

Minutes of Meeting
Business Meeting
July 9, 2013
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 Operations Manger Shawn Riley, Chief Deputy Clerk Pat Raffee, Applications Systems Manager Carrie Cole, Juvenile Probation Director Debra Nadeau, Prosecutor Barry McHugh, Elections Manager Carrie Phillips, FTA Grant Administrator Christine Fueston, Airport Administrative Assistant Mary Hopkins, Major Daniel Mattos, Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:02 p.m.
- B.**
- C. Pledge of Allegiance:** Chairman Tondee led the Pledge of Allegiance.

- D. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

06/06/2013	Deliberations/CUP13-0002/Avista Corporation/Community Development
06/17/2013	PRC Committee Final Findings
06/20/2013	Public Hearing/VAR13-0002/Shoshone Fire District No. 2/Community Development
06/24/2013	Airport Advisory Board
06/24/2013	Board of Ambulance Budget Meeting
06/25/2013	Business Meeting
06/26/2013	Aquifer Protection Update – Panhandle Health District
06/27/2013	Deliberations/CUP13-0001/CLIMB Works, LLC/Community Development
06/28/2013	ULUC – Planning Commission Notice Discussion
07/02/2013	Release of Lien No. 2012-72
07/02/2013	Indigent Appeal 2013-263
07/02/2013	Indigent Appeal 2013-132
07/02/2013	Indigent Appeal 2013-95

Board Actions

Treasurer’s Request for Cancellation of Solid Waste Fees/47N04W197825/AIN 110248; W8999013008A/AIN 171990

BOCC Signatures for Indigent Cases 06/27/2013 through 07/03/2013

Commissioner Nelson moved to approve the Consent Calendar as read into the record by Chairman Tondee. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley 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. Open/Request for Qualifications/Professional Engineering Services/Airport

Commissioner Nelson opened the three (3) statements of qualifications and experience, which were submitted for Kootenai County Airport professional engineering services. Submissions were made by Taylor Engineering, TO Engineers, and Armstrong Consultants. The notice inviting bids was advertised in the *Coeur d' Alene Press* on 06/14/2013.

Commissioner Green moved to forward the submissions to the Airport and to the Legal department for review. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

2. Notice to Proceed/Interstate Concrete and Asphalt Co./KCSO/Building & Grounds

Buildings and Grounds Operations Manager Shawn Riley came before the Board to request approval of the Notice to Proceed with Interstate Concrete and Asphalt Co. This notice will allow work to begin July 15, 2013, on the first three (3) phases of the Sheriff's Office parking lot rehabilitation.

Commissioner Nelson moved to approve the Notice to Proceed between the Kootenai County Sheriff's Office and Interstate Concrete and Asphalt Co. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

3. Contract/Towing Services/Merwins Towing/KCSO

Major Daniel Mattos requested that the Board approve the contract for towing services between Kootenai County and Merwins Towing. Civil Deputy Prosecuting Attorney John Cafferty advised the Board that the contract was incomplete, and that the contractor's name, contact information, and contract amount should be added before the contract is signed by the Board.

Commissioner Green moved to approve the contract for towing services between Kootenai County and Merwins Towing, once the contract information has been updated. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

4. Notice of Cancellation/Chapman Financial Services/County Assistance

Chief Deputy Clerk Pat Raffee asked the Board to consider cancellation of the contract between Kootenai County (County Assistance) and Chapman Financial Services. Ms. Raffee explained that multiple attempts have been made to resolve collection practice deficiencies with Chapman Financial Services. The Board clarified that other County departments currently use Chapman Financial Services for debt collection, and discussed the possible impact this termination may have for the other departments. The Board emphasized the need for the notice of cancellation to indicate that this is for County Assistance accounts only.

Commissioner Green moved to approve the thirty (30) day notice of termination between Kootenai County (County Assistance) and Chapman Financial Services. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

5. Independent Contractor's Agreement/Amaya/Victim Impact Specialist/ICDVVA/Juvenile Probation

Juvenile Probation Director Debra Nadeau requested that the Board approve the Independent Contractor's Agreement between Kootenai County (Juvenile Probation) and Victim Impact Specialist Tina Amaya. Ms. Nadeau explained that this is a grant funded, part-time position that provides assistance to crime victims in Kootenai County. This contract will become effective on July 9, 2013 and will expire on July 14, 2014.

Commissioner Nelson moved to approve the Independent Contractor's Agreement between Kootenai County (Juvenile Probation) and Tina Amaya. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

6. Maintenance Agreement/New World Systems/Information Systems

Applications Systems Manager Carrie Cole asked the Board to consider the maintenance agreement between Kootenai County (Information Systems) and New World Systems. Ms. Cole explained that this contract has been reviewed by Legal, and that corrections have been made per their recommendation. This agreement provides for maintenance of the LOGOS Financial System from October 1, 2013 through November 20, 2018.

Commissioner Green moved to approve the maintenance agreement between Kootenai County (Information Systems) and New World Systems for the LOGOS financial software. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

7. FY2013 Fund/Sections 5307, 5310 and 5339/Public Transit Service/Transit

FTA Grant Administrator Christine Fueston requested that the Board approve the applications for Sections 5307, 5310 and 5339, public transit service FY2013 grant funds. Ms. Fueston explained that these funds are used for fixed route and paratransit services in Kootenai County. A portion of these funds were accepted by the Board for the first half of FY2013, this application will apply for funds for the second half of FY2013. The Board held discussion regarding the fund match requirements and which agencies provide these matching funds.

Commissioner Green moved to approve application for the Section 5307, 5310, and 5339 transit grant funds. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

8. Resolution 2013-53/Classify Documents/Elections

Elections Manager Carrie Phillips asked the Board to adopt Resolution 2013-53, which would allow the Elections department to classify the specified documents for destruction per *Idaho Code* §34-217.

Commissioner Nelson moved to adopt Resolution 2013-53 to classify Elections documents for destruction, per the criteria outlined in the Resolution. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

9. Resolution 2013-54/Destroy Documents/Elections

Ms. Phillips requested that the Board adopt Resolution 2013-54, which will allow for the destruction of the Elections documents that were previously classified by Resolution 2013-53.

Commissioner Nelson moved to adopt Resolution 2013-54 to destroy the documents classified for destruction by Resolution 2013-53. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

G. 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 2:38 p.m.

Respectfully submitted,
CLIFFORD T. HAYES, CLERK

BY: _____
Brandie Bradley, Deputy Clerk