

**Minutes of Meeting
Business Meeting
August 12, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Clerk Jim Brannon, Juvenile Detention Director J.T. Taylor, Mapping Manager Joseph Johns, Human Resources Director Skye Reynolds, Community Development Director David Callahan, Kootenai County Sheriff's Office Lieutenant Stuart Miller, 9-1-1 Director Matt Street, Benefits/Risk Management Specialist Dorothy Cross, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Cheryl Baumann. Other attendees included the owner of James W. Elmer Construction Company, Rob Elmer, and Regence BlueShield of Idaho Business Development Executive Danielle Rauscher. Mercer Health and Benefits Administration Senior Associate Lois Morris attended the meeting via telephone. Commissioner Jai Nelson 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

07/10/2014	Public Hearing/Community Development
07/17/2014	Public Hearing/Community Development
07/28/2014	Commissioners' Debriefing
07/31/2014	Deliberations/Community Development
08/04/2014	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.
08/05/2014	Indigent Appeal 2013-959
08/05/2014	Indigent Appeal 2014-65; 2014-103
08/05/2014	Indigent Appeal 2014-335
08/05/2014	Indigent Appeal 2014-255

Board Actions

Affidavit of Treasurer's Report: August 8, 2014

BOCC Signatures for Indigent Cases 07/31/2014 through 08/06/2014

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

The motion carried.

D. Payables List: Chairman Tondee presented the Payables Summary for August 4, 2014 through August 8, 2014. Commissioner Green moved to approve the Payables Summary for August 4, 2014 through August 8, 2014 in the amount of \$513,289.72 and Jury Panel Payments in the amount of \$6,259.96. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

E. Changes to the Agenda: Commissioner Green requested the addition of the Hayden Area Regional Sewer Board (HARSB) Fiscal Year 2015 (FY15) Proposed Budget to the agenda for consideration, as it is due August 21, 2014.

Commissioner Green moved to add discussion of the HARSB FY15 Proposed Budget to the agenda. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

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

G. New Business:

Agreement/Patrol Evidence Kits/City of Dalton/KCSO

Kootenai County Sheriff's Office Lieutenant Stuart Miller requested that the Board consider the Agreement between the Kootenai County Sheriff's Office (KCSO) and the City of Dalton Gardens. This agreement states that the City will loan twenty-nine (29) patrol evidence kits to the County, for law enforcement services. In the event that the City of Dalton Gardens establishes its own law enforcement office, the County will return the evidence kits. There is no cost to the County for this agreement.

Commissioner Green moved to approve the Agreement to Loan Evidence Kits between the Kootenai County Sheriff's Office and the City of Dalton Gardens. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Service Agreements/DIVCO Inc./KCSO/9-1-1

9-1-1 Director Matt Street asked the Board to consider the renewal of five (5) Service Agreements between Kootenai County (Sheriff/9-1-1) and DIVCO, Inc. Each agreement identifies the specific mechanical equipment covered by the agreement, its location, and the cost for annual or semi-annual equipment maintenance at five (5) County emergency services sites: 9-1-1 Communications Center, the Sheriff's Office, Mason Butte, Canfield Mountain, and Killarney Mountain. The existing agreements will expire on September 30, 2014. The Board directed Mr. Street to research the cost to have DIVCO, Inc. provide preventive maintenance on the mechanical equipment at the 9-1-1 Communications Center. Buildings and Grounds Operations Manager Shawn Riley recommended that the age of the mechanical equipment at each of the emergency services sites be reviewed, as the Buildings and Grounds Five-Year Strategic Plan does not have funds to cover replacement of faulty equipment.

Commissioner Green moved to postpone the discussion of the five (5) Service Agreements between Kootenai County (Sheriff/9-1-1) and DIVCO, Inc. to a date uncertain, so that Mr. Street can obtain the amount DIVCO, Inc. would charge for preventive maintenance on heating, ventilation and air conditioning equipment at the 9-1-1 Communications Center, as well as the age of the mechanical equipment at the County's emergency services sites. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Change Order #7/Architects West/Ancillary Building/Buildings and Grounds

Mr. Riley asked that Change Order Number Seven (7) be added to the agenda for Board consideration. Mr. Riley advised that this change was necessary for continued progress at the Ancillary Services Building.

Commissioner Green moved to add Change Order Number Seven (7) to the agenda, to allow the Board to consider the time delay extension charges at the Ancillary Services Building. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Mr. Riley explained that the original construction plan provided by Architects West, Inc. did not include details for the installation of heating, ventilation and air conditioning units at the Ancillary Services Building. New drawings including this detail have been submitted by Architects West, Inc. to the City of Coeur d'Alene for building inspector approval. Change Order Number Seven (7) submitted by James W. Elmer Construction Company requests reimbursement of expenditures that were incurred due to the twelve (12) day construction delay that resulted from this oversight.

