

**Minutes of Meeting  
Business Meeting  
October 8, 2013  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Solid Waste Director Roger Saterfiel, Parks and Waterways Director Nick Snyder, 9-1-1 Director Brad Coughenour, Grant Writer Jody Bieze, Civil Deputy Prosecuting Attorneys Pat Braden and John Cafferty, and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

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

**Minutes of Meetings**

09/05/2013 Commissioners' Debriefing (continued)  
09/12/2013 Signing/VAR13-0003/DeMeerleer/Community Development  
09/16/2013 Executive Session §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.  
09/18/2013 Pay Philosophy and Restructure  
09/18/2013 FY2015 Budget Planning  
09/19/2013 Signing/CUP13-0008/Whitcomb/Community Development  
09/20/2013 Jail/Juvenile Detention Electrical Proposals  
09/23/2013 Airport Advisory Board  
09/23/2013 Community Development Update  
09/24/2013 Business Meeting  
09/26/2013 Executive Session §67-2345(1)(a) to consider hiring a public officer, employee, staff member, or individual agent.

**Board Actions**

Assessor's Recommendation for Adjustment to Tax/Valuation/Parcel No's.: 49N03W153150

Cancellation of Tax on Personal Property/Various Parcels/Treasurer

Civil Division Financial Report/KCSO: August 2013

Affidavit of Treasurer's Monthly Report/September 30, 2013

BOCC Signatures for Indigent Cases: 09/19/2013 through 09/25/2013

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

The motion carried.

- D. Changes to the Agenda:** A request was made by Grant Writer Jody Bieze to add to the agenda a discussion about the Bayview Community Center. Ms. Bieze explained to the Board that this issue required immediate action, in order to comply with time constraints. Item #9, Service Agreement/Flexible Spending Account (FSA)/Discovery Benefits/Human Resources was removed from the agenda, as it was not ready for discussion.

Commissioner Nelson moved to add a discussion on the Bayview Community Center Grant to the agenda, and to remove Item #9 from the agenda to a date uncertain. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

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

**F. New Business:**

**1. Award Bid 2013-12/Next Generation 9-1-1 (NG-911) Recording System/KCSO/9-1-1**

9-1-1 Director Brad Coughenour came before the Board to request approval to purchase Next Generation 9-1-1 data recording equipment and software from Commercial Electronics. Mr. Coughenour explained to the Board that Next Generation 9-1-1 was the only company to submit a bid for this equipment. Mr. Coughenour also requested that the Board approve the purchase of a second data recorder, as a back-up for the main recorder, and a screen capture and an interface feature, which are to be used in conjunction with these data recorders. The total cost for this purchase will be \$127,990.96. Mr. Coughenour advised the Board that funding for this purchase, in the amount of \$52,990.96, was approved in the FY2014 budget, with the remaining \$75,000 to be funded through a 2014 grant.

Commissioner Nelson moved to award the bid for the Next Generation 9-1-1 Recording System to Commercial Electronics with the additions for a total cost of \$127,990.96. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

**5. Professional Services Agreement/T-O Engineers/Solid Waste**

Solid Waste Director Roger Saterfiel requested that the Board approve the Professional Services Agreement between Kootenai County (Solid Waste) and T-O Engineers, which will provide engineering and design services for the Chilco Rural Collections Site. The Board had a discussion about the possibility of these services exceeding \$25,000, which would require this project to go out for bid. Mr. Saterfiel explained that T-O Engineers is aware that these services cannot exceed that amount, and he expressed to the Board that he does not anticipate any changes that may increase the fees for these services.

Commissioner Nelson moved to approve the Professional Services Agreement between Kootenai County (Solid Waste) and T-O Engineers. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

**2. Award Bid/Public Work Vendors/Air Conditioning Units/KCSO/9-1-1**

Mr. Coughenour informed the Board that four (4) bids were received for the replacement of two (2) air conditioning units in the equipment and electrical rooms at 9-1-1. The bid from DIVCO was non-responsive as it did not include the model numbers or types of air conditioning units to be used. Mr. Coughenour explained that of the other three bids that were received, ACI Northwest Inc., was the only contractor that included a bid for the necessary electrical work that would need to be performed. For this reason, Evergreen Electric & HVAC and RDI Heating and Cooling were given the option to submit new bids that included the electrical work. Evergreen Electric & HVAC submitted the lowest bid, in the amount of \$31,197.62. The Board held a discussion with Civil Deputy Prosecuting Attorney Pat Braden as to whether there was a need to reject these bids and re-open the bidding process to allow for each company to present new bids that contain all components for this project.

