

**Minutes of Meeting
Westlaw Contract Update
September 27, 2013
3:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee (via teleconference) and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Community Development Planner Justin Seier, Civil Deputy Prosecuting Attorney Pat Braden and Deputy Clerk Patti Marland-Stevens. Commissioner Dan Green was excused.

A. Call to Order: Commissioner Nelson called the meeting to order at 3:30 p.m.

B. Introductions: There were no introductions made.

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

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

F. New Business:

1. Discussion on the contract update with Westlaw

Civil Deputy Prosecuting Attorney Pat Braden presented the Westlaw Law Library Service renewal contracts for three (3) departments, the Prosecutor's Office, Public Defender's Office, and the patron terminal in District Court. Mr. Braden had previously come before the Board to request early renewal of the Prosecutor's Office Westlaw contract in order to support the addition of two (2) additional access licenses for new attorneys. Acknowledging that the County had recently facilitated a cost break for multiple contracts, the Board had directed Mr. Braden to investigate whether the contracts for all three (3) departments could renew at the same time, thus maintaining the "bundle" savings which had been obtained in 2011. Mr. Braden worked with representatives from Westlaw, who approved these adjustments. The contract package that was presented to the Board encompassed the three (3) contracts, which shall be for an additional three (3) year period, and also reflected the currently recognized bundle discount. At issue was the urgency of this request, requiring signature and submission by 5:00 p.m. September 27, 2013.

Commissioner Nelson moved to approve the three (3) Westlaw Law Library Service contracts for the District Court, Public Defender and Prosecutor's departments. Chairman Tondee seconded the motion.

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

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

The motion carried.

Due to the urgent timing on this matter, Chairman Tondee gave verbal authorization to Mr. Braden for the usage of the Chairman's signature stamp.

2. Community Rating Service Annual Recertification (Re: Flood Insurance)

Community Development Planner Justin Seier presented the completed recertification documentation to be submitted to the U.S. Department of Homeland Security, Federal Emergency Management Agency. The document verifies the County has continued to implement the activities required by the Community Rating Service (CRS) Program. Adherence to these guidelines allows for the County's continuation in the National Flood Insurance Program (NFIP). The County will provide this documentation, which shall include elevation certificates, transcripts of conversations with the community, and letters to lenders informing them of Kootenai County Community Development provided services. Chairman Tondee noted that this certification was beneficial for citizens of the County in helping to keep individual insurance rates down.

Commissioner Nelson moved to approve the Community Rating Service Annual Recertification for the Flood Insurance Program. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

Due to the urgent timing on this matter, Chairman Tondee gave verbal authorization to those present to follow up with Administrative Secretary Teri Johnston for use of his signature stamp on this certification.

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 3:45 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Patti Marland-Stevens, Deputy Clerk