

**Minutes of Meeting
Business Meeting
February 11, 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 Buildings and Grounds Operations Manager Shawn Riley, Solid Waste Director Roger Saterfiel, Emergency Management Manager Sandy von Behren, County Assistance Manager Todd Rickard, Accounting Clerk Jessica Guenther, Reprographics/Mail Center Supervisor David Reid, KCEMSS Chief Officer Christopher Way, Legal Assistant Barb Nyquist, Panhandle Health District Preparedness Planner Alana Anderson, Civil Deputy Prosecuting Attorneys Jamila Holmes and 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:** 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

01/02/2014	Deliberations/Community Development
01/09/2014	Signing/Deliberations/Community Development
01/16/2014	Signing/Community Development
01/22/2014	Tax Exempt Applications
01/27/2014	Senior Officials Workshop
01/27/2014	Community Development Update
01/27/2014	Commissioners' Debriefing
01/28/2014	Indigent Appeal 2013-658
01/28/2014	Commissioners' Debriefing (Continuation)
01/28/2014	Grant and Transit Discussion
01/28/2014	Business Meeting
01/28/2014	Jail Electrical Project
01/29/2014	Elected Officials
01/29/2014	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.
01/29/2014	Department Heads
01/30/2014	Deliberations/Community Development
01/31/2014	Position Review Committee Findings
02/03/2014	Business Meeting

Board Actions

Assessor's Adjustment to Tax/Valuation/Parcel No's.: EMS013500078; 0K2330020010

Affidavit of Treasurer's Monthly Report: January 31, 2014

BOCC Signatures for Indigent Cases 01/23/2014 through 01/29/2014; 01/30/2014 through 02/05/2014

Sales Tax/Exemption Certificate: Kerr Oil, Inc.

Power of Attorney/Industrial Corporation of Kootenai County/Board of Commissioners

Position Review Committee/Classification/Reclassification Findings

Board of Equalization: Assessor Valuation Amendment/Various Parcels

Board of Equalization: Approval Orders/AIN 131603 Veterans of Foreign Wars; AIN 210389 Peace Lutheran Church

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee acknowledging that the item Board of Equalization: Approval Orders/AIN 131603 Veterans of Foreign Wars; AIN 210389 Peace Lutheran Church was actually a Tax Exempt Hearing, which was heard before the Board of County Commissioners not the Board of Equalization. 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.

D. Payables List: Chairman Tondee presented the Payables List for February 3, 2014, through February 7, 2014.

Commissioner Nelson moved to approve the Payables summary for February 3, 2014, through February 7, 2014, in the amount of \$412,726.21, and jurors’ payments of \$1,691.56. 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.

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

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

G. New Business:

Bid Opening 2014-03/Ancillary Services Building/Buildings and Grounds

Commissioner Nelson opened the nine (9) bids that were received in response to the Notice Inviting Bids 2014-03, which was published in the *Coeur d’Alene Press* on January 13, 2014, and January 20, 2014, for the Kootenai County Ancillary Services Building. This building will be constructed at 331 W. Garden Avenue, Coeur d’Alene, Idaho. Base bids were received from: Ginno Construction (\$1,359,000), Associated Construction (\$1,379,449), T.W. Clark Construction (\$1,414,400), Waynco Construction (\$1,433,000), Small’s Construction (\$1,455,000), James Elmer Construction (\$1,347,000), Northcon Construction (\$1,480,147), Contractor’s Northwest (\$1,410,100), and Native American (\$1,569,000). All of the bidders submitted addendums one (1) through four (4), and provided amounts for alternate options one (1) through four (4).

Commissioner Green moved to accept the nine (9) bids received in response to the Notice Inviting Bids 2014-03, and directed that these bids be forwarded to Architects West Inc., Buildings and Grounds, and Legal 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 2014-04/Chute (Pit) Scale/Solid Waste

Commissioner Nelson opened the one (1) bid received in response to the Notice Inviting Bids 2014-04, which was published in the *Coeur d'Alene Press* on January 24, 2014, and January 31, 2014, for the Solid Waste Chute (Pit) Scale. Unitec Corporation submitted a bid in the amount of \$77,800.

Commissioner Green moved to accept the one (1) bid received in response to the Notice Inviting Bids 2014-04, and to forward this bid to Solid Waste and Legal 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.

Mass Fatality Management Plan/Office of Emergency Management

Emergency Management Manager Sandy von Behren asked the Board to consider the North Idaho Mass Fatality Management Plan. Ms. von Behren advised the Board that this plan has been reviewed by the Sheriff's Office and the Coroner's Office. It will serve as the official operating procedural plan for intergovernmental emergency operations, in the event of a mass fatality incident.

Commissioner Green moved to adopt the Mass Fatality Management Plan as drafted by the Office of Emergency Management. 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.

Advisory Board Appointment/Adams/Historic Preservation

Commissioner Nelson advised that Evelyn Adams has requested appointment to the Historic Preservation Board. Commissioner Nelson noted the applicant's qualifications and supported her appointment to this advisory board.

Commissioner Nelson moved to appoint Evelyn Adams to the Historic Preservation Board. 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 2014-16/Surplus Equipment/County Assistance

County Assistance Manager Todd Rickard asked the Board to declare as surplus one (1) Ricoh Aficio 1035 copier that was purchased in October 2002 and is no longer in use by the County Assistance Department. Mr. Rickard explained that this item is fully depreciated and that no other department has a use for this item.

Commissioner Nelson moved to adopt Resolution 2014-16, which declares as surplus one (1) Ricoh Aficio 1035 copier for the County Assistance Department. 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 2014-17/Classify Records/Civil Prosecuting Attorney

Legal Assistant Barb Nyquist requested that the Board consider Resolution 2014-17, which classifies legal files generated through the normal course of business as temporary, semi-permanent, and permanent. All of these documents are from closed cases that have been resolved and the documents have now surpassed the statutory retention period.

Commissioner Green moved to adopt Resolution 2014-17, which classifies documents that have surpassed the statutory retention period as temporary, semi-permanent, and permanent for the Prosecuting Attorney’s Office. 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 2014-18/Destroy Records/Civil Prosecuting Attorney

Ms. Nyquist asked the Board to adopt Resolution 2014-18, which allows for the destruction of the legal documents that have been classified as temporary, semi-permanent, and permanent through Resolution 2014-17.

Commissioner Green moved to adopt Resolution 2014-18, which allows for the destruction of legal documents classified through Resolution 2014-17, for the Prosecuting Attorney’s Office. 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: Ms. von Behren advised the Board that a low-level flood warning has been issued for the Kootenai County area and asked the Board to review the advisory notice that would be published to notify the public.

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 2:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
