

**Minutes of Meeting
Business Meeting
May 13, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Reprographics/Mail Center Supervisor David Reid, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 2:07 p.m.

B. Approval of Consent Calendar: Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

04/28/2014	Commissioners' Debriefing
04/29/2014	Business Meeting
04/29/2014	Airport Audit
04/30/2014	Panhandle Health District – Draft Budget
05/01/2014	District Court FY15 Budget Requests
05/02/2014	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.
05/06/2014	Indigent Request 2013-365, 2013-728, and 2014-233
05/06/2014	FY15 Budget Meeting – Kick Off
05/08/2014	FY15 Budget Meeting

Board Actions

Assessor's Adjustment to Tax/Valuation/Parcel No.: 04660002007A

Affidavit of Treasurer's Report: May 9, 2014

Order of Decision/Case No's.: MSP13-0003/Fox Hollow; CUP13-0018/Cave Bay; VAR14-0001 Hall

BOCC Signatures for Indigent Cases: 05/01/2014 through 05/07/2014

Noxious Weed Control Agreement/Various Parcels

Commissioner Nelson 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:	Aye
Commissioner Green:	Excused
Chairman Tondee:	Aye

The motion carried.

C. Payables List: Chairman Tondee presented the Payables List for May 5, 2014, through May 9, 2014. Commissioner Nelson moved to approve the Payables summary for May 5, 2014, through May 9, 2014, in the amount of \$518,683.12, as well as Jury Panel Payments in the amount of \$3,343.20. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye
Commissioner Green: Excused
Chairman Tondee: Aye

The motion carried.

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

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

G. New Business:

Leases/Xerox Printing Equipment/Reprographics

Reprographics/Mail Center Supervisor David Reid asked the Board to consider the Lease Agreement between Kootenai County (Reprographics) and Xerox Corporation. Mr. Reid explained that this will allow the Reprographics Department to lease a copier/printer and associated software and components. This lease will be effective for sixty (60) months. Mr. Reid advised that a trade-in allowance will be given for the equipment that the County is currently leasing, as well as a \$4,000 credit to cover the expenses associated with moving the equipment to the Ancillary Services Building once construction of that site has been completed. The monthly amount will be \$3,944.98 to lease the equipment and purchase supplies.

Commissioner Nelson moved to approve the Lease Agreement between Kootenai County (Reprographics) and Xerox Corporation. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye
Commissioner Green: Excused
Chairman Tondee: Aye

The motion carried.

Adoption of Document Retention Policy (Policy No. 426)/Prosecuting Attorney, Civil Division

Civil Deputy Prosecuting Attorney Pat Braden requested that the Board consider adopting the Document Retention Policy (Policy No. 426). Mr. Braden explained that this policy is intended to provide a consistent, uniform policy for the retention of documents consistent with the requirements of *Idaho Code* §31-871 regarding the retention, classification and destruction, and facilities compliance with the requirements of the Idaho Public Records Act, *Idaho Code* §9-337. This policy also complies with state and federal laws and court rules regarding the preservation of electronic documents for pending or reasonably anticipated litigation, administrative action, official audit or official investigation. Mr. Braden informed the Board that this would be a Countywide policy and has been reviewed by the Elected Officials and the Department Heads. The Board agreed that this document should be presented at the Elected Officials Meeting to be held on May 28, 2014, and then brought before the Board again at the Business Meeting to be held on June 3, 2014.

Commissioner Nelson moved to continue this item to the next Business Meeting to be held on June 3, 2014.

Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye
Commissioner Green: Excused
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 2:21 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
