

**Minutes of Meeting
Business Meeting
September 10, 2013
2:00 p.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 Office of Emergency Management Resource and Preparedness Specialist Douglas Fredericks, Airport Director Greg Delavan, Grant Writer Jody Bieze, Treasurer Tom Malzahn, 9-1-1 Director Brad Coughenour, Panhandle Insurance Representative John Goedde, Legal Assistant Barb Nyquist, Administrative Secretary Teri Johnston, Civil Deputy Prosecuting Attorneys R. David Ferguson, Pat Braden, Jamila Holmes and John Cafferty, and Deputy Clerk Patti Marland-Stevens.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:04 p.m.
- B. Pledge of Allegiance:** Commissioner Nelson led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

08/26/2013	Airport Advisory Board
08/26/2013	Quarterly Fire Protection Districts Meeting
08/26/2013	Commissioners' Debriefing
08/27/2013	Executive Session §67-2345(1)(a) to consider hiring a public officer, employee, staff member, or individual agent.
08/27/2013	Strategic Planning
08/27/2013	Business Meeting
08/28/2013	Public Hearing FY 2013-2014 Budget
08/29/2013	Executive Session §67-2345(1)(a) to consider hiring a public officer, employee, staff member, or individual agent.
09/03/2013	Release of Lien 2013-178
09/03/2013	Indigent Appeal 2013-115
09/03/2013	Revisit 2013-51
09/03/2013	Indigent Appeal 2013-307

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No.: PJ3590000000

Approval Order/Tax Exempt Status/Set Apart Discipleship/C-8280-013-011-A/AIN 323180

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

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

The motion carried.

D. Changes to the Agenda:

Grant Writer Jody Bieze came before the Board to request a restatement of the motion made in the August 20, 2013 Business Meeting regarding the Amendment for the Kootenai County Multi-Jurisdictional All Hazard Mitigation Plan. Specific language must appear in the minutes for grant application, and the minutes of August 20, 2013 did not reflect the wording required. Ms. Bieze would like to present information to the Board to rectify this omission so that the grant can be presented with the required findings and recommendations by the Board of County Commissioners. Civil Deputy Prosecuting Attorney John Cafferty informed the Board that the minutes would not need to be amended, but that new action would be required because the information sought was not actually before the Board at that time. It was determined that the minutes were accurately reflected, but that particular statements required to satisfy the grant application were omitted in the meeting. It was suggested that a Resolution or written document be created for adoption by the Board so that all necessary language shall be in place for grants going forward. Commissioner Nelson would prefer to have the document prior to acting so as to assure the specific language is accurate when stated for the record. Chairman Tondee advised that this item would be added to the September 17, 2013 Business Meeting.

Commissioner Green requested that item number fourteen (#14) be pulled from the agenda due to some clarification required in the contract.

Chairman Tondee noted that item number five (#5) had been pulled from the agenda due to some clarification on the numbers stated in the contract.

Commissioner Green moved to amend the agenda by pulling items five (5) and fourteen (14) to a date uncertain. Commissioner Nelson seconded. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

E. Old Business:

F. New Business:

1. Bid Opening/Public Work Vendors/Air Conditioning Units/KCSO/9-1-1

Commissioner Nelson opened four (4) bids for replacement of two (2) air conditioning units that are needed to maintain the environmental conditions for the 9-1-1 equipment and electrical rooms. Requests for Bids were sent out to Public Works vendors on August 15, 2013. ACI Northwest, Coeur d’Alene, ID, submitted a bid in the amount of \$31,887; DivCo, Spokane, WA, submitted a bid in the amount of \$29,146 plus tax; RDI Heating and Cooling, Hayden, ID submitted a bid in the amount of \$30,418; Evergreen Electric and HVAC, Spirit Lake, ID submitted a bid in the amount of \$32,352.92. All four (4) of the bids included the required bonds.

Commissioner Green moved to accept four (4) bids from Public Works vendors for the air conditioning units and forward them to 9-1-1 and Legal for review. Commissioner Nelson seconded the motion.

There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

2. Contract/Public Safety Radio Systems/Motorola/KCSO/9-1-1

9-1-1 Director Brad Coughenour came before the Board to request consideration of an annual Motorola Public Safety Radio Systems maintenance contract. This contract shall provide twenty-four (24) hour maintenance support of equipment located at central communications. This contract shall not cover equipment that is under warranty. The cost of the contract shall be \$122,106.55, which is a reduction from previous years, due to cancellation of a software subscription agreement to the maintenance contract, and the fact that consoles installed in central communications are under warranty until July 2014. This contract shall be funded through the use of 9-1-1 emergency communications funds. A customer service agreement shall be included in the contract.

