

**Minutes of Meeting  
Business Meeting  
November 12, 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 Airport Director Greg Delavan, 9-1-1 Director Brad Coughenour, Finance Director David McDowell, Accounting Technician Lori Shaw, Resource and Preparedness Specialist Douglas Fredericks, Sergeant Ryan Higgins, Civil Deputy Prosecuting Attorneys Jamila Holmes, R. David Ferguson and John Cafferty, and Deputy Clerk Brandie Bradley.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:03 p.m.

**B. Pledge of Allegiance:** Commissioner Green led the Pledge of Allegiance.

**C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

**Minutes of Meetings**

10/10/2013	Deliberations/Community Development
10/16/2013	Third-Party Audit Discussion
10/24/2013	Position Review Committee
10/25/2013	Harrison Boat Launch Change Order
10/28/2013	Airport Advisory Board
10/28/2013	Commissioners' Debriefing
10/29/2013	New Building Ordinance
10/29/2013	FY13 Budget Opening
10/29/2013	Business Meeting
10/30/2013	Waterways Advisory Board
10/30/2013	Adult Misdemeanor Probation
10/30/2013	CliftonLarsonAllen Planning Meeting
10/31/2013	Deliberations/Community Development
10/31/2013	Community Development Update
11/01/2013	Merit/Wage Adjustment Distribution
11/05/2013	Release of Lien 2011-112

**Board Actions**

Assessor's recommendation to adjust Tax/Valuation/Parcel No's.: H87020050050; 0J3820010040

Affidavit of Treasurer's Monthly Report/October 2013

Order of Decision/CUP13-0004/Arnold/Community Development

2014 Federal Diesel/Gas Exemption Certificates/Coleman Oil

Noxious Weed Control Agreement/03520000001A/AIN 142193

BOCC Signatures for Indigent Cases 10/31/2013 through 11/06/2013

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee, with clarification that the meeting held on October 29, 2013 was a FY13 Budget Opening Discussion. Chairman Tondee 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. Payables List:**

The Board held a discussion with Finance Director David McDowell and Accounting Technician Lori Shaw to clarify the differences between the seventy-two (72) page Payables List and the fifty-two (52) page Payables List with redactions.

Commissioner Green moved to approve the Payables List starting with check No. 473022 for a grand total of \$827,403.67, as well as, two (2) Payment Plus Payables Lists dated October 24, 2013 through November 1, 2013, and November 7, 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.

**E. Changes to the Agenda:** There were no changes to the agenda.

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

**G. New Business:**

**1. Professional Services Agreement/General Aviation Ramp/T-O Engineers, Inc./Airport**

Airport Director Greg Delavan asked the Board to consider a Professional Services Agreement between Kootenai County (Airport) and T-O Engineers, Inc. Mr. Delavan explained that T-O Engineers, Inc. will provide formulation services for the General Aviation Ramp Rehabilitation project at the airport. The cost for these services is \$32,855. Mr. Delavan explained to the Board that this formulation determines the level of repair that will be needed and is required to be completed prior to the grant application. These funds will be paid by the County and will be reimbursed by the grant once it is awarded.

Commissioner Green moved to approve the Professional Services Agreement between Kootenai County (Airport) and T-O Engineers for formulation services for the General Aviation Ramp Rehabilitation 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.

**2. Settlement and Release Agreement/Silver Lake Masonry/Airport**

Mr. Delavan requested that the Board approve the Settlement and Release Agreement between Kootenai County (Airport) and Silver Lake Masonry. Mr. Delavan explained to the Board that Silver Lake Masonry is no longer in business and a proposal of \$6,250 has been received to settle the lease account with the Airport.

Commissioner Green moved to approve the Settlement and Release Agreement between Kootenai County (Airport) and Silver Lake Masonry. 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. 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. Chairman Tondee noted that the appropriation language has been added per the Board's request.

Commissioner Green moved to approve the Audit Engagement Letter between Kootenai County (Board of County Commissioners) and CliftonLarsonAllen. 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. Amended Award/Closeout/2012 Emergency Management Program Grant/Office of Emergency Management**

Resource and Preparedness Specialist Douglas Fredericks asked the Board to consider the Sub-Grant Award issued by the Idaho Bureau of Homeland Security. This Sub-Grant awards an additional \$2,000 in federal funding under the 2012 Emergency Management Program Grant to Kootenai County (Office of Emergency Management (OEM)). This funding constitutes the final closeout of this grant.

