai County Clerk/Auditor's Office.

Commissioner Green moved to publish the Request for Proposals for the Independent Financial Statement Audit for FY2013 through FY2015. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

5. Award bid 2013-10/Airfield Pavement Maintenance/Airport

Airport Director Greg Delavan advised the Board that the Airport received one (1) bid submission for the grant funded FAA Airfield Pavement Maintenance Project. Road Products Inc. (RPI) submitted the only bid, in the amount of \$262,000. As only one (1) bid was received, the Airport was given the opportunity to negotiate with RPI and final negotiations are now within the Federal Aviation Administration (FAA) grant guidelines of ten percent (10%) of the engineer's estimate. Mr. Delavan recommended that the project be awarded to RPI and explained that the final contract will be submitted to the Board after the Grant Offer is received.

Commissioner Green moved to award bid 2013-10 for the Airfield Paving Contract to RPI, subject to funding from the FAA. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

6. Grant Application/Notice of Award/AIP 3-16-0010-038/Federal Transit Administration/Airport

Mr. Delavan requested that the Board approve Grant Application AIP 3-16-0010-038 for the Airport Pavement Maintenance Project. Mr. Delavan explained to the Board that the application will be submitted to the Federal Transit Authority (FTA) and they will make a grant offer. Once this offer has been accepted by Kootenai County, the Airport will provide the contract between Kootenai County (Airport) and RPI as discussed in agenda Item #5.

Commissioner Green moved to approve the grant application for the Airfield Pavement Maintenance Project with the FTA. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

7. Maintenance Agreement/New World Systems/Information Systems

Administrative Secretary Teri Johnston brought to the attention of the Board that this item should have been pulled from the agenda at the request of Information Systems Director James Martin, as it was not ready for discussion.

Commissioner Green moved to continue this agenda item to a date uncertain when Information Systems is ready. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

8. Authorization and Certification/ECHO-Web/Transit/Auditor

Finance Director David McDowell asked the Board to consider the Echo-Web Authorization and required designation of rights certification form. This allows for adequate internal controls within the County to drawdown federal funds and access financial information. Willeen Corey will be removed from the ECHO system and Mr. McDowell and Staff Accountant Grace Blomgren will have update (drawdown) rights. FTA Grant Administrator Christine Fueston will have inquiry rights.

Commissioner Green moved to authorize the certification between Kootenai County and the ECHO-Web System for the Auditor's Office. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

9. 1st Amendment to Addendum B/Service Level Agreement/Electronic Transaction and Access/Access Idaho/Assessor

Chief Deputy Assessor Richard Houser requested that the Board consider an Amendment to the Service Level Agreement between Kootenai County (Assessor's Office) and Idaho Information Consortium LLC (Access Idaho). This Amendment authorizes the collection of a non-refundable, per-transaction fee of \$1.00, plus 3% for each payment collected. All other terms of this agreement shall remain the same.

Commissioner Green moved to approve the First Amendment to Addendum B of the Service Level Agreement between Kootenai County and Access Idaho. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

10. Red Cross Authorized Provider Agreement/Risk Management

Risk Management Technician Julie Kamps asked the Board to consider the Authorized Provider Agreement between Kootenai County (Risk Management) and the American National Red Cross. This Agreement allows Kootenai County to utilize certified instructors and teach Red Cross training courses at the rates established by the Red Cross. Fees are only expended by Kootenai County as these services are utilized.

Commissioner Green moved to approve the Provider Agreement between Kootenai County (Risk Management) and the Red Cross. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

11. Contract Extension/Jester's Cleaning Service/KCSO/9-1-1

9-1-1 Director Bradley Coughenour requested that the Board extend the existing contract for janitorial services between Kootenai County (9-1-1/Sheriff's Office) and Jester's Cleaning. This contract will be for the same services, with no change in compensation.

Commissioner Green moved to approve the contract extension between Kootenai County (9-1-1/Sheriff's Office) and Jester's Cleaning Service. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

12. Memorandum of Understanding/Harrison Ambulance/Kootenai Medical Center/North Idaho College/Northwest Specialty Hospital/Bonner General Hospital/Northern Idaho Advance Care Hospital/Panhandle Health/Shoshone Medical Center/Boundary Community Hospital/KCSO/9-1-1

Mr. Coughenour asked the Board to consider a Memorandum of Understanding (MOU) between Kootenai County (9-1-1) and the nine (9) listed agencies, to ensure compliance with the consolidated Primary Safety Answering Point (PSAP), which is dispatched through Kootenai County (9-1-1) to access the Southwest Idaho Wireless Integrated Network (SWIWN), and to maintain the master facility site.

Commissioner Green moved to approve this MOU between Kootenai County (9-1-1) and the nine (9) agencies. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

13. Contract/T-O Engineering/Jail Parking Lot Rehabilitation Project/KCSO/Buildings & Grounds

Building and Grounds Operations Manager Shawn Riley requested that the Board consider a Professional Services Agreement between Kootenai County (Building and Grounds) and T-O Engineers for construction management and inspections of the Kootenai Sheriff's Office (KCSO) Parking Lot Rehabilitation Project. T-O Engineers will receive compensation of \$17,415 and will provide services for Phases I-III of this project.

