

**Minutes of Meeting  
Business Meeting  
August 5, 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 Buildings and Grounds Director Shawn Riley, Grants Compliance Officer Jody Bieze, Community Development Director David Callahan, Airport Senior Secretary II Linda Leigh, Kootenai County Sheriff's Office Lieutenant Stuart Miller, Recorder's Office Records Technician Ashleigh Suggs, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Cheryl Baumann. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:03 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**

07/21/2014	Community Development Update
07/22/2014	Business Meeting
07/23/2014	Elected Officials
07/23/2014	Discussion with FAA Representatives
07/28/2014	FY15 Budget Review
07/28/2014	Airport Advisory Board
07/28/2014	Quarterly Highway District
07/28/2014	Community Development Update
07/29/2014	Request for Debt Forgiveness 2006-122
07/29/2014	Settlement Offer 2009-128
07/29/2014	Request for Lien Release 2008-648
07/29/2014	Indigent Appeal 2014-153
07/29/2014	Request for Payment Deferment Numbers 2008-407; 2009-1649; 2009-1712
07/29/2014	Executive Session 67-2345(1)(a) to consider hiring a public officer, employee, staff member or individual agent; (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.

**Board Actions**

Treasurer's Request to Cancel Taxes/Warrants of Distrain/Variou Parcels

Affidavit of Treasurer's Monthly Report: July 2014

Civil Division/June 2014 Financial Report/KCSO

Noxious Weed Control Agreements/Variou Parcels

BOCC Signatures for Indigent Cases 07/24/2014 through 07/30/2014

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 Baumann called the roll:

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

The motion carried.

**D. Payables List:** Chairman Tondee presented the Payables Summary for July 28, 2014 through August 1, 2014.

Commissioner Nelson moved to approve the Payables Summary for July 28, 2014 through August 1, 2014 in the amount of \$639,841.09, and Jury Panel Payments in the amount of \$5,060.60. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Excused  
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/Classic Electric LLC/Ancillary Services Building/Buildings and Grounds**

Buildings and Grounds Director Shawn Riley asked the Board to consider an Award of Bid to Classic Electric, L.L.C. for electronic data and phone cabling services, which is needed to complete the connection between the Ancillary Services Building and the Justice Building. Classic Electric, L.L.C.'s quote for materials, equipment, and labor is \$6,000.

Commissioner Nelson moved to award the communications services bid to Classic Electric, L.L.C. for the Ancillary Services Building. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**Change Orders/Architects West/Ancillary Services Building/Buildings and Grounds**

Mr. Riley requested that the Board consider Change Order Number Seven (7) submitted by Architects West, Inc. and James W. Elmer Construction Company for the Ancillary Services Building project.

Change Order Number Seven (7) includes four (4) additional change order proposals:

- Number Ten R (10R) is for duct work in the dust collection system, for \$581.
- Number Eleven (11) provides for resinous flooring in the paint booth, for \$2,025. Mr. Riley stated that this change order was previously approved at a prior business meeting.
- Number Twelve (12) is for a metal enclosure for the paint booth, for \$462.
- Number Thirteen (13) shows an additional charge of \$2,757 due to a twelve (12) day delay.

The Board agreed that discussion of Change Order Number Seven (7) will be continued at next week's Business Meeting.

Commissioner Nelson moved to approve Change Order Proposal Number Ten R (10R) for \$581 and Change Order Proposal Number Twelve (12) for \$462 and revise Change Order Number Seven (7) for further consideration at the Business Meeting to be held on August 12, 2014. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**Donation Agreement/2005 Ford Crown Victoria/Adams County/KCSO**

Kootenai County Sheriff's Office Lieutenant Stuart Miller asked the Board to consider the Donation Agreement for the title transfer of a patrol vehicle from the Kootenai County Sheriff's Office to the Adams County Sheriff's Office. The 2005 Ford Crown Victoria, Vehicle Identification Number 2FAHP71W75X1767794, is of no further use to the Kootenai County Sheriff's Office. Pursuant to *Idaho Code* §67-2323, the general terms of the agreement were published in the *Coeur d'Alene Press* on July 22, 2014 and July 29, 2014.