Commissioner Green moved to approve the additional closeout grant funding for OEM. 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. Reimbursement of Title III Monies/Resolution 2013-90/Recreation Safety/KCSO**

Sergeant Ryan Higgins came before the Board to request reimbursement of Title III funds for services provided by the Kootenai County Sheriff's Office (KCSO) on United States Forest Service (USFS) land. KCSO is requesting funds in the amount of \$2,859.51 for search and rescue services, \$7,649.18 for search and rescue training, and \$14,273.87 for emergency services, for a total reimbursement in the amount of \$24,782.56. Sergeant Higgins advised the Board that public notice was published as required. Mr. McDowell explained to the Board that current Title III funds will be used prior to accessing the older Title III funds.

Commissioner Nelson moved to adopt Resolution 2013-90 for reimbursement of Title III funds to KCSO. 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.

**4. Software License Agreement/New World Systems/Auditor**

Mr. McDowell asked the Board to approve the Software License Agreement between Kootenai County (Auditor) and New World Systems Corporation. Mr. McDowell explained to the Board that this agreement is for the Financial Management Software used by Auditor’s Office. Mr. McDowell further explained that the Auditor’s Office has been able to negotiate this new agreement with a savings of \$15,000 to the County. New World Systems Corporation will also provide an additional license for the Logos.NET Financial Management Software at no cost to the County. The annual maintenance cost will be \$1,920, which will be funded from the Information Services budget.

Commissioner Green moved to approve the Software License Agreement between Kootenai County (Auditor) and New World Systems Corporation. 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. Transfer Property to Post Falls Police Department/Anchorage Fire Department/Resolution 2013-83/Rescind Resolution 2013-49/KCSO/9-1-1**

9-1-1 Director Brad Coughenour requested that the Board adopt Resolution 2013-83 to transfer property to the Post Falls Police Department and the Anchorage Fire Department. Mr. Coughenour further explained that the Post Falls Police Department was unable to make the original purchase of \$42,500. The Post Falls Police Department has agreed to purchase a portion of the equipment for the amount of \$30,000 and Anchorage Fire Department has agreed to purchase the remainder of the equipment for \$6,000. The Board and the attendees held a discussion regarding the notice that was published erroneously listing the Anchorage Fire Department as purchasing the equipment for \$30,000. Civil Deputy Prosecuting Attorney John Cafferty made a recommendation to the Board that a corrected notice be published.

Commissioner Green moved to adopt Resolution 2013-83 effective the first day after the ten (10) day notice requirement has been met. 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. Purchase Agreement/Next Generation (NG) 9-1-1 Data Logging Recorder/KCSO/9-1-1**

Mr. Coughenour asked that the Board approve the Purchase Agreement between Kootenai County (9-1-1) and Commercial Electronics Corporation. Mr. Coughenour explained to the Board that this agreement will allow 9-1-1 to purchase one (1) NG911 Data Recorder for the amount of \$125,133.65. Mr. Coughenour stated that this amount is \$1,260 lower than the initial bid received from Commercial Electronics Corporation and that there may be additional savings opportunities when the equipment is installed. Mr. Coughenour advised the Board that \$75,000 of this purchase will be funded by grant funds and the remainder will be from 9-1-1 budgeted funds.

Commissioner Green moved to approve the Purchase Agreement between Kootenai County (9-1-1) and Commercial Electronics Corporation for the purchase of one (1) NG911 Data Recorder. 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. Annexation Request/Wynecoop/Kootenai County Fire and Rescue**

Mr. Cafferty explained to the Board that Steve and Jeanette Wynecoop have requested annexation into the Kootenai County Fire and Rescue District. Mr. Cafferty advised the Board that the property meets the requirements and all of the required notices have been published.

Commissioner Green moved to approve the request made by Steven and Jeanette Wynecoop for annexation into the Kootenai County Fire and Rescue District. 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. Annexation Request/Martini/Kootenai County Fire and Rescue**

Mr. Cafferty advised the Board that Steve Martini has requested annexation into the Kootenai County Fire and Rescue District. Mr. Cafferty explained to the Board that Mr. Martini's property is contiguous to the fire district boundaries and has met all of the requirements.

Commissioner Nelson moved to approve the request made by Steve Martini for annexation into the Kootenai County Fire and Rescue District. 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.

**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