

**Minutes of Meeting
Business Meeting
October 29, 2013
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Parks and Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, 9-1-1 Director Brad Coughenour, Emergency Management Manager Sandy Von Behren, Juvenile Probation Director Debra Nadeau, Chief Bailiff Pete Barnes, Investigator Larry Kirkhart, Airport Director Greg Delavan, Coroner Deb Wilkey, Resource and Preparedness Specialist Douglas Fredericks, Fire Chiefs Larry Simms and Warren Merritt, Sergeant Kevin Smart, Administrative Secretary Teri Johnston, Civil Deputy Prosecuting Attorneys Lisa Sheckler, Pat Braden and John Cafferty, and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:04 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

10/08/2013	Compliance Meeting/Statutes 31-2112/31-2113
10/08/2013	Business Meeting
10/15/2013	Mica Bay Homeowners Project
10/15/2013	Executive Session 67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. ICRMP
10/15/2013	PRC Recommendations
10/16/2013	Community Development Update
10/18/2013	Doug Miller/Diamond Cup
10/22/2013	Indigent Appeal 2013-289
10/22/2013	Indigent Appeal 2013-554
10/22/2013	Indigent Appeal No's.: 2012-1029; 2012-1059; 2013-147; 2013-690
10/23/2013	Executive Session 67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Kendig Keast
10/23/2013	Third – Party Audit Discussion

Board Actions

BOCC Signatures for Indigent Cases 10/17/2013 through 10/23/2013

Request for Tax Exempt Status: Calvary Chapel Rathdrum Prairie/R800000J010A/AIN 185892

Board of Equalization/Appeals/Various Parcels

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

The motion carried.

D. Changes to the Agenda: Commissioner Green requested that the Termination of Contract between Kootenai County (Community Development) and Kendig Keast be added to the agenda.

Commissioner Green moved to add the Kendig Keast Contract discussion to the agenda. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

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

F. New Business:

1. Re-bid/Opening/HVAC System/KCSO/9-1-1

Chairman Tondee opened the three (3) bid submissions received in response to the bid request to replace two (2) air conditioning units in the 9-1-1 equipment and electrical rooms. Chairman Tondee clarified that all three (3) bids were received in a timely manner and prior to the previous Business Meeting that was held on October 22, 2013. ACI Northwest, Inc. submitted a bid on October 22, 2013 at 1:45 p.m., in the amount of \$28,587. RDI submitted a bid on October 21, 2013 at 2:21 p.m., in the amount of \$30,107. Divco submitted a bid on October 22, 2013 at 12:30 p.m., in the amount of \$29,146.

Commissioner Green moved to forward the three (3) bids received from ACI Northwest, Inc., RDI, and Divco to Legal Services and 9-1-1 for review. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

2. Memorandum of Understanding/Traffic Enforcement Mobilizations/Idaho Department of Transportation/KCSO

Sergeant Kevin Smart came before the Board to request approval of the Memorandum of Understanding (MOU) between Kootenai County (Sheriff's Office)(KCSO) and the Idaho Department of Transportation (Office of Highway Safety). This MOU establishes project requirements and the funding process for the KCSO to be able to participate in the eleven (11) traffic enforcement mobilizations. Sergeant Smart explained that the dates for these emphasis patrols have been set throughout FY2014 and will focus on seat belt use, aggressive driving, and impaired driving patrols. As an incentive for participating in this program, KCSO receives overtime and equipment funding for the patrols.

Commissioner Green moved to approve the MOU between KCSO and the Idaho Department of Transportation (Office of Highway Safety). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

4. Termination of Lease/Silver Lake Masonry/Airport

Airport Director Greg Delavan requested that the Board consider terminating the lease between Kootenai County (Airport) and Silver Lake Masonry Supply, Inc. Mr. Delavan explained to the Board that Silver Lake Masonry Supply, Inc. is going out of business and no longer needs the leased space. The Board acknowledged that separate negotiations are being held as to the delinquent rent owed on this space.

Commissioner Green moved to approve the Termination of Lease between Kootenai County (Airport) and Silver Lake Masonry Supply, Inc. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

3. Independent Contractor Agreement/Inmate Mending Contract/Steffins/KCSO

Civil Deputy Prosecuting Attorney John Cafferty explained to the Board that this is the annual contract renewal between Kootenai County (Sheriff's Office) and Pamela Steffins. Ms. Steffins provides mending services for the inmate issued clothing, towels and bedding being used at the jail. The rates for these services will increase from \$1.50 per item to \$1.65 per item under this new contract.

