

**Minutes of Meeting
Business Meeting
November 5, 2013
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Jai Nelson and Commissioner Dan Green met to discuss the following agenda items. Also present were County Assistance Manager Todd Rickard, Parks and Waterways Director Nick Snyder, 9-1-1 Director Brad Coughenour, Chief Deputy Treasurer Laurie Thomas, Sergeant Ryan Higgins, Grant Writer Jody Bieze, Civil Deputy Prosecuting Attorneys Pat Braden and 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:** Civil Deputy Prosecuting Attorney John Cafferty led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

10/15/2013	Business Meeting
10/16/2013	Commissioners' Debriefing
10/21/2013	Animal Control Citation Hearing
10/21/2013	Commissioners' Debriefing
10/22/2013	Business Meeting
10/23/2013	Elected Officials
10/23/2013	Kidd Island Bay Residence
10/23/2013	Tax Exempt Applications
10/23/2013	Department Heads
10/29/2013	Indigent Appeal 2013-72/Police Hold
10/29/2013	Indigent Appeal 2013-454

Board Actions

Assessor's recommendation to adjust Tax Valuation Parcel No's.: EAG073W9001; EPHC00002001; H9302011004A

Affidavit of Treasurer's Monthly Report/October 2013

Civil Division/September 2013 Financial Report/KCSO

County Annual Juvenile Justice Report/Idaho Department of Juvenile Corrections/Juvenile Probation

Release of Lien/52N04W331850/Noxious Weed Control

BOCC Signatures for Indigent Cases: 10/24/2013 through 10/30/2013

Commissioner Nelson moved to approve the Consent Calendar as read into the record by Chairman Tondee. 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.

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

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

F. New Business:

1. Award Bid/HVAC/KCSO/9-1-1

9-1-1 Director Brad Coughenour recommended that the Board award the HVAC bid to ACI Northwest, Inc. Mr. Coughenour explained that the electrical portion has been removed and that Franssen's Electric will perform the electrical work on this project. This will reduce the HVAC equipment bid to \$26,464. Civil Deputy Prosecuting Attorney Pat Braden advised the Board that removing the electrical component of the bid does not change the vendor that submitted the lowest bid.

Commissioner Green moved to award the HVAC bid to ACI Northwest, Inc. for work to be performed at the 9-1-1 Center. 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. Maintenance Agreement/Century Link/KCSO/9-1-1

Mr. Coughenour asked the Board to consider an agreement between Kootenai County (9-1-1) and CenturyLink. CenturyLink provides installation and maintenance of the 9-1-1 administration phone lines. The annual cost for these services is \$3,530.20, which is a decrease from the previous year, and the agreement is effective October 1, 2013 through September 30, 2014.

Commissioner Nelson moved to approve the Maintenance Agreement between Kootenai County (9-1-1) and CenturyLink. 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.

3. Audit Engagement Letter/CliftonLarsonAllen/Auditor

The Board considered an Engagement Letter from CliftonLarsonAllen, LLC to conduct independent audits of the County's basic financial statements and to prepare the Comprehensive Annual Financial Report for 2013, 2014, and 2015. The annual fee for these services is \$45,000. The Board held a discussion with Civil Deputy Prosecuting Attorney John Cafferty regarding appropriation language that was requested by Board.

Commissioner Green moved to continue this agenda item to a date uncertain with direction to staff to amend the Audit Engagement Letter to include the appropriation language as requested by the Board. 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. Contract Renewal/GARDA/Treasurer

Chief Deputy Treasurer Laurie Thomas requested that the Board approve the Contract Renewal between Kootenai County (Treasurer) and GARDA CL Northwest, Inc. GARDA CL Northwest, Inc. provides armored car services for the Kootenai County Treasurer, Drivers License Division, and Post Falls Department of Motor Vehicles. This contract will be effective until September 1, 2014, and the monthly cost for these services is \$733.37.

Commissioner Green moved to approve the Contract Renewal between Kootenai County (Treasurer) and GARDA CL Northwest, 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.

5. Master Services Agreement/US Bank/Treasurer

Ms. Thomas asked the Board to approve the Master Services Agreement between Kootenai County (Treasurer) and US Bank. Ms. Thomas explained that the account for Kootenai County (District Court) will now be under the control of the Treasurer and as this account was originally opened separately, US Bank is requiring a new Master Services Agreement. No other changes were made to the agreement.

Commissioner Green moved to approve the Master Services Agreement between Kootenai County (Treasurer) and US Bank. 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.

6. Addendum/Service Level Agreement/PayPort Electronic Payments/Access Idaho/County Assistance

County Assistance Manager Todd Rickard requested that the Board approve the Addendum to the Service Level Agreement between Kootenai County and Access Idaho. This Addendum will allow Kootenai County (County Assistance) to accept credit and debit card payments through Access Idaho. Mr. Rickard advised the Board that these services are being used by other County Departments and that this Addendum relates solely to County Assistance. Mr. Rickard explained that the County will incur no charges for these services, but that customers choosing this option will be required to pay a three (3) percent transaction fee. This Agreement will become effective November 5, 2013 and will remain in effect until terminated.

