

**Minutes of Meeting  
Business Meeting  
October 15, 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 9-1-1 Director Brad Coughenour, Tax Auditing Technician Julina Hildreth, Accounting Manager Pamela Bogaert, Human Resources Director Skye Reynolds, Court Services Manager Nicole Vigil, Sergeant Ryan Higgins, Parks and Waterways Director Nick Snyder, Adult Misdemeanor Probation Director Kevin Creighton, Civil Deputy Prosecuting Attorneys R. David Ferguson and Pat Braden, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Chairman Tondee led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

**Minutes of Meetings**

09/10/2013	Salary Survey Methodology and Implementation
09/24/2013	Facilities Master Plan/John Watts
09/25/2013	Elected Officials
09/26/2013	Executive Session §67-2345(1)(a) 10:00 a.m. to consider hiring a public officer, employee, staff member, or individual agent.
09/26/2013	Executive Session §67-2345(1)(a) 1:00 p.m. to consider hiring a public officer, employee, staff member, or individual agent.
09/27/2013	Westlaw Contract Update
09/30/2013	Commissioners' Debriefing
10/01/2013	Business Meeting
10/02/2013	Request for Cancellation of Taxes
10/03/2013	County Surveyor Discussion
10/03/2013	Executive Session §67-2345(1)(a) to consider hiring a public officer, employee, staff member or individual agent.
10/08/2013	Lien Release 2011-835
10/08/2013	Indigent Appeal 2013-382
10/08/2013	Indigent Appeal 2013-269/Reconsideration Request

**Board Actions**

Assessor's Adjustment to Tax/Valuation/Parcel No.: 0J3820010040

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

BOCC Signatures for Indigent Cases 10/03/2013 through 10/09/2013

Noxious Weed Control Agreement/035200000002A

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 Jones called the roll:  
Commissioner Nelson: Aye  
Commissioner Green: Abstain  
Chairman Tondee: Aye  
The motion carried.

**D. Changes to the Agenda:** Parks and Waterways Director Nick Snyder made a request to add an item to the agenda, but the Board determined that the item was not time sensitive, and they asked that Mr. Snyder submit a request to have the item added to the agenda of the next Business Meeting or Commissioners' Debriefing. Chairman Tondee noted that Item #1, Professional Services Agreement/Parametrix/Solid Waste, should be removed from the agenda, as it was not ready for discussion at this time.

Commissioner Green moved to remove Item #1, Professional Services Agreement/Parametrix/Solid Waste, from the agenda. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

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

**F. New Business:**

~~1. Professional Services Agreement/Parametrix/Solid Waste Pulled~~

**2. Kootenai County L-1 Form/Tax Year 2013 Levy Rates/Taxing Districts/Auditor**

Tax Auditing Technician Julina Hildreth requested that the Board approve an amended L-1 Certificate of County Levies form, which designates the 2013 Tax Year levy rates for Kootenai County Taxing Districts. Ms. Hildreth explained that a portion of the operating property values had been incorrectly calculated at the State level, requiring the recalculation of levy rates for thirteen (13) taxing districts and resulting in minor changes to the L-1 form for the 2013 Tax Year.

Commissioner Nelson moved to approve the Certificate of County Levies (L-1) form for Tax Year 2013 levy rates. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

**3. Annual Service Agreement/Time Equipment Company/District Court**

Court Services Manager Nicole Vigil asked the Board to approve a renewal of the Annual Service Agreement between Kootenai County (District Court) and Time Equipment Company. This agreement allows for the service of five (5) RapidPrint File Stamp Machines at a total annual cost of \$495 (\$99 per unit). The contract period runs from November 1, 2013 to November 1, 2014.

Commissioner Green moved to approve the Annual Service Agreement between Kootenai County (District Court) and Time Equipment Company. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

**4. Lease Agreement/Blackwell Island Boathouse Lease/Hagadone Hospitality/Parks & Waterways**

Parks and Waterways Director Nick Snyder asked the Board to approve a renewal of the annual Lease Agreement between Kootenai County (Parks and Waterways) and Hagadone Hospitality, with regard to use of the Blackwell Island Boathouse. The annual cost of utilizing this moorage space is \$6,030, of which \$3,015 is paid by Kootenai County Fire and Rescue (KCFR), as they also house a vessel at this location. Parks and Waterways will pay the full amount due and then bill KCFR for reimbursement of their portion of the obligation. The total cost reflected a \$150 increase from the previous agreement. This expenditure will be paid out of the vessel registration account. The agreement was reviewed and approved by Legal.

