

**Minutes of Meeting
Business Meeting
September 17, 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 Parks and Waterways Director Nick Snyder, Lieutenant Matthew Street, Chief Deputy Clerk Pat Raffee, Elections Manager Carrie Phillips, Recording Manager Susette Clements, Auto Mechanic Will Stein, 9-1-1 Director Brad Coughenour, Lieutenant John Holecek, Kootenai County Emergency Medical Services System Secretary/Treasurer Tracy Abrahamson, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Pat Braden, Osprey Association Members Scott Reed and Diane Hoaglund, Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:00 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

08/01/2013	Signing/CUP13-0002/Community Development
08/08/2013	Public Hearing/ZON13-0001/Bayview/Community Development
08/15/2013	Signings/Community Development
08/22/2013	Signings/Community Development
08/27/2013	Executive Session 11:00 a.m. §67-2345(1)(a) to consider hiring a public officer, employee, staff member, or individual agent.
08/27/2013	Executive Session 4:00 p.m. §67-2345(1)(a) to consider hiring a public officer, employee, staff member, or individual agent.
08/29/2013	Deliberations/Community Development
08/29/2013	Position Review Committee
09/03/2013	Tax Exempt Applications
09/03/2013	Business Meeting
09/04/2013	Request for Cancellation of Taxes
09/04/2013	Commissioners' Debriefing
09/05/2013	Executive Session §67-2345(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
09/05/2013	Salary Survey Methodology and Implementation
09/06/2013	Area Agency on Aging
09/10/2013	Release of Lien – Forgiveness of Debt No's.: 2011-56, 2013-6, 2013-81 and 2013-91.

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No's.: 062400050040; C18300050010; CJ2950030020; 053350010050; 52N04W207300; 032150010010

Affidavit of Treasurer's Monthly Report: August 2013

Notice to Proceed/Interstate Concrete and Asphalt/KCSO/Building and Grounds

BOCC Signatures for Indigent Cases: 08/29/2013 through 09/04/2013; 09/05/2013 through 09/11/2013

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee. 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.

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/Resolution 2013-68/Kootenai County Emergency Medical Services System Fee Schedule

The Board met to conduct a Public Hearing, for which notice was given on September 2, 2013, and September 9, 2013, in the *Coeur d'Alene Press*, for the purpose of hearing public comment regarding the proposed fee increases pertaining to Kootenai County Emergency Medical Services (KCEMSS).

Chairman Tondee opened the Public Hearing at 2:04 p.m.

KCEMSS Secretary/Treasurer Tracy Abrahamson explained to the Board that the last fee increase for ambulance services was in March 2009. Ms. Abrahamson advised the Board that some of the insurance companies have stopped paying for certain services. In order to compensate for this deficiency, these costs have been bundled into the base rate fees.

There were no favorable comments.

There were no opposing comments.

There was no rebuttal from Ms. Abrahamson.

Commissioner Nelson moved to close the public hearing for the Proposed Fee Increase for Kootenai County Emergency Medical Services. 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.

Commissioner Nelson moved to adopt Resolution 2013-68 for the new medical services fee schedule. 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.

2. Bid Opening 2013-12/Next Generation 9-1-1 Logging Recorder/KCSO/9-1-1

Commissioner Nelson opened one (1) bid, which was submitted by Commercial Electronics, in the amount of \$79,249.86. Notice Inviting Bids was published in the *Coeur d'Alene Press* on August 29, 2013, and September 5, 2013. 9-1-1 Director Brad Coughenour explained that this bid is for a Next Generation 9-1-1 Recording System which will replace the existing data recorder at the 9-1-1 Operations Center.

Commissioner Nelson moved to accept the bid from Commercial Electronics and to send the bid to 9-1-1 and Legal for review. 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 Renewal/Correctional Healthcare Companies/KCSO

Lieutenant John Holecek requested that the Board approve the revised price quote that was submitted by Correctional Healthcare Companies for inmate healthcare services at the Kootenai County Jail. Mr. Holecek explained to the Board that mental health services were removed from this contract, and the new monthly expenditures for these services will be \$82,452.21, beginning October 1, 2013. Commissioner Nelson noted that the budget will need to be amended for FY2014 due to this contract renewal.

Commissioner Green moved to approve the Contract Renewal between Kootenai County (Sheriff's Office) and Correctional Healthcare Companies for inmate healthcare 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.

