

Minutes of Meeting
Business Meeting
July 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 Kootenai County Sheriff's Office (KCSO) Lieutenant Matthew Street, Sergeant Thomas Knight, Auto Shop Mechanic Will Stein and Detention Deputy Wesley Whittenburg, Parks and Waterways Director Nick Snyder, Solid Waste Director Cathy Mayer, Buildings and Grounds Director Shawn Riley, Elections Manager Carrie Phillips, Juvenile Detention Director J. T. Taylor, Airport Senior Secretary Linda Leigh, Architects West, Inc. Principal Scott Fischer, Information Systems Network Specialist Will Medina, 9-1-1 Communications Services Manager Robert Kesson, Clerk Jim Brannon, Chief Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Cheryl Baumann.

- 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

06/20/2014	Historic Preservation
06/20/2014	Quarterly Fire Protection Districts
06/23/2014	All Hazard Mitigation Plan Update
06/23/2014	Airport Discussion

Board Actions

Affidavit of Treasurer's Report: June 30, 2014; July 3, 2014

Certificates of Substantial Completion: Phase I, North Parking Lot; Phase 2 East Parking Lot/Architects West

Agreement for Professional Services/Centennial Trail Mileposts Survey/Welch-Comer

BOCC Signatures for Indigent Cases: 06/26/2014 through 07/2/2014

Noxious Weed Control Agreements/Various Parcels

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 Baumann called the roll:

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

The motion carried.

D. Payables List: Chairman Tondee presented the Payables Summary for the week of June 30, 2014, through July 4, 2014.

Commissioner Nelson moved to approve the Payables Summary for the week of June 30, 2014, through July 4, 2014 in the amount of \$626,866.48. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Baumann 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/2014-12 Dispatch System/KCSO/9-1-1

Commissioner Nelson opened the one (1) bid received in response to the Notice Inviting Bids 2014-12, which was published in the *Coeur d'Alene Press* on June 24, 2014, and July 1, 2014. Priority Dispatch Corporation submitted a bid amount of \$259,825, to provide a public safety, determinant-based dispatch system for emergency services.

Commissioner Green moved to accept the bid as submitted by Priority Dispatch Corporation and to forward the bid to the Kootenai County Sheriff's Office (KCSO/9-1-1) and Legal for review and recommendation. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Renewal/Memorandums of Understanding/Shoshone County EMS/Kootenai County Coroner/Benewah Medical Center/Coeur d'Alene Tribe/Newport Emergency Services Corp/KCSO/9-1-1

Kootenai County Sheriff's Office Lieutenant Matthew Street requested that the Board approve the renewal of five (5) Memorandums of Understanding (MOU) between Kootenai County (9-1-1), and each of the following agencies: Shoshone County Emergency Medical System Corporation, Kootenai County Coroner, Benewah Medical Center, the Coeur d'Alene Tribe and Newport Emergency Services Corporation. Each MOU designates the specified agency as a subscriber, primarily serviced through the County's 9-1-1 System, to access the mobile radio management system. The MOU's also set out the duties and responsibilities of the County and the specific subscriber concerning the training and maintenance of the network, as well as the annual fees associated with the use of the service. These fees are not to exceed \$120 per year, per radio. Each MOU becomes effective July 8, 2014 and remains in effect for a three (3) year period. Either party named in the MOU may terminate the agreement by providing thirty (30) days written notice.

Commissioner Green moved to approve the Memorandums of Understanding between Kootenai County (9-1-1), and the following five (5) agencies: Shoshone County Emergency Medical System Corporation, Kootenai County Coroner, Benewah Medical Center, the Coeur d'Alene Tribe and Newport Emergency Services Corporation, which defines the requirements associated with the mobile radio management system. Commissioner Nelson seconded the motion.

There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Contract/Jester's Personalized Cleaning Service, LLC/KCSO/9-1-1

Lieutenant Street asked to the Board to renew a contract between Kootenai County (9-1-1) and Jester's Personalized Cleaning Service, LLC, to provide janitorial services at the 9-1-1 Communications Center. The Janitorial Service Contract will be effective July 8, 2014, and will continue for a term of one (1) year. The County will be charged \$620 per month through October 31, 2014, and effective November 1, 2014, the fees will increase to \$644.80.

Commissioner Green moved to approve the Janitorial Service Contract between Kootenai County (9-1-1) and Jester's Personalized Cleaning Service, LLC., for janitorial services at the 9-1-1 Communications Center. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Award Bid for KCFL Leachate Pond #4/Solid Waste

Solid Waste Director Cathy Mayer requested that the Board consider awarding Bid 2014-08, to Wesslen Construction for the construction of the Solid Waste Landfill Leachate Pond Number Four (4). The bid was advertised on May 29, 2014, and June 5, 2014, in the *Coeur d'Alene Press* with a bid opening set for June 17, 2014. No bids had been received prior to the bid opening, and in accordance with *Idaho Code* 2805(3)(a)(viii), if no bids are received, goods or services may be procured without further competitive bidding procedures. Ms. Mayer recommended that Wesslen Construction, the lowest responsive bidder, be awarded the contract. The Board directed Ms. Mayer to contact Legal to draft a contract that will include Purchase Card language and define the payment terms.