Commissioner Green moved to approve the Service Level Agreement between Kootenai County (County Assistance) and Access Idaho. 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. Agreement/Yamaha Corporation/Recreational Safety/KCSO

Sergeant Ryan Higgins asked the Board to consider an agreement between Kootenai County (Sheriff's Office (KCSO)) and the Yamaha Motor Corporation. This agreement will be facilitated by Specialty Recreation and Marine, and will provide KCSO with a 2014 Viking 4X4 Utility Task Vehicle to be used exclusively for law enforcement operations. There is no cost to the County for the use of this vehicle, other than routine maintenance and repairs. This agreement is effective November 1, 2013 through October 31, 2014.

Commissioner Green moved to approve the agreement between Kootenai County (KCSO) and the Yamaha Motor Corporation for a utility vehicle to be operated by the KCSO. 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. Service Agreement/Kincaid/Mica Bay Sediment Removal Project/Parks and Waterways

Parks and Waterways Director Nick Snyder requested that the Board approve the Service Agreement between Kootenai County (Parks and Waterways) and Terry Kincaid. Mr. Kincaid will provide consulting services associated with the Mica Bay Sediment Removal Project. The cost for these services is \$2,000.

Commissioner Green moved to approve the Service Agreement between Kootenai County (Parks and Waterways) and Terry Kincaid for consulting services for the Mica Bay Sediment Removal 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.

9. Memorandum of Understanding/Mica Bay Homeowners' Association/Sediment Removal Project/Parks and Waterways

Mr. Snyder asked the Board to approve the Memorandum of Understanding (MOU) between Kootenai County (Parks and Waterways) and the Mica Bay Homeowners' Association. This MOU allows the Mica Bay Homeowners' Association to fund and remove sediment in Mica Bay that resulted from highway construction, erosion and past flooding of Mica Creek. Mr. Snyder advised the Board that the Mica Bay Homeowners' Association has prepared a check to Kootenai County (Parks and Waterways) in the amount of \$29,232 to cover the costs of this project.

Commissioner Green moved to approve the MOU between Kootenai County (Parks and Waterways) and Mica Bay Homeowners' Association for the Mica Bay Sediment Removal 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.

10. Professional Services Agreement/Idaho Department of Commerce/Bayview Community Center Foundation Improvement Project/Grant Management Office

Grant Writer Jody Bieze requested that the Board approve the Professional Services Agreement between Kootenai County (Grant Management Office) and the Idaho Department of Commerce. Ms. Bieze explained to the Board that this contract will allow the release of Idaho Community Development Block Grant (ICDBG) funds in the amount of \$46,571 which will be used for the Bayview Community Center Project. Ms. Bieze advised the Board that the Environmental Review Record (ERR) has been approved and that the Panhandle Area Council (PAC) will request the drawdown of these funds.

Commissioner Green moved to approve the Professional Services Agreement between Kootenai County (Grant Management Office) and the Idaho Department of Commerce for the release of ICDBG funds for the Bayview Community Center 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.

11. Professional Services Agreement/Panhandle Area Council/Bayview Community Center Foundation Improvement Project/Grant Management Office

Ms. Bieze asked the Board to consider the Professional Services Agreement between Kootenai County (Grant Management Office) and Panhandle Area Council (PAC) to provide services for the planning, development, grant writing, administration, and project management of the Bayview Community Center Improvement Project. The Board, Civil Deputy Prosecuting Attorney Pat Braden, and Ms. Bieze held a discussion regarding the County's access to all documents for this project, and the Board requested that appropriate language be added to the contract to accurately reflect the compliance requirements between Kootenai County and PAC.

Commissioner Green moved to continue the Professional Services Agreement between Kootenai County (Grant Management Office) and PAC to a date uncertain. 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.

12. Environmental Review Record/Alpine Meadows Water System Project/Department of Environmental Quality/Grant Management Office

Ms. Bieze explained to the Board that this is the Environmental Review Record (ERR) that is required to obtain Department of Environmental Quality (DEQ) funding for the Alpine Meadows Water System project. Mr. Braden advised that he has reviewed the ERR and that no significant impact was identified.

Commissioner Green moved to approve the ERR for the Alpine Meadows Water System 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.

13. Resolution 2013-87/Cancellation of Taxes, Penalties and Interest/JJ's Caretaking Service/Janke

The Board discussed the request for cancellation of taxes, penalties and interest made by JJ's Caretaking Service, owned by John S. Janke. Commissioner Nelson noted that Mr. Janke did not care for any individuals during the time that he was in business.

Commissioner Nelson moved to adopt Resolution 2013-87 Cancellation of Taxes, Penalties, and Interest for JJ's Caretaking Service. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

14. Resolution 2013-88/Cancellation of Taxes, Penalties and Interest/City of Coeur d'Alene

The Board discussed the request made by the City of Coeur d'Alene to cancel the taxes, penalties and interest for AIN 257482, as the City of Coeur d'Alene is a tax exempt entity.

Commissioner Green moved to adopt Resolution 2013-88 Cancellation of Taxes, Penalties, and Interest for the City of Coeur d'Alene. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

15. Resolution 2013-89/Surplus Equipment/KCSO/9-1-1

Mr. Coughenour asked the Board to declare as surplus a Combiner System, UHF Receive Comparator, VHF Receive Comparator, and six (6) Rolls MX Mini Mixer IV units that are no longer being used by the 9-1-1 department.

Commissioner Green moved to adopt Resolution 2013-89 to declare as surplus equipment for Kootenai County (9-1-1). 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 2:58 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____

Brandie Bradley, Deputy Clerk