

**Minutes of Meeting  
Business Meeting  
April 29, 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, Grants Compliance Officer Jody Bieze, Sergeant Ryan Higgins, Federal Transit Administration Grant Administrator Christine Fueston, Applications Systems Manager Carrie Cole, Lieutenant John Holecek, Architects West Principal Scott Fischer, Civil Deputy Prosecuting Attorneys Pat Braden and 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:** 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**

04/08/2014	Process for Judicial Confirmation
04/09/2014	North Idaho College (NIC) Commission
04/10/2014	Judicial Confirmation Discussion
04/11/2014	Human Resources Department Update
04/11/2014	Harrison Boat Launch Discussion
04/14/2014	Commissioners' Debriefing
04/18/2014	Mowry Park Picnic Shelter Discussion
04/21/2014	Community Development Update
04/22/2014	Request for Debt Forgiveness 2010-1144; 2010-1207; 2011-153; 2014-1
04/22/2014	Lien Release Request 2004-1778 and 2008-1570
04/23/2014	Elected Officials

**Board Actions**

Assessor's Adjustment to Tax/Valuation/Parcel No.: P54000010160

Affidavit of Treasurer's Report: April 25, 2014

BOCC Signatures for Indigent Cases: 04/17/2014 – 04/23/2014

Noxious Weed Control Agreements/Various Parcels

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee. 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 April 21, 2014, through April 25, 2014, in the amount of \$407,299.13, as well as Jury Panel Payments in the amount of \$1,162.64.

Commissioner Nelson moved to approve the Payables summary for April 21, 2014, through April 25, 2014, in the amount of \$407,299.13, and Jury Panel Payments in the amount of \$1,162.64. Chairman 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:** Chairman Tondee noted that Item #5 Renewal/General Aviation Liability Insurance/ICRMP/Risk Management should be removed from the agenda as it was not ready for discussion.

Commissioner Green moved to remove Item #5 Renewal/General Aviation Liability Insurance/ICRMP/Risk Management from the agenda with the understanding that it will be discussed at a date uncertain.

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.

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

**G. New Business:**

**Award/Request for Proposals/Inmate Food Services/Jail/KCSO**

Lieutenant John Holecek advised that three (3) bids were received at the Business Meeting which was held on March 4, 2014, to provide Inmate Food Services at the jail. These bids were reviewed by Legal Counsel, which determined that the bids received from ABL Management, Inc. and CBM Managed Services were non-responsive. Trinity Services Group, Inc. submitted a bid in the amount of \$642,097 per year. Lieutenant Holecek stated that the bid submitted by Trinity Services Group, Inc. met all of the necessary criteria and was well below the current expenditures in the amount of \$930,000 per year.

Commissioner Green moved to award Trinity Services Group, Inc. with the Food Services contract for the Kootenai County Jail. 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/Maintenance/Integra Information Technologies, Inc./Information Systems**

Applications Systems Manager Carrie Cole asked the Board to consider the Equipment Services Contract between Kootenai County (Information Systems) and Integra Information Technologies, Inc. Ms. Cole explained that this is the annual renewal for maintenance of the forty-five (45) scanners that are used by the County. This contract would be in effect from May 1, 2014, through May 30, 2014. The Board discussed the annual contract amount of \$24,205 and asked Ms. Cole about the services that are received in exchange for this amount. The Board asked Ms. Cole to provide three (3) alternative options for the maintenance of these scanners and present them before the Board along with this contract for further consideration.

Commissioner Green moved to continue discussion on this item to a date uncertain. 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 Reimbursement/Title III Funds/2004-2006/Search and Rescue Services/KCSO**

Lieutenant Ryan Higgins requested that the Board consider adopting Resolution 2014-37, which allows for reimbursement of Title III Funds in the amount of \$64,973.70. Lieutenant Higgins advised that this reimbursement is for Search and Rescue calls, emergency calls, and training services that were provided by Search and Rescue in the National Forest from 2004 through 2006. Commissioner Nelson noted that with this reimbursement Title III Funds for this time period are now depleted.