Commissioner Green moved to approve the Agreement between Kootenai County and T-O Engineers for services in relation to the KCSO Parking Lot Rehabilitation Project. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

14. Contract/Interstate Paving/Jail Parking Lot Rehabilitation Project/KCSO/Buildings & Grounds

Mr. Riley asked the Board to approve an Agreement between Kootenai County (Buildings and Grounds) and Interstate Concrete and Asphalt Co. for paving of the KCSO Parking Lot. Interstate Concrete was awarded the bid of \$218,938.81 on May 21, 2013. The first three (3) phases are to be completed no later than October 31, 2013 and funding of phase four (4) will be determined in FY2014.

Commissioner Green moved to approve the contract between Kootenai County (Buildings and Grounds) and Interstate Concrete to repave the Sheriff's Office parking lot in phases, with the understanding that Phase four (4) may not be funded at this time. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

15. Grant Award/WW14-1-28-2/Tow/Transport Vehicle/Idaho Department of Parks & Recreation/KCSO/Grant Management Office

Lieutenant Stuart Miller requested that the Board approve an Agreement between Kootenai County (Sheriff's Office) and the Idaho Department of Parks and Recreation to accept Grant WW14-1-28-2 award funds of \$17,770. These funds will be used to purchase a recreational tow/transport vehicle for use by the Sheriff's Office. This grant award requires matching funds from the County in the amount of \$17,820, which the Sheriff's Office has requested in their FY2014 budget. Grant Writer Jody Bieze explained that the Board needs to accept these funds within 60 days of the award, but that the funds are available for use until June 20, 2014.

Commissioner Green moved to accept the grant award for the tow vehicle, provided that the vehicle not be ordered until FY2014, in case the matching funds are not appropriated. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

16. Interlocal Agreement/JAG Program 2013-H246-ID-DJ/City of Coeur d'Alene/KCSO/Grant Management Office

Lieutenant Miller asked the Board to consider the Interlocal Agreement between Kootenai County and the City of Coeur d'Alene. This agreement will provide funds in the amount of \$21,745 from the Justice Assistance Grant (JAG) Program to allow for the purchase of Coplogic's Digital Officer Records System.

Commissioner Green moved to approve the Interlocal Agreement between Kootenai County and the City of Coeur d'Alene for the JAG Program Grant. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

17. Memorandum of Understanding/Property Acquisition/Phase 1/Riverstone Transit Center/Coeur d'Alene Tribe/Transit Pulled

18. Contract/Anderson Walsh, PLLC/CASA/Board of Commissioners

Mr. Cafferty provided the Board with the Contract for Anderson Walsh, PLLC. to provide legal services to the First Judicial Court Appointed Special Advocate Association Programs, Inc. (CASA). CASA Executive Director Daniel English was in favor of this Contract, which will commence on July 1, 2013.

Commissioner Green moved to approve the Contract between Kootenai County and Anderson Walsh, PLLC. to represent CASA. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

19. Resolution 2013-49/Transfer Property to Post Falls Police Department/KCSO/9-1-1

Mr. Coughenour asked the Board to consider Resolution 2013-49 to transfer ten (10) radio console positions to the City of Post Falls Police Department for a sales price of \$42,500. Mr. Coughenour explained to the Board that these consoles are no longer being used by Kootenai County and will provide benefits to both agencies. The funds from the sale of these consoles will be returned to the General Fund.

Commissioner Green moved to adopt Resolution 2013-49 to transfer property to the City of Post Falls Police Department. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

20. Resolution 2013-51/Public Defense System/Board of Commissioners

Chairman Tondee explained that this Resolution was meant to postpone a previous Resolution and was not ready for discussion.

Commissioner Green moved to continue Resolution 2013-51 to the next Business Meeting to be held on July 2, 2013. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

21. Resolution 2013-52/Surplus Equipment/Information Systems

Commissioner Green explained that Resolution 2013-52 was to declare as surplus seven (7) scanners that are no longer being utilized by the Information Systems Department, due to age and software compatibility issues.

Commissioner Green moved to adopt Resolution 2013-52 to declare as surplus the seven (7) scanners.

Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

22. Renewal/School Lunch Program Agreement/KCSO/Juvenile Detention

Mr. Taylor asked the Board to approve the School Lunch Program Agreement between the Kootenai County (Sheriff’s Office) and Kootenai County (Juvenile Detention) for the purchase of daily meals, milk and snacks for residents housed at the Juvenile Detention Center. Mr. Taylor explained that the Sheriff’s Office has continued to provide meals that meet the stringent guidelines of the School Lunch Program, which allows Juvenile Detention to access federal reimbursement funds. Mr. Taylor also advised the Board that there will be no change to the fee structure. Commissioner Green recommended that language be added to this annual Agreement to provide automatic renewals granted there are no significant changes to the Agreement.

Commissioner Green moved to approve the School Lunch Program Agreement between Kootenai County Sheriff’s Office and Juvenile Detention. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Staff Reports: There were no staff reports.

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 2:56 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Brandie Bradley, Deputy Clerk