Commissioner Nelson moved to approve the Donation Agreement for the title transfer of a patrol vehicle from the Kootenai County Sheriff's Office to the Adams County Sheriff's Office. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**Termination of Lease/Lighter/Spur-n-Rotor/Lease Agreement/CDA Golf, LLC/Airport**

Airport Senior Secretary II Linda Leigh requested that the Board consider the Termination of Lease between Kootenai County (Airport) and Spur-n-Rotor, Inc. Ms. Leigh also asked for consideration of the proposed Lease Agreement between the Airport and CDA Golf, L.L.C., which covers the terms and conditions of the lease for the purpose of operating and maintaining an aircraft hangar.

Commissioner Nelson moved to approve the Termination of Lease between the Airport and Spur-n-Rotor, Inc. and authorize the Lease Agreement between the Airport and CDA Golf, L.L.C. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**Contract/Hearing Examiner/Mohr/Community Development**

Community Development Director David Callahan asked the Board to consider the Independent Contractor Agreement/Hearing Examiner between Kootenai County Community Development and Sharon E. Mohr. Mr. Callahan explained that this agreement allows Community Development to assign cases to Ms. Mohr as a Hearing Examiner on an “as needed” basis. The initial term of this agreement would be in effect from July 17, 2014 through July 17, 2015.

Commissioner Nelson moved to approve the Independent Contractor Agreement/Hearing Examiner between Kootenai County Community Development and Sharon E. Mohr. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**2011 State Homeland Security Grant Program/Amendment 1/Office of Emergency Management**

Grants Compliance Officer Jody Bieze requested that the Board consider the 2011 State Homeland Security Sub-Grant Award Amendment One (1) for an additional grant of \$1,693.12, which would be awarded to Kootenai County Office of Emergency Management and then allocated to the Citizen Corps Council of North Idaho. The additional grant funds would be utilized to purchase guide books that would provide emergency aid information to response agencies after man-made and natural disasters have occurred.

Commissioner Nelson moved to approve the 2011 State Homeland Security Sub-Grant Award Amendment One (1) to be allocated to Citizen Corps Council of North Idaho for the purchase of catastrophic emergency guide books. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**2012 State Homeland Security Grant Program/Amended Award/Office of Emergency Management**

Ms. Bieze asked the Board to consider the 2012 State Homeland Security Grant Program Amended Award, which allocates \$14,299.50 in additional grant funding to the Kootenai County Sheriff’s Office. These grant funds would be utilized to purchase gas masks, and no grant match is required.

Commissioner Nelson moved to approve the 2012 State Homeland Security Grant Program Amended Award for grant funds allocated to the Kootenai County Sheriff’s Office for the purchase of gas masks. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**Contract/Professional Services/Tetra Tech/Multi-Jurisdictional All-Hazard Mitigation Plan Update/Office of Emergency Management**

Ms. Bieze requested that the Board consider the Contract for Professional Services Agreement between Kootenai County Office of Emergency Management and Tetra Tech, Inc. Ms. Bieze explained that Tetra Tech, Inc. would develop an update to the Kootenai County Multi-Jurisdictional All-Hazard Mitigation Plan. Extensive data analysis and risk assessment is now required by the Federal Emergency Management Agency (FEMA). The current mitigation plan expires in September 2014, and the total cost of the contract is \$46,793.

Commissioner Nelson moved to approve the Contract for Professional Services between Kootenai County Office of Emergency Management and Tetra Tech, Inc. for an updated Multi-Jurisdictional All-Hazard Mitigation Plan. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson:           Aye  
Commissioner Green:           Excused  
Chairman Tondee:               Aye  
The motion carried.

**H. Staff Reports:** There were no staff reports.

**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 2:38 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_

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Cheryl Baumann, Deputy Clerk