Commissioner Green moved to authorize Chairman Tondee to act on the Board's behalf to work with Architects West, Inc. and James W. Elmer Construction Company to determine responsibility for the extension charges shown on Change Order Number Seven (7). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Change Order/Proposal #13/Architects West/Ancillary Building/Buildings and Grounds

Mr. Riley requested that the Board consider Change Order Proposal Number Thirteen (13) as submitted by Architects West, Inc. for the installation of a pressure-reducing valve on the water line that is connected to the Ancillary Services Building. The cost of this change order is \$710.84.

Commissioner Green moved to approve Change Order Proposal Number Thirteen (13) to add a pressure relief valve for the Ancillary Services Building water line. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Change Order/Proposal #14/Architects West/Ancillary Building/Buildings and Grounds

Mr. Riley asked the Board to consider Change Order Proposal Number Fourteen (14) in the amount of \$145.18 for the painting of numbers on forty-three (43) fleet parking stalls at the Ancillary Services Building.

Commissioner Green moved to approve Change Order Proposal Number Fourteen (14) for the numbering of parking stalls at the Ancillary Services Building parking lot. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Bid Award/Thorco Construction/Juvenile Detention Generator/Buildings and Grounds

Mr. Riley came before the Board to request that Thorco Electric, Inc. be awarded the bid to install a donated generator at the Juvenile Detention Center for back-up power. The total cost for the project is \$19,985, but does not include the generator pad. Mr. Riley suggested that Lottery funds be used to fund this project.

Commissioner Green moved to award the bid to Thorco Electric, Inc. for the installation of a generator at the Juvenile Detention Center and directed staff to access Lottery funds to pay for these services. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Authorize Staff/Contract Termination Letter/Blue Cross/Human Resources

Human Resources Director Skye Reynolds requested that the Board consider the Letter of Termination, which would terminate the County's medical, prescription, and vision policies with Blue Cross of Idaho, effective November 1, 2014. Ms. Reynolds asked for authorization to sign and submit the Letter of Termination to Blue Cross of Idaho.

Commissioner Green moved to authorize Human Resources Director Skye Reynolds to sign the Blue Cross of Idaho Letter of Termination on behalf of Kootenai County, which terminates medical, prescription and vision policies for employees. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

Benefit Vendor Agreement/Regence BlueShield/Human Resources

Ms. Reynolds and Regence BlueShield of Idaho Business Development Executive Danielle Rauscher presented the Administrative Services Contract for the Kootenai County Employee Benefit Health Plan to the Board for consideration. The Regence BlueShield of Idaho contract would become effective on November 1, 2014 and expire on October 31, 2015. Employees would be charged \$39.15 per month, which is a cost savings of 1.3% over the prior Blue Cross of Idaho health care contract.

Commissioner Green moved to approve the Administrative Services Contract between Kootenai County (Human Resources) and Regence BlueShield of Idaho for the Kootenai County Employee Benefit Health Plan. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Benefit Vendor Agreement/Magnuson, McHugh & Co./Human Resources

Ms. Reynolds asked the Board to consider an updated Cafeteria Plan, Administrator Services Agreement, and Health Benefits Plans Fee Schedule between Kootenai County (Human Resources) and Magnuson, McHugh & Company, P.A. for the administration of the employee flexible spending account. This update is required to ensure that the County is in compliance with the Affordable Care Act and federal laws that have changed since the previous contract was executed. This agreement states that there is no increase in the administration costs. Ms. Reynolds agreed to follow-up with a Magnuson, McHugh & Company, P.A. representative to obtain a written accounting of flexible spending funds that have not been used this year and to provide this information to the Auditor's Office.

Commissioner Green moved to approve the Cafeteria Plan, The Plan Administrator Services Agreement and the Health Benefits Plans Fee Schedule between Kootenai County (Human Resources) and Magnuson, McHugh & Company, P.A. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Benefit Vendor Agreement/LifeMap/Human Resources

Ms. Reynolds requested that the Board consider the Group Insurance Proposal between Kootenai County (Human Resources) and LifeMap Assurance Company, LLC. This agreement allows County employees and their dependents to access voluntary life insurance and accidental death and dismemberment coverage. This insurance coverage would be in effect from November 1, 2014 through November 1, 2015. There is no cost to the County for this voluntary coverage and no premium increase for employees. Mercer Health and Benefits will receive five percent (5%) of all premiums paid, as long as there is at least fifteen percent (15%) participation in employee enrollment.

Commissioner Green moved to approve the Group Insurance Proposal between Kootenai County (Human Resources) and LifeMap Assurance Company, LLC, for voluntary life, accidental death and dismemberment insurance coverage for County employees. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Benefit Vendor Agreement/Delta Dental/Human Resources

Ms. Reynolds asked the Board to consider the Delta Dental Premier Contract between Kootenai County (Human Resources) and Delta Dental of Idaho, Inc. This contract provides dental insurance coverage to eligible County employees and their dependents at the rate of \$3.91 per employee per month, effective from November 1, 2014 through November 1, 2015. There were no changes made to the existing coverage under this plan.

Commissioner Green moved to approve the Delta Dental Premier Contract between Kootenai County (Human Resources) and Delta Dental of Idaho, Inc. for eligible County employees. Chairman Tondee seconded the motion.

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

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Benefit Vendor Agreement/Mercer/Human Resources

Ms. Reynolds requested that the Board consider the renewal of the Stop Loss Placement Agreement between Kootenai County (Human Resources) and Regence BlueShield of Idaho. This agreement includes the additional increase for the consulting services of Mercer Health and Benefits Administration for the period between August 1, 2014 and July 31, 2015. The County's Stop Loss Placement coverage would be effective November 1, 2014 through October 31, 2015. Chairman Tondee stated that the prior agreement was effective through 2016 at a lower rate and advised that he would not approve this new contract. Commissioner Green suggested that this agenda item be continued to the next Business Meeting to be held on August 19, 2014 so that Commissioner Nelson could also be present. Mercer Health and Benefits Administration Senior Associate Lois Morris advised that she would not be available to attend that meeting and would confirm that one (1) of her administration associates would be available to attend via telephone.

Commissioner Green moved to continue discussion of the Stop Loss Placement Agreement between Kootenai County (Human Resources) and Regence BlueShield of Idaho to the next Business Meeting to be held on August 19, 2014.

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

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Benefit Vendor Agreement/Discovery Benefits/Human Resources

Ms. Reynolds asked the Board to consider the renewal of the Consolidated Omnibus Budget Reconciliation Act (COBRA) Benefit and Rate Change, as well as the Authorization Form between Kootenai County (Human Resources) and Regence BlueShield of Idaho. COBRA allows for the availability of extended health care coverage to individuals who are no longer employed by the County, but qualify to continue their insurance coverage under the County's group health plan. The Authorization Form adds Regence BlueShield of Idaho as the insurance provider for this coverage.

Commissioner Green moved to approve the COBRA Benefit and Rate Change, and the Authorization Form between Kootenai County (Human Resources) and Regence BlueShield of Idaho. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Notice of Transfer/Quit Claim Deed/Resolution 2014-57/Rose Lake Community Historical Society

Chief Deputy Prosecuting Attorney Jamila Holmes requested that the Board consider the Quit Claim Deed that transfers the ownership of a parcel of land from Kootenai County (Board of County Commissioners) to the Rose Lake Community Historical Society. The County has no further use for this property, and the Rose Lake Historical Society has expressed an interest in continuing use of the property as a public cemetery. Statutory requirements for public notice have been satisfied. Resolution 2014-57 was also presented for signature, and authorized the execution and recording of the Quit Claim Deed as evidence of the transfer of the property.

Commissioner Green moved to adopt Resolution 2014-57, which approves the transfer of a parcel of land from Kootenai County (Board of County Commissioners) to the Rose Lake Community Historical Society, and authorized Chairman Tondee to sign the Quit Claim Deed, which will be recorded as a public record. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Letter of Engagement/Architects West/Board of Commissioners

The Board considered a Letter of Engagement from Architects West, Inc. for continuation of design services for the Human Resources remodel project. Architects West, Inc. would have oversight of the bidding process, contract negotiation and permit coordination with the City of Coeur d'Alene and would receive compensation in the amount of \$1,500.

Commissioner Green moved to authorize the Letter of Engagement between Kootenai County (Board of County Commissioners) and Architects West, Inc. for continued design services for the Human Resources remodel project. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Ordinance 472/Design Standards/Community Development

Community Development Director David Callahan asked the Board to consider Ordinance Number 472, relating to land use regulation, which amends definitions of design standards; deletes certifications; expands pavement material options for parking areas; addresses severability; offers non-waiver of actions regarding violations that occurred while prior ordinances were in effect; and includes an effective date. This Ordinance will take effect upon adoption and publication in one (1) issue of the *Coeur d'Alene Press*.

Commissioner Green moved to adopt a land use regulation under Ordinance Number 472, Case Number ORA14-0003, known as the Zoning Ordinance Amendments Regarding Design Standards. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Hayden Area Regional Sewer Board Proposed Budget for Fiscal Year 2015

Commissioner Green requested that the Board consider the Hayden Area Regional Sewer Board (HARSB) Fiscal Year 2015 (FY15) Proposed Budget. Once approved, HARSB would present the FY15 Proposed Budget at a public hearing. Commissioner Green stated that one percent (1%) of this budget is funded by the County for Airport operations.

Commissioner Green moved to approve the Hayden Area Regional Sewer Board FY15 Proposed Budget, which will be presented at a public hearing at a date uncertain. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

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 3:02 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____

Cheryl Baumann, Deputy Clerk