

**Minutes of Meeting
Business Meeting
December 17, 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, Solid Waste Director Roger Saterfiel, Grants Compliance Officer Jody Bieze, Accounting Technician Lori Shaw, Lieutenant John Holecek, 9-1-1 Senior Secretary II Lynnell Smith, Civil Deputy Prosecuting Attorneys Jamila Holmes, Pat Braden, Darrin Murphey, and John Cafferty and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Commissioner Nelson led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

12/03/2013 Business Meeting
12/04/2013 Request for Cancellation of Taxes
12/04/2013 Jail Proposal
12/09/2013 Community Development Update
12/10/2013 Debt Forgiveness Request 2013-59 Police Hold
12/10/2013 Indigent Appeal 2013-182; 2013-341; 2013-430
12/10/2013 Indigent Appeal 2013-559
12/10/2013 Lien Release Request 2011-835

Board Actions

Assessor's Adjustment to Tax/Valuation/Parcel No's.: 0636029061AC; MZZ84W232320; MGN000000220; C2470001003A; 061400010240

Treasurer's Request to Adjust Fees/Parcel No's.: 47N03W25850; MZZ24W013210; MZZ23W084230; MZZ32W194130; MFF00000050

Amendment to Approval Order/Kootenai Bridge Academy Inc./AIN 117022/121800; North Idaho College/AIN 174950

Affidavit of Treasurer's Monthly Report/November 2013

BOCC Signatures for Indigent Cases 12/05/2013 through 12/11/2013

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

D. Payables List: Chairman Tondee presented the Payables List for December 9, 2013, through December 13, 2013. The Board discussed the Buildings and Grounds Building lease amount and noted that this amount has been renegotiated, but a copy of the new lease has not been provided to the Board. Chairman Tondee agreed to follow-up with the lessor to obtain a copy of the new lease. Commissioner Nelson explained that it has been brought to her attention by the external auditor and Finance Director David McDowell that some of the payables items have only one (1) approving authority, which is a procedural concern. Commissioner Nelson recommended that it would be prudent to implement a new process to ensure adequate oversight.

Commissioner Green moved to approve the Payables List, Payment Plus list, and P-Card list, dated December 13, 2013, in the total amount of \$465,519.62. 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: Chairman Tondee advised that Item #3 Grant Offer/AIP 3-16-0010-038/039/040/Idaho Transportation Department/Airport should be removed from the agenda as it is not ready for discussion.

Commissioner Nelson moved to remove Item #3 Grant Offer/AIP 3-16-0010-038/039/040/Idaho Transportation Department/Airport from the agenda and continue this item to a date uncertain. 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.

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

G. New Business:

Contract Amendment/East Cell Landfill/CH2M Hill/Solid Waste

Solid Waste Director Roger Saterfiel came before the Board to request approval of the Contract Amendment to the Kootenai County Farm Landfill East Cell Phase E2 Contract. Mr. Saterfiel explained that this project has been completed, but ACI Northwest, Inc. has been unable to complete the erosion portion, in order to meet the substantial completion requirement. Mr. Saterfiel explained that the weather has prevented this from being completed and that it is not possible to get the vegetation to grow before next spring. Mr. Saterfiel requested that the erosion control component be moved to the final completion stage of the contract, to allow the hydro seed to grow to an appropriate length and extend the date for completion so that the erosion control matures enough to meet the terms of the agreement.

Commissioner Green moved to approve the Contract Amendment for the Kootenai County Farm Landfill East Cell Phase E2 between Kootenai County (Solid Waste) and ACI 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.

Agreement/Mica Bay Boat Launch Sediment Removal Project/Parks and Waterways

Parks and Waterways Director Nick Snyder requested that the Board approve the agreement between Kootenai County (Parks and Waterways) and Peck and Peck Excavating, Inc. Mr. Snyder explained that Peck and Peck Excavating, Inc. will be excavating and disposing of a thousand yards of lakebed sediment from the Mica Bay Public Boat Launch Site. Mr. Snyder advised the Board that the Mica Bay Homeowner’s Association has provided the funding for this project and that Kootenai County (Parks and Waterways) is administrator. All permits have been obtained and approved, and the Kootenai County Solid Waste facility is preparing to accept the removed sediment.

