

**Minutes of Meeting**  
**Business Meeting**  
**April 8, 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 Human Resources Specialist Kimberley Buffin, Buildings and Grounds Operations Manager Shawn Riley, Solid Waste Director Roger Saterfiel, Office of Emergency Management Manager Sandy Von Behren, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:05 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**

03/06/2014	Signing/Woodlands/Community Development
03/20/2014	Signing/City of Post Falls/Community Development
03/24/2014	Commissioners' Debriefing
03/25/2014	Tax Exempt Application
03/25/2014	Business Meeting
03/26/2014	Elected Officials
03/26/2014	Department Heads
03/27/2014	Deliberations/VAW LLC dba Verizon Wireless/Community Development
03/27/2014	Sheriff's Staffing Request
03/27/2014	Clerk's Division Issues
03/31/2014	Community Development Update
03/31/2014	Commissioners' Debriefing
04/01/2014	Indigent 2012-1077/Payment Deferment
04/01/2014	Indigent 2010-1144; 2010-1207; 2011-153; 2011-1086 Debt Forgiveness
04/01/2014	Kestrel West Conference Call
04/02/2014	Requests for Cancellation of Taxes
04/02/2014	Parking Project and Sewer System

**Board Actions**

Assessor's Adjustment to Tax/Valuation/Parcel No.: ERLP00032002

Affidavit of Treasurer's Monthly Report: March 2014

Affidavit of Treasurer's Report: April 4, 2014

BOCC Signatures for Indigent Cases: 03/27/2014 – 04/02/2014

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee, noting the correct date for the Affidavit of Treasurer's Report is April 4, 2014. 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 March 31, 2014, through April 4, 2014.

Commissioner Nelson moved to approve the Payables summary for March 31, 2014, through April 4, 2014, in the amount of \$676,651.08. 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:**

**Award Bid 2014-06/Flooring Project/Buildings and Grounds**

Buildings and Grounds Operations Manager Shawn Riley requested that the Board award Bid 2014-06 to Fairway Floors, Inc. Mr. Riley explained that two (2) bids were received in response to this bid, which was published in the *Coeur d'Alene Press* on March 3, 2014, and March 10, 2014. Responsive bids were received from Great Floors, Inc. and Fairway Floors, Inc. to install carpet and flooring in the Administration Building and the Courthouse. Fairway Floors, Inc. submitted the lowest bid of \$52,648.

Commissioner Green moved to award Bid 2014-06 for the flooring project to Fairway Floors, Inc. for the amount of \$52,648. 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.

**Professional Services Agreement/Engineering Services/CH2M Hill/Solid Waste**

Solid Waste Director Roger Saterfiel asked the Board to consider a Professional Services Agreement between Kootenai County (Solid Waste) and CH2M Hill Engineers, Inc. Mr. Saterfiel advised that CH2M Hill Engineers, Inc. will provide engineering, assembly of bid-ready construction documents, bidding assistance, and construction management for the development of the East Cell and Leachate Storage Pond project. Mr. Saterfiel explained that the first pond has already been constructed and design work for this pond was completed as part of that project. The cost of this project is \$236,745, which will be funded from the Solid Waste FY2014 budget. This project is scheduled to begin April 2014, with completion scheduled for November 2014.

Commissioner Green moved to approve the Professional Services Agreement between Kootenai County (Solid Waste) and CH2M Hill Engineers, 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.

**Site Use Agreement/Worley Highway District/Solid Waste**

Mr. Saterfiel requested that the Board approve the Site Use Agreement between Kootenai County (Solid Waste) and Worley Highway District. Mr. Saterfiel advised that this agreement allows the County to use the Mica Site for rural residential waste collection. This agreement will be effective for fifty (50) years from the date that it is signed.

Commissioner Green moved to approve the Site Use Agreement between Kootenai County (Solid Waste) and the Worley Highway 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.

**Contract/Electrical Services/Thorco/Jail/KCSO**

Mr. Riley asked the Board to consider the Construction Contract between Kootenai County (Sheriff’s Office) and Thorco, Inc. for repairs to the electrical vault at the jail. The cost of these repairs is \$34,750, and will be funded through the County’s insurance plan.

Commissioner Green moved to approve the Construction Contract between Kootenai County (Sheriff’s Office) and Thorco, 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.

**Amendment/2011/2012/2013 Homeland Security Grants/Office of Emergency Management**

Office of Emergency Management Manager Sandy Von Behren requested that the Board consider an amendment to the Homeland Security Grants to transfer 2011 and 2012 planning, training, and exercise grant investment funds to the equipment investment funds. These funds will be expiring soon if not used, but can be used to purchase equipment and provide partial funding for School Resource Officer Training. The Board advised Ms. Von Behren that the transfer of funds was approved by the Board at the Commissioners’ Debriefing, which was held on April 7, 2014. No further action was taken at this meeting.

**Contract/Express Personnel/Human Resources**

Human Resources Specialist Kimberley Buffin asked the Board to approve the contract between Kootenai County (Board of County Commissioners) and Express Employment Professionals for temporary and direct hire staffing services. The initial term of this contract is one (1) year and allows for two (2) renewal terms of one (1) year each. The Board agreed that additional information about the existing contracts with Express Employment Professionals was needed before a decision could be made on this contract.

Commissioner Green moved to continue the discussion in regard to the Express Employment Professionals Contract to the Business Meeting to be held on April 14, 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.

**Resolution 2014-31/Surplus Equipment/Solid Waste**

Mr. Saterfiel requested that the Board declare as surplus one (1) 2003 Reliance Transfer Trailer, VIN No. 5RESZ828X3S032002, which is in poor condition and is of no further use to the Solid Waste Department. Mr. Saterfiel advised that this trailer has a recycling value of \$1,000 and will be disposed of through public auction or other means.

Commissioner Nelson moved to adopt Resolution 2014-31, which declares as surplus one (1) 2003 Reliance Transfer Trailer. 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.

**H. Staff Reports:** Ms. Von Behren reminded the Board that the Office of Emergency Operations (OEM) will be conducting an Emergency Training Drill in Kootenai County on April 9, 2014, and April 10, 2014. Ms. Von Behren asked the Board to be as available as possible to participate in this exercise and invited the Board to visit the Command Center.

Mr. Saterfiel advised the Board that staff at the Solid Waste Department saved a Golden Eagle that was attacked at the landfill.

**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 2:51 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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