Commissioner Green moved to approve the Independent Contractor Agreement between Kootenai County (Sheriff's Office) and Pamela Steffins for mending services. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

5. Applications/Emergency Management Performance Grant (EMPG)/State Homeland Security Grant Program (SHSP)/Office of Emergency Management

Emergency Management Manager Sandy Von Behren asked the Board to consider the application for the 2013 Emergency Management Performance Grant (EMPG), in the amount of \$86,235.07. Ms. Von Behren also asked the Board to consider the application for the State Homeland Security Grant Program (SHSP), in the amount of \$174,727.86. Ms. Von Behren advised the Board that the SHSP grant requires no County match. Both grants will be submitted to the Idaho Bureau of Homeland Security and will be used to support various emergency management projects. The Board held a discussion as to how these funds will be distributed within the different emergency response agencies and the amount of matching funds that each agency will contribute.

Commissioner Green moved to approve the application for the EMPG Grant for the Office of Emergency Management (OEM). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Commissioner Green moved to approve the application for the SHSP Grant for the Office of Emergency Management (OEM). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

6. Contract/Welch Comer/Professional Services/Mowry State Park/Parks and Waterways

Parks and Waterways Director Nick Snyder requested that the Board approve the contract between Kootenai County (Parks and Waterways) and Welch Comer, which will provide design and engineering services at Mowry State Park. Mr. Snyder explained to the Board that the conceptual design and sketches are required for submission with the grant application. The amount for these services is \$3,200 and the funding was approved in the FY2014 Budget.

Commissioner Green moved to approve the Professional Services Contract between Kootenai County (Parks and Waterways) and Welch Comer. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

7. Contract Renewals/Funeral Home Rotation/Yates/Bell Tower/English/Coroner

Coroner Deb Wilkey asked the Board to approve the Independent Contractor Agreement Renewals between Kootenai County (Coroner) and English Funeral Home, Yates Funeral Home, and Bell Tower Funeral Home. Ms. Wilkey explained to the Board that the funeral homes follow a rotation schedule, to provide removal and transportation services throughout the year, and requested that the Board consider extending these contracts from one (1) year to two (2) year terms. Ms. Wilkey explained that Bell Tower Funeral Home is being reinstated to this rotation schedule as they have resolved their licensing issues.

Commissioner Green moved to approve Independent Contractor Agreement Renewals between Kootenai County (Coroner) and English Funeral Home, Yates Funeral Home, and Bell Tower Funeral Home for two (2) year terms each. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

8. Contract/Flexible Spending Account/Discovery Benefits/Human Resources

Human Resources Director Skye Reynolds explained to the Board that a contract was being considered between Kootenai County and Discovery Benefits, Inc. for the administration of the County's Flexible Spending Account (FSA). As there were timeline and contractual issues with Discovery Benefits, Inc., Ms. Reynolds recommended that the County continue with the current provider, Magnuson McHugh, for the 2014 benefits year.

Commissioner Green moved to deny signing of the service agreement between Kootenai County and Discovery Benefits, Inc. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

9. Rescind Resolution 2013-49/Adopt Resolution 2013-83/Transfer Property/Post Falls Police Department/Anchorage Fire Department/KCSO/9-1-1

Civil Deputy Prosecuting Attorney Pat Braden advised the Board that notice publication was not made in time for this meeting and that this item should be continued.

Commissioner Green moved to postpone this agenda item to the Business Meeting to be held on November 12, 2013. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

10. Resolution 2013-84/Surplus Equipment/MSF Radios/KCSO/9-1-1

9-1-1 Director Brad Coughenour asked the Board to declare as surplus one (1) Motorola MSF Base Radio and seven (7) antennas from the Central Communications 9-1-1 tower. The Board held a discussion as to the actual intent of the resolution and the method of disposing these items.

Commissioner Green moved to direct staff to bring back a corrected resolution to declare these items as surplus and to allow these items to be donated to the Amateur Radio Club. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

11. Resolution 2013-85 Surplus Equipment/Office of Emergency Management

Ms. Von Behren asked the Board to adopt Resolution 2013-85 to declare as surplus one (1) Nobillis Laptop that was purchased in 2007. Ms. Von Behren advised the Board that this laptop is broken and cannot be repaired. As this laptop was purchased with grant funds and is valued at less than \$5,000, it can be disposed of in accordance with County policy.

Commissioner Green moved to adopt Resolution 2013-85 to declare as surplus equipment for the Office of Emergency Management. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

12. Corrected Resolution 2013-82/County Deeds from Tax Sale

Administrative Secretary Teri Johnston explained to the Board that three (3) parcels were erroneously included in Resolution 2013-82, as they were redeemed prior to the Tax Deed Sale. The parcels were removed from this Resolution and Ms. Johnston requested that the Board adopt the corrected Resolution.

Commissioner Green moved to adopt the Corrected Resolution 2013-82 for the County Deeds from Tax Sale. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

13. Kendig Keast/Termination of Contract

Mr. Braden advised the Board that he drafted a letter to Kendig Keast, to notify them of Kootenai County's intention to terminate the Professional Services Contract.

Commissioner Green moved to approve signing of the termination letter, as drafted by Mr. Braden, which will terminate the contractual relationship with Kendig Keast. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
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 2:53 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Brandie Bradley, Deputy Clerk