Commissioner Green moved to approve the Agreement between Kootenai County (Parks and Waterways) and Peck and Peck Excavating, Inc. for the Mica Bay Boat Launch 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.

~~Grant Offer/AIP 3-16-0010-038/039/040/Idaho Transportation Department/Airport~~ Pulled

Amendment/Agreement for Inmate Health Care Services/Correctional Healthcare Companies/KCSO

Lieutenant John Holecek asked the Board to consider the Fifth Amendment to the Agreement for Inmate Health Care Services between Kootenai County (Sheriff) and Correctional Healthcare Companies, Inc. Lieutenant Holecek explained that this amendment removes mental health services for inmates, but adds ongoing health education and training for deputies and jailers. The Board discussed with Lieutenant Holecek the training and education that is to be provided with this agreement and requested that the Sheriff’s Office provide a copy of the programs that will be provided. All other terms and conditions of the original agreement remain unchanged. This agreement will be in effect from October 1, 2013 through September 30, 2014, and will automatically renew each year.

Commissioner Nelson moved to approve the Fifth Amendment to the Agreement for Inmate Healthcare Services between Kootenai County (Sheriff’s Office) and Correctional Healthcare Companies, Inc. 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.

Contract/Rapid Solutions Debit Card System/KCSO

Lieutenant Holecek requested that the Board approve the Prepaid Debit Inmate Release Program Agent Agreement between Kootenai County (Sheriff’s Office) and Rapid Financial Services (RFS). Lieutenant Holecek explained that this agreement will allow the Sheriff’s Office to issue inmate funds via debit cards as the inmates are released from custody. Lieutenant Holecek explained to the Board that the Sheriff’s Office will need to expend \$250 to purchase equipment, and prefunding of \$2,700 to cover expenses in advance. There will be no additional costs to the County. Inmates will need to liquidate the funds from the debit card within three (3) days of the card issuance date, or the inmate will be charged a fee. Lieutenant Holecek advised the Board that this is a price setting agreement and does not establish a contractual obligation between Kootenai County (Sheriff’s Office) and Rapid Financial Solutions (RFS).

Commissioner Nelson moved to approve the Agreement between Kootenai County (Sheriff's Office) and Rapid Financial Services (RFS) for an inmate debit/credit card system. 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.

Request/Release of Funds and Certification/Idaho Department of Commerce/Alpine Meadows/Grant Management Office

Grants Compliance Officer Jody Bieze asked the Board to approve the Request for Release of Funds and Certification Form for the Alpine Meadows Water System Upgrade Project. Ms. Bieze explained that this document will be submitted to the Idaho Department of Commerce and is required for grant funds to be released. This form also certifies that the County has conducted an environmental review and has complied with all required procedures.

Commissioner Green moved to approve the Request for the Release of Funds and Certification between the Kootenai County (Grant Management Office) and the Idaho Department of Commerce for the Alpine Meadows Water System Upgrade 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.

Contract/Collection Bureau Inc./County Assistance

County Assistance Manager Todd Rickard requested that the Board consider the Collection Assignment Agreement between Kootenai County (County Assistance) and Collection Bureau Inc. (CBI). Mr. Rickard explained that CBI provides collection services for delinquent indigent accounts. Previously these accounts were handled by Chapman Financial Services, Inc., but when that relationship was terminated all new accounts were assigned to CBI. This agreement allows CBI to assume responsibility for collection of the accounts that were previously assigned to Chapman Financial Services, Inc., which were returned to the County after that contract was terminated.

Commissioner Nelson moved to approve the Collection Assignment Agreement between Kootenai County (County Assistance) and Collection Bureau Inc. 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.