Commissioner Nelson moved to adopt Resolution 2014-37, Title III Funds for reimbursement to Kootenai County Search and Rescue. 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 for Reimbursement/Title III Funds/2013-2014/Search and Rescue Services/KCSO**

Lieutenant Higgins asked the Board to adopt Resolution 2014-38, which allows for reimbursement of Title III Funds in the amount of \$20,162.38. Reimbursement is for Search and Rescue activities, emergency calls, and training that were provided in the National Forest from September 1, 2013, through March 31, 2014.

Commissioner Green moved to adopt Resolution 2014-38, for reimbursement of Title III Funds for Kootenai County Search and Rescue. 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.

**Renewal/General Aviation Liability Insurance/ICRMP/Risk Management *Pulled***

**Change Order/Ancillary Building/Elmer Construction/Buildings and Grounds**

Buildings and Grounds Operations Manager Shawn Riley requested that the Board approve two (2) Change Orders for work being performed by James Elmer Construction for the Ancillary Services Building. Mr. Riley explained that Change Order No. 2 included adding fire safing insulation, rebar reinforcement to walls, modification of rim joists, and replacing the two (2) Norway maple trees that were removed with three (3) new trees. The total amount of Change Order No. 2 is \$6,940.39. Change Order No. 3 addressed the addition of 7,200 yards of GeoGrid fabric for the parking lot. Mr. Riley advised that the GeoGrid fabric is necessary to equalize the distribution of the parking lot and to accommodate for the fill dirt that would otherwise need to be removed. The total amount for Change Order No. 3 is \$16,163.88. Both change orders will be funded by the Ancillary Service Building construction budget.

Commissioner Green moved to approve Change Order No. 2 in the amount of \$6,940.39 and Change Order No. 3 in the amount of \$16,163.88 as submitted by James Elmer Construction for the Ancillary Service Building and Parking Lot. 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.

**Memorandum of Understanding/Idaho Department of Lands/Grant Management Office**

Grants Compliance Officer Jody Bieze asked the Board to consider the Memorandum of Understanding (MOU) between Kootenai County (Office of Emergency Management) and the Idaho Department of Lands. Ms. Bieze explained that additional funds in the amount of \$65,620 have become available to the County to support hazardous fuel treatment work on non-federal lands adjacent to US Forest Service projects. These funds will be used to complete projects at Red Beauty, Lone Mountain, or East Hayden. No matching funds are required from the County.

Commissioner Green moved to approve the MOU between Kootenai County (Office of Emergency Management) and the Idaho Department of Lands. 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.

**Federal Transit Administration FY2014 Certifications and Assurances/Transit**

Ms. Bieze requested that the Board consider the FY2014 Certifications and Assurance for the receipt of Federal Transit Administration funds and compliance with the Federal Transportation Administration (FTA) and the United States Department of Transportation regulations and guidelines. Civil Deputy Prosecuting Attorney Pat Braden noted that the Certificate and Assurances reflects changes that have been made by the FTA.

Commissioner Green moved to approve the FY2014 Certificate and Assurances for the Federal Transportation Administration. 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.

**Phase I Biological Nutrient Reduction (BNR) Improvements Project/Hayden Area Regional Sewer Board/Resolution 2014-36**

Commissioner Green presented Resolution 2014-36, adopting the recommendations of the Hayden Area Regional Sewer Board (HARSB) bid award to TML Construction, Inc. Commissioner Green explained that this award must be approved by all entities of the Joint Powers Agreement before HARSB can proceed with Phase One of the plant upgrade.

Commissioner Nelson moved to adopt Resolution 2014-36, which awards the bid to TML Construction, Inc. as recommended by HARSB. 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 2014-34/Kootenai County Fund Balance Policy Amendment**

Commissioner Nelson advised that Resolution 2014-34 amends and supersedes Resolution 2012-129 to eliminate the previous definition of "Fund Balance for the Special Revenue Funds maintain an accumulated fund balance as Assigned Fund Balance unless otherwise classified in another fund balance category." Commissioner Nelson explained that this change was made due to a recommendation from the external auditor CliftonLarsonAllen, so that the fund balance policy is consistent with the Governmental Accounting Standards Board's definition for fund balance reporting and governmental fund types.

Commissioner Green moved to adopt Resolution 2014-34, Fund Balance Policy Amendment, which amends and supersedes Resolution 2012-129. 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:** There were no staff reports.

**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 3:06 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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