Commissioner Green moved to award Bid 2014-08 to Wesslen Construction for the construction of the Solid Waste Landfill Leachate Pond Number Four (4). Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Memorandum of Understanding/Cornelius/Black Lake Access/Parks and Waterways

Parks and Waterways Director Nick Snyder requested that the Board approve a Memorandum of Understanding (MOU) between Kootenai County (Parks and Waterways) and James C. and Kimberly Cornelius, which would allow the County easement access for the maintenance of the Black Lake property. The Cornelius property is the only road or land access to the County's lakefront property at Black Lake.

Commissioner Nelson moved to approve the MOU between Kootenai County (Parks and Waterways) and James C. and Kimberly Cornelius, which grants an easement over the Cornelius' property, for the purpose of maintaining the County owned Black Lake Property. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Agreement/Idaho STAR Program/College of Southern Idaho/Airport

Airport Senior Secretary Linda Leigh asked the Board to consider renewing an Agreement and Facility Use Request between Kootenai County (Airport) and the College of Southern Idaho to lease Airport facilities for the operation of its Skills Training Advantage for Riders (STAR) Motorcycle Safety Program. The College of Southern Idaho would provide motorcycle rider training and testing on a closed portion of Taxiway "D."

Commissioner Green moved to approve the College of Southern Idaho Agreement and Facility Use Request between Kootenai County (Airport) and the College of Southern Idaho, to utilize Airport facilities to conduct the STAR Program.

Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Memorandum of Agreement/Clinician Services/Idaho Department of Juvenile Corrections/Juvenile Detention

Juvenile Detention Director J. T. Taylor requested that the Board consider the renewal of a Memorandum of Agreement (MOA) between Kootenai County (Juvenile Detention Center) and the Idaho Department of Juvenile Corrections, which describes the collaborative effort of the agencies to provide mental health services to juvenile offenders detained at the Juvenile Detention Center. Under the terms of the MOA, the County will receive funding up to the amount of \$100,000, to supplement local resources and assist in providing clinical services for eligible youth. The MOA becomes effective July 1, 2014 and expires June 30, 2015, and is renewable upon mutual consent.

Commissioner Nelson moved to approve the Memorandum of Agreement between Kootenai County (Juvenile Detention) and the Idaho Department of Juvenile Corrections, which will provide clinical services for juveniles placed in the juvenile detention facility. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Maintenance Contract/H and H Business Systems/Information Systems

Information Systems Network Specialist Will Medina requested that the Board consider the Maintenance Agreement between Kootenai County (Public Defender/Information Systems) and H & H Business Systems, Inc., which describes the terms of maintenance for a Ricoh photocopier used in the Public Defender's Office.

Commissioner Green moved to approve the Maintenance Agreement between Kootenai County (Public Defender/Information Systems) and H & H Business Systems, Inc., for maintenance of a multi-use photocopier.

Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Change Order #5/Ancillary Services Building/Buildings and Grounds

Buildings and Grounds Director Shawn Riley asked the Board to consider Change Order Five (5) submitted by Architects West, Inc. and James Elmer Construction Company, for the removal of a tunnel cap, concrete, and wood debris at the northeast parking lot of the Ancillary Services Building. The cost for the disposal of these materials is \$5,701.40, bringing the adjusted contract price to \$1,413,876.

Commissioner Green moved to approve Change Order Five (5) between Kootenai County (Buildings and Grounds), Architects West, Inc. and James Elmer Construction Company, which authorizes the clearing of unneeded construction materials at the Ancillary Services Building site. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Change Order #6/Ancillary Services Building/Buildings and Grounds

Mr. Riley requested that the Board consider Change Order Six (6) submitted by Architects West, Inc. and James Elmer Construction Company, for the Ancillary Services Building project. This change order allows for the replacement of three (3) restroom sinks for compliance with the Americans with Disabilities Act (ADA), and the addition of floor insulation, as required by the City of Coeur d'Alene.

Commissioner Nelson moved to approve Change Order Six (6) between Kootenai County (Buildings and Grounds), Architects West, Inc., and James Elmer Construction Company, which authorizes the replacement of three (3) restroom sinks and installation of insulation in specific floor areas at the Ancillary Services Building. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Resolution 2014-49/Classify Records/Elections

Elections Manager Carrie Phillips requested that the Board consider Resolution 2014-49, Classification of Records of the Kootenai County Elections Department, which classifies Elections records that have surpassed the requisite time for records retention, pursuant to *Idaho Code* §34-217 and §31-871.

Commissioner Green moved to adopt Resolution 2014-49, which classifies Elections documents that no longer need to be retained, pursuant to *Idaho Code* §34-217 and §31-871. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Resolution 2014-50/Destroy Records/Elections

Ms. Phillips asked the Board to consider Resolution 2014-50, Destruction of Records of the Kootenai County Elections Department, which allows for the destruction of documents that have been classified as permanent, semi-permanent and temporary by Resolution 2014-49.

Commissioner Green moved to adopt Resolution 2014-50, Destruction of Records of the Kootenai County Elections Department, which authorizes the destruction of classified Elections documents that were referenced in Resolution 2014-49. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Resolution 2014-52/Surplus Vehicles/KCSO

Sheriff’s Auto Shop Mechanic Will Stein requested that the Board declare as surplus nine (9) vehicles, which are of no further use to the County, due to the vehicles’ high mileage, age and maintenance status.

Commissioner Green moved to adopt Resolution 2014-52, which declares as surplus nine (9) Kootenai County Sheriff’s Office vehicles that are no longer needed. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann 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 2:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____

Cheryl Baumann, Deputy Clerk