Commissioner Green moved to continue the Motorola/KCSO/9-1-1/Public Safety Radio Systems contract to the September 24, 2013 Business Meeting to allow for more information and review. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

3. Award Bid/Wesslen Construction/Harrison Boat Launch Project/Parks and Waterways

Civil Deputy Prosecuting Attorney Jamila Holmes represented Nick Snyder, Parks and Waterways Director, to request consideration of a bid award to Wesslen Construction for the Harrison Boat Launch Renovation Project, contingent upon receipt of funding in the amount of \$12,000 from the Idaho Department of Parks and Recreation.

Commissioner Nelson moved to award the bid for the Harrison Boat Launch Project to Wesslen Construction, contingent upon Idaho Department of Parks and Recreation authorizing their contribution of \$12,000. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

4. Institutional Suitability Certificate/Multi-Bank Securities, Inc./Treasurer

Treasurer Tom Malzahn came before the Board to request consideration of authorizing Multi-Bank Securities, Inc. as a securities dealer for Kootenai County. The certificate is necessary to enable the Treasurer to utilize the services of "e-direct", an online investment tool. The Multi-Bank Securities, Inc. tool allows for access to any security available in the United States. This would be a no fee endeavor.

Commissioner Green moved to authorize the Institutional Suitability Certificate from Multi-Bank Securities, Inc. for Kootenai County (Treasurer). Commissioner Nelson seconded the motion. Commissioner Nelson inquired whether the County's investment policy needed to be augmented to include this authorization. Civil Deputy Prosecuting Attorney John Cafferty stated that the investment policy does not address this type of issue and that Multi-Bank Securities, Inc. would not be stipulated as an authorized bank because funds are not stored there. This certificate shall authorize purchases to be made through Multi-Bank Securities, Inc. which shall then be held locally in the County's authorized banks. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

5. Contract Renewal/Correctional Healthcare Companies/KCSO Pulled

6. Lease Agreement/Rescind Leases/LP Investments/Airport

Airport Director Greg Delavan came before the Board to request consideration of a proposed Lease Agreement between Kootenai County (Airport) and LP Investments, LLC (LP), and a Mutual Rescission of Lease Agreement of two (2) separate lease agreements between LP and the County. Under the new Lease Agreement, the two adjoining lots, which were the subjects of the two (2) prior leases, shall be merged into one parcel, ALL-2013-100, allowing LP to expand its business to add additional work space and/or equipment as needed.

Commissioner Green moved to approve the Mutual Rescission of two (2) Lease Agreements between LP Investments, LLC and Kootenai County (Airport) and approve the new Lease Agreement between LP Investments, LLC and Kootenai County (Airport). Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

7. Resolution No. 2013-72/AIP 039/Sustainable Management Plan/Airport

Mr. Delavan requested approval of Resolution No. 2013-72/AIP 039, which provides for application for a Federal Aviation Administration (FAA) grant of up to \$300,000 to establish a Sustainable Management Plan, which shall consist of a review of the Airport; examination of environmental issues, social issues and economic opportunities; and provides a report back. The review shall commence Fall 2013 and be completed Fall 2014. The State of Idaho shall contribute four and one-half percent (4.5%) towards this study and the County's grant match shall be five and one-half percent (5.5%) of the final contract amount. The Board expressed desire to approve the scope prior to accessing the funds, and concern about the availability of match funds from the County. Mr. Delavan informed the Board that there may be some funds from FY2012/FY2013, as yet unused, that may be available for use towards this match.

Commissioner Green moved to adopt Resolution No. 2013-72/AIP 039/Sustainable Management Plan, contingent on approval of the scope prior to submission to the FAA. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

8. Resolution No. 2013-73/AIP 040/Wildlife Hazard Assessment/Airport

Mr. Delavan further requested consideration of the approval of Resolution No. 2013-73/AIP 040, which provides for a grant offer to conduct the required Wildlife Hazard Assessment for the Airport. The match for this grant had been included in the FY2014 Airport budget. The State of Idaho shall contribute four and one-half percent (4.5%) and the County's grant match shall be five and one-half percent (5.5%).

Commissioner Nelson moved to approve Resolution No. 2013-73/AIP 040/Wildlife Hazard Assessment grant for Kootenai County (Airport). Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

9. **Memorandum of Understanding/Kootenai County Fair Board/Office of Emergency Management**

Office of Emergency Management Resource and Preparedness Specialist Douglas Fredericks requested Board consideration of a Memorandum of Understanding between Kootenai County (Office of Emergency Management) and the Kootenai County Fair Board. The MOU shall confirm the use of the Fairgrounds facilities located at 4056 N. Government Way, Coeur d'Alene, Idaho for various emergency activities or incidents in the event of a large scale emergency situation. Commissioner Nelson expressed concern regarding the fees the Fair Board proposes to charge for this use. Chairman Tondee noted that the Board had asked the Fair Board to become self-sufficient.