4. Contract/Wesslen Construction/Harrison Boat Launch/Parks and Waterways

Parks and Waterways Director Nick Snyder asked the Board to consider a contract between Kootenai County (Parks and Waterways) and Wesslen Construction for the renovation project of the Harrison Boat Launch. The cost of this project is \$311,080 and will begin September 23, 2013. Mr. Snyder further explained that Wesslen Construction has provided proof of insurance and the performance bond, as required. Funding for this project will come from vessel fees collected by the Kootenai County Parks and Waterways Department.

Commissioner Green moved to approve the contract between Kootenai County (Parks and Waterways) and Wesslen Construction for the Harrison Boat Launch renovation project. 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. Application/Idaho Department of Lands/Cougar Bay/Parks and Waterways

Mr. Snyder requested that the Board approve the application for a non-navigational encroachment permit, which is to be submitted to the Idaho Department of Lands (IDL). Mr. Snyder explained that this project has been a combined effort between Kootenai County and the Osprey Association. Mr. Snyder further explained that the Osprey Association constructed new pilings for osprey nesting at Cougar Bay and an encroachment permit application is now needed for these pilings. Osprey Association Member Scott Reed gave a history of the project. The Board held a discussion about the project and advised Mr. Snyder that he will be the point of contact for Kootenai County with regard to this permit application.

Commissioner Green moved to authorize the application with Idaho Department of Lands for the after-the-fact piling installation at Cougar Bay, with the understanding that Chairman Tondee and Mr. Snyder are authorized signers for this project. 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.

6. Sales Agreement/DS850 Tabulator/Election Systems Software/Elections

Elections Manager Carrie Phillips asked the Board to consider a Sales Agreement to purchase a DS850 High Speed Digital Image Scanner/Ballot Counter, which is to be used by the Elections Department. Ms. Phillips explained that the Elections Department currently has three (3) older tabulators, and that this new unit will replace two (2) of those machines. (One (1) of the older tabulators will be retained as a back-up.) The cost of this unit is \$115,500, and it will be delivered by the end of September. Elections will use the tabulator on a trial basis until October 15, 2013. The first year of the service agreement is included in this purchase; however, additional service agreements will cost \$3,900 per year.

Commissioner Green moved to approve the Sales Agreement for the DS850 Tabulator for the Elections Department. 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. Amendment/Independent Contractor Agreement/Scanning and Digitization of Records/Recorder

Recording Manager Susette Clements came before the Board to request approval of an amendment to extend the Independent Contractor Agreement between Kootenai County (Recorder's Office) and Paperless Digital Solutions, for the scanning and digitization of records for the Recorder's Office. Ms. Clements explained that Paperless Digital Solutions has completed forty-one percent (41%) of the current project and requested that the Board extend the project completion date to September 2014, so that this project can continue.

Commissioner Green moved to approve the amendment to the Independent Contractor Agreement between Kootenai County (Recorder's Office) and Paperless Digital Solutions, for the digitization of records for the Recorder's Office. 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 2013-66/Kootenai County Fund Balance Policy Addendum

Commissioner Nelson made a request for the Board to adopt Resolution 2013-66, which is an Addendum to the Kootenai County Fund Balance Policy. This addendum allocates and designates specific fund balance amounts, including capital, program, and acquisition funds.

Commissioner Green moved to adopt Resolution 2013-66 for the Kootenai County Fund Balance Policy Addendum. 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.

9. Resolution 2013-74/ Amendment to All Hazard Mitigation Plan/Office of Emergency Management/Grant Management Office

Civil Deputy Prosecuting Attorney John Cafferty asked the Board to adopt Resolution 2013-74, which amends the All Hazard Mitigation Plan for Kootenai County (Office of Emergency Management).

This resolution clarifies the Board’s All Hazard Mitigation Plan for Wolf Lodge Creek.

Commissioner Green moved to adopt Resolution 2013-74, Amendment to the All Hazard Mitigation Plan, for the Office of Emergency Management. 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.

10. Resolution 2013-78/Surplus Vehicles/KCSO

Lieutenant Matthew Street requested that the Board consider Resolution 2013-78, to declare as surplus ten (10) vehicles previously used by Kootenai County (Sheriff’s Department). Lieutenant Street explained that the repair and salvage efforts to maintain these vehicles is no longer sustainable.

Commissioner Green moved to adopt Resolution 2013-78, to declare as surplus ten (10) vehicles for the Kootenai County Sheriff’s Office. 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.

G. Staff Reports: There were no staff reports.

H. Public Comment: There were no public comments.

The meeting was adjourned at 2:43 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Brandie Bradley, Deputy Clerk