Annual Operating Plan 2013-14/US Forest Service/Snowgroomers

Commissioner Green presented the Annual Operating Plan for FY 2013-2014, which was submitted by the US Forest Service. This plan outlines the duties and obligations of the County and the Forest Service to fund grooming activities and trail maintenance in the State Designated Snowmobile Area No. 28. The anticipated cost is \$128,230. The Forest Service will contribute \$16,750 and the remaining \$111,480 will be funded by Kootenai County Challenger contributions.

Commissioner Nelson moved to approve the Annual Operating Plan for FY 2013-2014 between Kootenai County (Snowgroomers) and the US Forest Service. 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.

Contract/HVAC/ACI Northwest, Inc./KCSO/9-1-1

9-1-1 Senior Secretary II Lynnell Smith asked the Board to consider the Construction Contract between Kootenai County (9-1-1) and ACI Northwest, Inc. This contract will allow ACI Northwest, Inc. to replace two (2) Heating, Ventilation, and Air Conditioning (HVAC) units in the 9-1-1 Equipment Room.

Commissioner Green moved to approve the Construction Contract between Kootenai County (9-1-1) and ACI 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.

Request for Annexation/Various Parcels/Northern Lakes Fire Protection District

Civil Deputy Prosecuting Attorney John Cafferty explained to the Board that a request has been made to annex seven (7) parcels into the Northern Lakes Fire Protection District. This request has been noticed and was approved by the Fire District at a public hearing that was held on September 24, 2013. Mr. Cafferty requested that the Board approve this annexation.

Commissioner Green moved to approve the annexation of seven (7) parcels into the Northern Lakes Fire Protection 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.

Sealed Bids/AIN No's.: 180345/238557/126712/114161/Herman/Tridaho Ventures

The Board discussed the sealed bids that were received at the December 10, 2013 Business Meeting. The Board agreed that after reviewing the parcels, it was determined that the sale of these properties would encumber surrounding property owners that use this land to access their properties.

Commissioner Nelson moved to reject the sealed bids for AIN No's.: 180345, 238557, 126712, and 114161 and to return the funds to the submitting parties. 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.

Release and Settlement Agreement/Civil Prosecuting Attorney

Civil Deputy Prosecuting Attorney Darrin Murphey presented for approval and signature a Release and Settlement Agreement for the Civil Prosecuting Attorney’s Office. Mr. Murphey requested that the Board authorize Chairman Tondee to sign and execute the necessary documents to settle the claim with Amber Schafer. This settlement includes a payment of \$60,000, cash liquidation of her VEBA account in the amount of \$12,500, plus accrued vacation pay per County policy.

Commissioner Nelson moved to approve the Settlement Agreement between Kootenai County and Amber Schafer and to authorize Chairman Tondee to sign the documents necessary to settle the claim. 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.

Resolution 2013-101/Classify Records/Jail/KCSO

Lieutenant Holecek requested that the Board adopt Resolution 2013-101, to classify inmate medical records from 1998-2003 as permanent records that have surpassed the statutory ten (10) year retention period.

Commissioner Green moved to adopt Resolution 2013-101 to classify as permanent inmate medical records. 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.

Resolution 2013-102/Destroy Records/Jail/KCSO

Lieutenant Holecek asked the Board to adopt Resolution 2013-102, which allows the destruction of the inmate medical files identified in Resolution 2013-101, as they have surpassed the statutory ten (10) year retention period.

Commissioner Green moved to adopt Resolution 2013-102 to destroy documents classified as permanent under Resolution 2013-101, with instruction to staff that the records cannot be destroyed before January 1, 2014. 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:** The Board thanked Mr. Cafferty for his service to the County and wished him well in his new endeavors.

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 2:49 p.m.

Respectfully submitted,

PAT RAFFEE, CHIEF DEPUTY CLERK

BY: _____
Brandie Bradley, Deputy Clerk