

**Minutes of Meeting  
Business Meeting  
December 23, 2013  
10:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Solid Waste Director Roger Saterfiel, Accounting Manager Pam Bogaert, Grants Compliance Officer Jody Bieze, Accounting Clerk Jessica Guenther, Clerk Jim Brannon, Probation Officer Melissa Miller, Human Resources Director Skye Reynolds, Chief Prosecuting Attorney Barry Black, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Brandie Bradley. Also present were Kootenai Electric Cooperative General Manager Doug Elliott and Engineering Manager Shawn Dolan. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 10:37 a.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**

|            |   |
|------------|---|
| 12/04/2013 | Commissioners' Debriefing                             |
| 12/05/2013 | State of the County Discussion                        |
| 12/06/2013 | Human Resources Update                                |
| 12/09/2013 | Barry McHugh – Office Restructure                     |
| 12/09/2013 | Airport Runway Length Scope Changes                   |
| 12/10/2013 | Business Meeting                                      |
| 12/12/2013 | Ken Stone Settlement                                  |
| 12/13/2013 | Public Hearing: Fiscal Year 2013 Budget Opening       |
| 12/13/2013 | Natural Resource Advisory Board Interview (D. Levine) |
| 12/13/2013 | Interview for Historic Preservation Board (Monn)      |
| 12/13/2013 | Interview for Historic Preservation Board (Singleton) |
| 12/13/2013 | Interview for Historic Preservation Board (Walters)   |
| 12/16/2013 | Interview for Historic Preservation Board (Brown)     |
| 12/16/2013 | Community Development Update                          |
| 12/17/2013 | Indigent Appeal 2013-298                              |
| 12/17/2013 | Indigent Appeal 2013-89                               |

**Board Actions**

Assessor's Adjustment to Tax/Valuation/Parcel No's.: MZZ81W042310; MND0000030; MZZ81W04231A; 47N03W012400

Treasurer's request to Adjust Fees/Parcel No's: U0000059600; U0000059650

Request for Tax Exempt Status/Approval Orders: P6900012007A/AIN 178981 Shiloh Missionary Baptist Church; C6105000024A/AIN 124969 Candlelight Fellowship, Inc.

Treasurer's Report/December 20, 2013

Approval/Request for Leave/Treasurer per *Idaho Code* §31-2013

KCSO Civil Division Financial Report/November 2013

BOCC Signatures for Indigent Cases 12/12/2013 through 12/18/13

Kennel License Application: Kootenai Kennels/Bolinger

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

**D. Payables List:** Chairman Tondee presented the Payables List for December 16, 2013, through December 20, 2013.

Commissioner Green moved to approve the Payables summary for December 16, 2013, through December 20, 2013. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

**E. Changes to the Agenda:** There were no changes to the agenda. The Board welcomed Jim Brannon as the new County Clerk.

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

**G. New Business:**

**Presentation/Award for Renewable Energy/Kootenai Electric/Solid Waste**

Kootenai Electric Cooperative General Manager Doug Elliott and Engineering Manager Shawn Dolan presented the Board with a check in the amount of \$3,166 for energy credits sold on behalf of the Board and a certificate that represented the retirement of one (1) renewable energy credit, and one (1) megawatt hour of energy produced by the Fighting Creek Landfill gas to energy facility.

**Cancellation/Moon Security Contract/Adult Misdemeanor Probation**

Probation Officer Melissa Miller explained to the Board that the Adult Misdemeanor Probation department has been working directly with the vendor for the SCRAMx/EHM Partner Supply Program Contract, so they are no longer using Moon Security Services, Inc. Civil Deputy Prosecuting Attorney R. David Ferguson clarified that this contract requires a sixty (60) day notice, which the Board confirmed has already been sent to Moon Security Services, Inc.

Commissioner Green moved to approve the contract cancellation between Kootenai County (Adult Misdemeanor Probation) and Moon Security Services, 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.

**Stop Loss Placement/2013-2014 Blue Cross of Idaho/Mercer/Human Resources**

Human Resources Director Skye Reynolds presented the Board with the 2013 Stop Loss Client Letter and the Administrative Services Agreement between Kootenai County (Human Resources) and Blue Cross/Blue Shield of Idaho. Ms. Reynolds advised that the Stop Loss Client Letter is based on the 2013 renewal that has already been signed by the Board. These documents authorize Blue Cross/Blue Shield of Idaho to continue to administer the County Health Plan. Ms. Reynolds explained to the Board that the only major change is an increase of the Stop Loss Deductible from \$125,000 to \$150,000 per individual.

Commissioner Green moved to approve the Stop Loss Client Letter and the Administrative Services Agreement between Kootenai County (Human Resources) and Blue Cross/Blue Shield of Idaho. 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.

**Advisory Board Appointments/Natural Resource/Historic Preservation**

Chairman Tondee stated that following Advisory Board appointments were being presented for Board consideration and approval:

**Natural Resource Advisory Board**

- Bruce Cyr will be reappointed.
- Ken Till will be newly appointed.

**Historic Preservation Advisory Board**

- Skip Fuller will be reappointed.
- Russell Brown and Bill Singleton will be newly appointed.

The members of these Boards will serve a term of three (3) years, which will begin on January 1, 2014 and expire on December 31, 2016. Commissioner Green advised that letters have been prepared for mailing to all of the applicants, reappointed members, appointed members, and departing members.

Commissioner Green moved to approve the appointments for these Advisory Board members. 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.

**Professional Services Contract/Bayview Community Center/Grant Management Office**

Grants Compliance Officer Jody Bieze presented the Professional Services Contract between Kootenai County (Grant Management Office) and the Panhandle Area Council for the Bayview Community Center Improvements Project. This contract defines the independent contractor relationship between these parties for this project.

Commissioner Green moved to approve the Professional Services Contract between Kootenai County (Grant Management Office) and the Panhandle Area Council. 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.

**Resolution 2013-106/Election for National Forest Related Safety-Net Payments**

Chairman Tondee presented Resolution 2013-106. This Resolution is an annual declaration of the County’s election to receive Title II and Title III National Forest Service revenue funds, derived from the sale and removal of timber from forest lands. Fifteen percent (15%) of these funds will be allocated for expenditure on Title II projects and zero percent (0%) will be allocated for expenditure on Title III projects.

Commissioner Green moved to adopt Resolution 2013-106 designating the distribution of the Secure Rural Schools and Community Self-Determination payment. 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.

**Resolution 2013-107/Surplus Property/Auditor**

Chief Deputy Clerk Pat Raffee requested that the Board declare as surplus four (4) Law Books published in 1932, which are no longer in use by the Clerk’s Office. Ms. Raffee explained that these books have no historic or legal value, and are in poor shape. Ms. Raffee further explained that as these books were discovered and maintained by the former Clerk Clifford Hayes and that Mr. Hayes son, John Hayes, would like to have these books.

Commissioner Green moved to adopt Resolution 2013-107 to declare these books as surplus, so they can be disposed of by the Clerk’s Office. 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:** Chairman Tondee recognized Barry Black as the new Chief Deputy Prosecutor. Mr. Black advised that he will be relocating his office to the Administration Building and will be overseeing the Civil Division.

**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 10:51 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

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