Commissioner Nelson moved to reject all bids and have all the companies rebid this project. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**3. Pricing Proposal/Hip Link Software/KCSO/9-1-1**

Mr. Coughenour requested that the Board approve the Support Agreement between Kootenai County (9-1-1) and Hip Link Software. This agreement supports the paging interface between the computer aided dispatch (CAD) and the paging systems for the appropriate stations and firefighters. The cost of this agreement is \$10,050 per year. Mr. Coughenour advised the Board that this will be funded by the E911 Funds.

Commissioner Nelson moved to approve the Support Agreement between Kootenai County (9-1-1) and Hip Link Software in the amount of \$10,050. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**4. Hip Link Software Support Quote/First Responder/KCSO/9-1-1**

Mr. Coughenour asked the Board to approve the Support Agreement between Kootenai County (9-1-1) and Hip Link Software, in order to ensure support of the Mass Notification System. This system is used to notify Kootenai County citizens of critical incidents, missing children and public safety warnings. The cost for the renewal of this agreement is \$12,504 per year. The cost for this service will be funded by the E911 Funds.

Commissioner Nelson moved to approve the Support Agreement between Kootenai County (9-1-1) and Hip Link Software in the amount of \$12,504. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**6. Maintenance Agreement/H & H Business Systems/Solid Waste**

Mr. Saterfiel asked the Board to approve a maintenance agreement between Kootenai County (Solid Waste) and H&H Business Systems, Inc. Mr. Saterfiel explained to the Board that this agreement is to maintain the new multi-functional copy machine being used at the administration office on Ramsey Road. The Board held a discussion with Civil Deputy Prosecuting Attorney John Cafferty about the term length of the contract, and the option to agree to one (1) year or three (3) years.

Commissioner Nelson moved to approve the maintenance agreement between Kootenai County (Solid Waste) and H&H Business Systems, Inc with an agreement expiration date of September 16, 2014. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**7. Janitorial Services Agreement/TESH/Solid Waste**

Mr. Saterfiel requested that the Board approve the Janitorial Services Agreement between Kootenai County (Solid Waste) and Tesh Inc., which will allow Tesh staff to provide janitorial services at the Ramsey Transfer Station. Mr. Saterfiel explained that this is a one (1) year agreement and that the fee for these services has not increased.

Commissioner Nelson moved to approve the Janitorial Services Agreement between Kootenai County (Solid Waste) and Tesh Inc. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**11. Resolution 2013-81/Surplus Vehicle/Solid Waste**

Mr. Saterfiel asked the Board to adopt Resolution 2013-81, to declare as surplus one (1) 1999 Chevy Pick-up truck, which is no longer being used by the Solid Waste department. Mr. Saterfiel explained to the Board that this vehicle has 204,000 miles and is in poor condition.

Commissioner Nelson moved to adopt Resolution 2013-81 to declare as surplus one (1) 1999 Chevy Pick-up truck for the Solid Waste Department. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**8. Agreement/Sun Up Asphalt Project/Poe Asphalt Paving Inc./Parks and Waterways**

Parks and Waterways Director Nick Snyder came before the Board to request approval of the construction agreement between Kootenai County and Poe Asphalt Paving Inc. to complete paving the parking lot at Sun Up Bay. Mr. Snyder explained to the Board that this will complete the paving of the gravel section between the parking lot and the boat launch. Funding was appropriated for this project in the FY2014 Budget and, weather permitting, this project is expected to be completed by October 31, 2013.

Commissioner Nelson moved to approve the agreement between Kootenai County (Parks and Waterways) and Poe Asphalt Paving, Inc. for the Sun Up Bay Project and direct Mr. Snyder to proceed with a Notice to Proceed once he receives proof of the bond from Poe Asphalt Paving, Inc. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

~~**9. Service Agreement/Flexible Spending Account (FSA)/Discovery Benefits/Human Resources–Pulled**~~

**10. Conflict Contract/Rouse/Board of Commissioners**

Commissioner Nelson made a recommendation to the Board to approve the Public Defender Conflict Contract between Kootenai County and Brandie Rouse. Ms. Rouse has requested Category C conflict cases, which provides legal services for child protection and juvenile matters. Commissioner Nelson explained that Ms. Rouse’s request has already been approved by the judges.

Commissioner Nelson moved to approve the Conflict Contract between Kootenai County and Brandie Rouse for conflict attorney services. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**12. Bayview Community Center/Grant Management Office**

Grant Writer Jody Bieze came before the Board to request approval of the Environmental Review Record (ERR) for the Bayview Community Center Improvement Project. Ms. Bieze explained to the Board that this report is required in order to meet the requirements of the grant. Mr. Braden advised the Board that he has reviewed this report and no impact to the aquifer has been identified.

Commissioner Nelson moved to authorize Chairman Tondee to sign the Environmental Review Record for the Bayview Community Center Improvement Project. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Excused  
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 3:06 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk