

**Minutes of Meeting  
Business Meeting  
January 21, 2014  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Solid Waste Director Roger Saterfiel, Lieutenant Stuart Miller, Human Resources Director Skye Reynolds, Airport Director Greg Delavan, Airport Administrative Assistant Mary Hopkins, Accounting Technician Lori Shaw, Accounting Clerk Jessica Guenther, Civil Deputy Prosecuting Attorney R. David Ferguson 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:** 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**

11/21/2013	FY2013 Budget Opening and Carry Over
12/24/2013	Executive Session §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.
01/03/2014	Commissioners' Debriefing
01/07/2014	Business Meeting
01/13/2014	Commissioners' Debriefing
01/13/2014	Community Development Update
01/14/2014	Indigent Appeal 2013-532
01/14/2014	Indigent Appeal 2013-633
01/14/2014	Business Meeting
01/16/2014	Executive Session §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

**Board Actions**

Civil Division/December 2013 Financial Report/KCSO

Affidavit of Treasurer's Report: January 17, 2014

Order of Decision/Case No.: VAR13-0001/Owen/Community Development

Sales Tax/Exemption Certificate/Pacific Steel

Alcohol Beverage License Renewal Application/Kootenai County Fairgrounds

BOCC Signatures for Indigent Cases 01/09/2014 through 01/15/2014

Board of Equalization: Valuation Amendment/EZTD00025005/AIN 225000/ACI Northwest Inc.

Commissioner Nelson moved to approve the Consent Calendar as read into the record by Chairman Tondee. Commissioner Green seconded the motion. There being no 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 January 13, 2014, through January 17, 2014. Commissioner Green moved to approve the Payables summary for January 13, 2014, through January 17, 2014, in the amount of \$1,047,516.47. Commissioner Nelson seconded the motion. There being no 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 noted that Item #3, Contract/Multi-function Printer/Ricoh/Information Systems, should be removed from the agenda as the item was not ready for discussion.

Commissioner Green moved to remove Item #3, Contract/Multi-function Printer/Ricoh/Information Systems for discussion at a date uncertain. Commissioner Nelson seconded the motion. There being no 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:**

**Bid Opening 2014-01/LGP Waste Handler Dozer/Solid Waste**

Commissioner Nelson opened the two (2) bids received in response to Bid 2014-01, for an LGP Waste Handler Dozer to be used by the Solid Waste Department. The Notice Inviting Bids was published in the *Coeur d'Alene Press* on December 30, 2013, and January 6, 2014. Rowand Machine Company submitted a bid with a purchase amount of \$269,750, and a trade-in value of \$42,000. Western States Equipment submitted a bid with a purchase amount of \$273,465.26, and a trade-in value of \$35,000.

Commissioner Green moved to accept the two (2) bids that were received and to forward these bids to the Solid Waste and Legal Departments for review. 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.

**Bid Opening 2014-02/Transfer Trailers/Solid Waste**

Commissioner Nelson opened the one (1) bid that was received in response to Bid 2014-02, for two (2) Transfer Trailers for the Solid Waste Department. The Notice Inviting Bids was published in the *Coeur d'Alene Press* on December 30, 2013, and January 6, 2014. Wilkens Industries submitted a bid with a purchase price of \$82,705, for one (1) trailer or \$165,410, for two (2) trailers.

Commissioner Green moved to accept the submitted bid and to forward this bid to Solid Waste and the Legal Department for review. 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/Multi-Function Printer/Ricoh/Information Systems Pulled**

**Annual Operating/Financial Plan/Cooperative Law Enforcement/US Forest Service/KCSO**

Lieutenant Stuart Miller asked the Board to approve the 2014 Cooperative Law Enforcement Annual Operating Plan between the Kootenai County Sheriff's Office (KCSO) and the US Forest Service. Lieutenant Miller explained that this plan outlines the duties and obligations of the County to provide law enforcement services on US Forest Service lands within Kootenai County. The total amount for patrol activities shall not exceed \$9,328, and equipment purchases are not to exceed the amount of \$4,570.72. Lieutenant Miller advised the Board that this is a reduced amount compared to prior years. This operating plan will be in effect from January 21, 2014, through December 31, 2014.

Commissioner Nelson moved to approve the 2014 Cooperative Law Enforcement Annual Operating Plan between the Kootenai County Sheriff's Office 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.

**Grant Agreement/Resolution 2014-12/AIP 3-16-0010-038/040 Rehabilitate Taxiway and Apron & Wildlife Hazard Assessment/Airport**

Airport Director Greg Delavan requested that the Board consider the Grant Agreement between Kootenai County (Airport) and the State of Idaho Transportation Department (Division of Aeronautics), as well as adopt Resolution 2014-12, which confirms the approval of the State Grant. Mr. Delavan explained that these grant funds will be used for the Taxiway and Apron Rehabilitation project, as well as a Wildlife Hazard Assessment project. The Board held a discussion about the method Mr. Delavan has developed for funding this grant acceptance and the need to make sure that all grants are completely reviewed by the Grant Office.

Commissioner Nelson moved to approve the Grant Agreement between Kootenai County (Airport) and the State of Idaho Transportation Department and to adopt Resolution 2014-12, confirming the approval of the State Grant for the taxiway and apron rehabilitation project, and the Wildlife Hazard Assessment project. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Nay  
Chairman Tondee: Aye

The motion carried.

**Agreement/Express Personnel/Human Resources**

Human Resources Director Skye Reynolds asked the Board to consider the Direct Hire Staffing Agreement between Kootenai County (Human Resources) and Express Employment Professionals. Ms. Reynolds advised that this agreement will allow the County to utilize Express Employment Professionals for referral of qualified candidates to fill temporary and/or vacant positions available within the County.

Commissioner Green moved to approve Direct Hire Staffing Agreement between Kootenai County (Human Resources) and Express Employment Professionals. 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 2014-10/Compliance with ADA Section 504 Rehabilitation Act/Rescinds 2010-37/Human Resources**

Ms. Reynolds requested that the Board consider Resolution 2014-10, which appoints Ms. Reynolds as the Americans with Disabilities Act (ADA) Coordinator and Grant Compliance Officer Jody Bieze as the Section 504/Fair Housing Compliance Officer for Kootenai County.

Commissioner Green moved to adopt Resolution 2014-10, to comply with ADA Section 504 Rehabilitation Act. 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 2014-11//Dissolution of Veterans Affairs Advisory Committee**

Commissioner Nelson explained to the Board that a Veterans' Affairs Advisory Committee was established by a prior Board, but that no members were ever appointed to this committee. Commissioner Nelson explained that the need for this committee was discussed with the Veterans' Services Department and they see no need for this committee to exist. Resolution 2014-11, dissolves the Veterans' Affairs Advisory Committee along with the accompanying by-laws.

Commissioner Green moved to adopt Resolution 2014-11, to dissolve the Veterans' Affairs Advisory Committee. 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.

**H. Staff Reports:** There were no staff reports.

**I. 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 2:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

\_\_\_\_\_