Commissioner Green moved to approve the Memorandum of Understanding between Kootenai County Fair Board and Kootenai County (Office of Emergency Management). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

Commissioner Nelson: No
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

10. **Memorandum of Understanding/Kroc Center/Office of Emergency Management**

Mr. Fredericks further requested consideration of a Memorandum of Understanding between Kootenai County (Office of Emergency Management) and the Kroc Center which confirms the use of the Kroc Center facilities located at 1765 W. Golf Course Road, Coeur d'Alene, Idaho for emergencies and declared disasters occurring in Kootenai County. The Kroc Center shall agree to provide sheltering and a centralized family assistance center in the event of large scale emergency situations.

Commissioner Green moved to approve the Memorandum of Understanding between the Kroc Center and Kootenai County (Office of Emergency Management). Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

11. **Joint Powers Subscriber Agreement/Public Entity Multi-Lines Insurance Policy/ICRMP/Risk Management**

Panhandle Insurance Representative John Goedde came before the Board to request consideration of the 2013-2014 Idaho Counties Risk Management Program (ICRMP) Public Entity Multi-Lines Insurance Policy, Declaration Sheet, and Coverage Summary which identifies the terms of coverage provided to Kootenai County. The policy shall become effective October 1, 2013 and shall expire September 30, 2014. The legal department had reviewed the policy and recommended exclusion of the additional terrorism coverage.

Commissioner Green moved to approve the Joint Powers Subscriber Agreement between ICRMP and Kootenai County (Risk Management) and to decline the additional terrorism coverage. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

12. Services Agreement/Employee Assistance Program/Reliant Behavioral Health/Human Resources

Commissioner Green brought forward a request for approval of the proposed Services Agreement between Kootenai County (Human Resources) and Reliant Behavioral Health. This agreement shall provide for Employee Assistance Program services for County employees. Upon Legal review, it was determined that there were two (2) items that required clarification. The contract was not clear in regard to the County's payment based on number of employees and not on usage. Commissioner Green advised to amend Exhibit B, Section 3, Number 4 (Page 8) to state; "Monthly invoice amount is a product of the number of employees times (x) \$1.40/per rate only. Actual usage does not determine amount invoiced." It was also stated that on Page 2, Section 3.2, "annualized utilization" was not clearly defined. Commissioner Green recommended that the Board make the amendment as stated, and monitor the rates.

Commissioner Nelson moved to approve the Services Agreement for the Employee Assistance Program between Reliant Behavioral Health and Kootenai County (Human Resources) with the amendment to Exhibit B, Section 3, Number 4 (as stated above), and to authorize Chairman Tondee to sign the agreement. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

13. COBRA Administrative Services Agreement/Discovery Benefits, Inc./Board of Commissioners

Civil Deputy Prosecuting Attorney Pat Braden requested approval of the Consolidated Omnibus Budget Reconciliation Act (COBRA) Administrative Services Agreement and Business Associate Agreement between Kootenai County (Human Resources) and Discovery Benefits, Inc., which sets forth the duties and responsibilities of the County in providing extended health care coverage to individuals who are no longer employed by the County. Discovery Benefits, Inc. shall provide services regarding administration of the COBRA policy, to include collection of premiums and eligibility advisory, and shall perform as a liaison with Blue Cross. The initial term of the agreement shall be for twelve (12) months, retroactive to September 1, 2013, and shall automatically renew for additional one year periods, and provides for a sixty (60) day notice of termination clause. A companion agreement shall be required by Health Insurance Portability and Accountability Act (HIPAA) which stipulates that anyone providing services on the County's behalf as an independent contractor shall comply with requirements of the HIPAA when the County enters into this contract. The Board expressed concern about changing the carrier prior to expiration of the current contract. The County shall direct Human Resources to request the start date of this contract to coincide with the expiration of the existing contract, which is October 31, 2013.

Commissioner Green moved to approve the COBRA Administrative Services Agreement and Business Associate Agreement between Kootenai County (Human Resources) and Discovery Benefits, Inc. to commence November 1, 2013. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

~~14. Reimbursement Account Administrative Services Agreement/Flexible Spending Arrangement/Discovery Benefits, Inc./Board of Commissioners Pulled~~

15. Annexation Request/Weckler/Judd/Kootenai County Fire and Rescue

Mr. Cafferty reported that all requirements had been met for the annexation of two (2) parcels of real property (belonging to Dale Weckler and Donald and Sharon Judd) into the Kootenai County Fire and Rescue District.

Commissioner Green moved to approve the annexation request by Kootenai County Fire and Rescue owned by Dale Weckler and Donald and Sharon Judd. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens 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: There were no public comments.

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Patti Marland-Stevens, Deputy Clerk