

**Minutes of Meeting  
Business Meeting  
October 22, 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 Solid Waste Director Roger Saterfiel, Senior Programmer/Analyst Matt Snow, Patrol Captain Andrew Boyle, Tax Auditing Technician Julina Hildreth, Parks and Waterways Administrative Assistant Ranell Schwartz, Finance Director David McDowell, Emergency Management Manager Sandy VonBehren, Resource and Preparedness Specialist Douglas Fredericks, Civil Deputy Prosecuting Attorney Pat Braden, Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Brandie Bradley.

- 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**

09/19/2013     Commissioners' Debriefing  
10/07/2013     Commissioners' Debriefing  
10/15/2013     Indigent Appeal 2013-310

**Board Actions**

Assessor's Recommendation to adjust Tax/Valuation/Parcel No.: MKT000D0030A

Affidavit of Treasurer's Monthly Report/September 2013

Kennel License Renewal Applications: Roth Kennel; Kickaboo Kennel

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:             Abstain  
Chairman Tondee:                 Aye

The motion carried.

- D. Changes to the Agenda:** The Board received requests to add the following two (2) items to the agenda: Rebid/HVAC/KCSO/9-1-1, and Kootenai County L-1 Form/Tax Year 2013 Levy Rates/Taxing Districts/Auditor, due to the time sensitive nature of the items.

Commissioner Green moved to add the two (2) items to the agenda. 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.

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

F. **New Business:**

1. **Professional Services Agreement/Parametrix/Solid Waste**

Solid Waste Director Roger Saterfiel came before the Board to request approval of the Professional Services Agreement between Kootenai County (Solid Waste) and Parametrix, Inc. Mr. Saterfiel explained to the Board that Parametrix Inc. is the engineering company that addresses environmental issues for the landfill. This agreement will be effective October 1, 2013, through September 30, 2014. The cost for these services will not exceed \$151,210.24. Civil Deputy Prosecuting Attorney John Cafferty advised the Board that this is the standard contract used by Parametrix, Inc. but that it also contains the negotiated redactions.

Commissioner Green moved to approve the Professional Services Agreement between Kootenai County (Solid Waste) and Parametrix Inc. 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.

2. **Grant Agreement Form/Harrison Boat Launch/Idaho Department of Parks and Recreation/Parks and Waterways**

Parks and Waterways Administrative Assistant Ranell Schwartz asked the Board to approve the amended agreement for grant funds, which are to be used for the Harrison Boat Launch improvements. Ms. Schwartz explained that this would allow Parks and Waterways to receive an additional \$12,528.51 for this project.

Commissioner Green moved to approve the Amended Waterways Improvement Grant Agreement between Kootenai County (Parks and Waterways) and Idaho Department of Parks and Recreation, in order to further fund the Harrison Boat Launch Improvement 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.

3. **Agreement/Software Support/CRW Trakit/Community Development/Information Systems**

Senior Programmer/Analyst Matt Snow requested that the Board approve the Software Maintenance Agreement between Kootenai County (Community Development) and CRW Systems, Inc. This is a five (5) year agreement that includes five (5) days of onsite training to be used at any time during the term of the contract. The agreement includes a thirty (30) day clause for cancellation. The cost for this agreement is \$24,000 and it will be funded by the Information Systems FY2014 budget. This agreement will expire July 1, 2019.

Commissioner Green moved to approve the Software Support Agreement between Kootenai County (Community Development) and CRW Systems, Inc. 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. Agreement/University of Idaho Extension Office/Board of Commissioners**

Commissioner Nelson requested that the Board approve the Support Agreement between Kootenai County (Extension Office) and the University of Idaho (Extension Office). Commissioner Nelson explained that everything in this agreement is the same as last year, and that only the dates of the agreement have changed. Under this agreement, the University of Idaho shall provide administration and supervision of the Kootenai County Extension Office. This agreement will be in effect between October 1, 2013 and September 30, 2014, and the amount for these services shall be \$140,000.

Commissioner Green moved to approve the Support Agreement between Kootenai County (Extension Office) and the University of Idaho (Extension 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.

**5. Contract for Professional Services/Vollmer/OEM**

Emergency Management Manager Sandy Von Behren asked the Board to consider the Professional Services Contract between Kootenai County (Office of Emergency Management) and Kerren A. Vollmer. Ms. Vollmer will provide consultation for responsive recovery and Emergency Operations Center (EOC) readiness preparation. Ms. Vollmer will also provide E-Training, EOC Tabletop exercises to prepare staff, and facilitate a full-scale County Office of Emergency Management exercise. This contract will be effective from October 22, 2013 through May 30, 2014. The total amount of this contract is \$12,500, which will be funded by 2011-2012 grant funds.

Commissioner Nelson moved to approve the Contract for Professional Services between Kootenai County (Office of Emergency Management) and Kerren A. Vollmer. 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.

**6. Contract Addendum/City of Hayden – CDA School District #271/KCSO**

Patrol Captain Andrew Boyle requested that the Board approve the Contract Addendum between Kootenai County (Sheriff's Office) and the City of Hayden. Captain Boyle explained to the Board that the City of Hayden and the Coeur d'Alene School District would like to add one (1) School Resource Officer/Deputy. The Deputy's primary role would be as a School Resource Officer for the four (4) grade schools in the City of Hayden, but will also be available to patrol Kootenai County. The costs for this new Deputy will be paid by the City of Hayden and the Coeur d'Alene School District, but the City of Hayden will be responsible for paying the full amount to Kootenai County. The City of Hayden will pay Kootenai County \$134,860 for FY2014 for these services. Services for subsequent years are not included in this amount or this contract.

Commissioner Green moved to approve the Contract Addendum between Kootenai County (Sheriff's Office) and the City of Hayden. 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. Bid Opening/Public Work Vendors/Air Conditioning Units/KCSO/9-1-1**

The Board received one (1) bid from ACI Northwest, in response to the re-bid request for two (2) air conditioning units that are to be replaced at the 9-1-1 Operations Center. Mr. Cafferty addressed the Board and explained that, initially, the Board had received four (4) bids for this project, and Mr. Cafferty wanted to ensure that appropriate notification had been sent to the companies that had bid previously. The Board held a discussion with legal counsel and it was determined that the bid from ACI Northwest should be accepted, but that the 9-1-1 Department should verify that appropriate notice was given to the other bidders.

Commissioner Green moved to accept the bid from ACI Northwest and to continue the bid opening to the next Business Meeting, which is to be held on October 29, 2013. 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. Kootenai County L-1 Form/Tax Year 2013 Levy Rates/Taxing Districts/Auditor**

Finance Director David McDowell and 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 to the Board that there were personal property exemption values that were missing from the original certificate. These values have now been added and this change resulted in lower levy rates. The Board held a discussion about how this levy information will be reported on the Tax Statements.

Commissioner Green moved to adopt the Certificate of County Levies dated October 22, 2013. 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:** 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 2:28 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

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