Commissioner Green moved to approve the Lease Agreement between Kootenai County (Parks and Waterways) and Hagadone Hospitality, with regard to the Blackwell Island Boathouse. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**5. Lease Agreement/Blackwell Island Boathouse Lease/Hagadone Hospitality/KCSO**

Sergeant Ryan Higgins asked the Board to approve a renewal of the annual Lease Agreement between the Kootenai County Sheriff's Office (KCSO) and Hagadone Hospitality, with regard to use of the Blackwell Island Boathouse. Sergeant Higgins acknowledged that the current lease reflected a \$150 increase from the previous agreement, and clarified that no tax dollars are used for this expenditure, as the full amount will be paid from vessel registration fees. The lease period shall commence on November 1, 2013, and terminate on October 31, 2014.

Commissioner Nelson moved to approve the Lease Agreement between Kootenai County (Sheriff's Office) and Hagadone Hospitality, with regard to the Blackwell Island Boathouse. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**6. Lease Agreement/Satellite Tracking of People, LLC/GPS Monitoring/Adult Misdemeanor Probation**

Adult Misdemeanor Probation Director Kevin Creighton asked the Board to approve a three (3) year Lease Agreement between Kootenai County Adult Misdemeanor Probation (AMP) and Satellite Tracking of People, LLC (STOP). Mr. Creighton explained that the current provider is unable to provide the GPS range that is necessary for effective monitoring of the Secure Continuous Remote Alcohol Monitor (SCRAM) bracelets that are utilized by AMP. This transfer of service will not result in any budgetary impact.

Commissioner Nelson moved to approve the Lease Agreement (for GPS Monitoring) between Kootenai County (Adult Misdemeanor Probation) and Satellite Tracking of People, LLC. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**7. Finance Application/Alcohol Monitoring Systems/SCRAM Bracelets/Adult Misdemeanor Probation**

Mr. Creighton asked the Board to approve the submission of this Alcohol Monitoring Systems (AMS) finance application, in order to facilitate the purchase of twenty (20) additional SCRAM bracelets. Mr. Creighton explained that AMP currently has twenty (20) units, with ten (10) additional pending that were already Board approved. AMP is currently in need of thirty-five (35) to forty (40) bracelets. This purchase would allow them to meet that need and avoid potential rental fees if additional units are needed. This is desirable, due to the fact that rental fees are nearly twice the cost of the lease-purchase price. Mr. Creighton stated that the SCRAM budget would be used for this three (3) year lease and explained that, at the end of that period, the County would own the bracelets. In response to a query from the Board, Mr. Creighton explained that the purchase was being done through a long-term contract because the full amount of the purchase is not available in the SCRAM budget. The Board directed Mr. Creighton to ask AMS if cost savings could be applied for an outright purchase of these units, and the Board indicated support for amending the budget, as necessary, to facilitate an outright purchase of these units. The Board felt a direct purchase would be more sensible than a long-term finance contract, which would require financial tracking and inclusion on grant applications.

Commissioner Nelson moved to deny the AMP request to submit a Finance Application to AMS for the purchase of additional SCRAM bracelets. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**8. Frequency Use Agreement/City of Post Falls/KCSO/9-1-1**

9-1-1 Director Brad Coughenour asked the Board to approve a Frequency Use Agreement (Agreement) between Kootenai County (KCSO/9-1-1) and the City of Post Falls, which allows the County to use the Post Falls-licensed frequency in the event of a critical incident or emergency. Mr. Coughenour stated that this Agreement, and any subsequent use of the frequency, would result in no cost to the County. Further, Mr. Coughenour noted that Post Falls Police Chief R. Scot Haug reviewed and approved the Agreement, and that Sheriff Ben Wolfinger had reviewed and signed it, as well.

Commissioner Green moved to approve the Frequency Use Agreement between Kootenai County (KCSO/9-1-1) and the City of Post Falls. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**9. Service Agreement Cancellation/Business Psychology Associates/Human Resources**

Human Resources Director Skye Reynolds asked the Board to authorize cancellation of the Service Agreement between Kootenai County (Human Resources) and Business Psychology Associates (BPA). Ms. Reynolds explained that Reliant Behavioral Health (RBH) was chosen to facilitate the Employee Assistance Program (EAP) in 2014. Because the new EAP contract with RBH is scheduled to commence on November 1, 2013, BPA has agreed to waive their ninety-day termination clause and cancel the existing contract as of October 31, 2013. BPA will provide a list of providers who are handling open cases, in order to ensure that those providers are notified of this transfer to the RBH network.

Commissioner Nelson moved to authorize Human Resources Director Skye Reynolds to sign the Service Agreement Cancellation between Kootenai County (Human Resources) and Business Psychology Associates. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**10. Resolution 2013-82/County Deeds from Tax Auction/Board of Commissioners**

Chairman Tondee explained that a number of properties were sold at the recent County tax auction, and that this Resolution will allow him to sign the transfer deeds on behalf of the Board. Chairman Tondee noted that all but one (1) property sold above the initial bid price of the property.

Commissioner Green moved to adopt Resolution 2013-82 regarding County Deeds from Tax Auction. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones 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 2:33 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk