

**Minutes of Meeting  
Business Meeting  
August 19, 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 9-1-1 Director Matt Street, Human Resources Director Skye Reynolds, Buildings and Grounds Operations Manager Shawn Riley, Kootenai County Sheriff's Office Support Captain Lee Richardson, Reprographics/Mail Center Supervisor David Reid, Grants Compliance Officer Jody Bieze, Juvenile Detention Director J.T. Taylor, Juvenile Probation Director Debra Nadeau, Clerk Jim Brannon, Airport Director Greg Delavan, Civil 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 2:06 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**

07/29/2014	9-1-1 Staffing and Salary Issues Discussion
07/29/2014	Business Meeting
07/30/2014	9-1-1 Staffing and Salary Issues Discussion (Continuation)
08/04/2014	Architects West – HR Remodel Project Discussion
08/04/2014	Community Development Update
08/04/2014	Commissioners' Debriefing
08/05/2014	Business Meeting
08/06/2014	Requests for Cancellation of Taxes
08/06/2014	Human Resources Benefits Update
08/08/2014	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.
08/12/2014	Lien Release Request 2009-940
08/12/2014	Debt Settlement Request 2008-2141
08/12/2014	Indigent Request 2014-306

**Board Actions**

Assessor's Adjustment to Tax/Valuation: P405000B0020; 50N04W221950; P75500010010

Affidavit of Treasurer's Report: August 15, 2014

Order of Decision/CUP13-0020/Hoffman/Community Development

Kennel License Renewal/Janice Byer

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 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 August 11, 2014 through August 15, 2014.

Commissioner Green moved to approve the Payables Summary for August 11, 2014, through August 15, 2014, in the amount of \$851,177.48. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**E. Changes to the Agenda:** Chairman Tondee requested that a discussion on the Letter of Concurrence for the transfer of Federal Transit Administration (FTA) 5307 funds be added to the agenda for consideration so that the County is in compliance with FTA deadlines.

Commissioner Nelson moved to amend the agenda to add a discussion on the Letters of Concurrence for Transfer of FTA 5307 Funds. 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.

Commissioner Nelson clarified that agenda item number eleven (11) required amendment, as this item should be a discussion of the Public Defender Administrator Contract, not a Public Defender Conflict Contract.

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

**G. New Business:**

**Service Agreements/Preventive Maintenance/DIVCO Inc./Canfield/Killarney/Mason Butte/KCSO/9-1-1**

9-1-1 Director Matt Street asked the Board to consider five (5) Service Agreements between Kootenai County (Sheriff/9-1-1) and DIVCO, Inc. These agreements outline the preventive maintenance services that will be provided for mechanical equipment at the 9-1-1 Operations Center, Kootenai County Sheriff's Office, Mason Butte, Canfield Mountain, and Killarney Mountain. Lieutenant Street also provided a copy of the full service agreement for the Board's consideration. The cost for the full service agreement is \$5,081 and the cost for preventive maintenance only is \$1,820. Lieutenant Street provided the Board with the age and replacement dates for each of the units that are covered under these agreements and the attendees discussed the services that are provided by the preventive and the full coverage agreements. Lieutenant Street advised the Board that the Sheriff's Office has budgeted for the cost of the full coverage agreement in their Fiscal Year 2015 (FY15) Budget. These agreements have a one (1) year term and either party may terminate by providing thirty (30) days notice.

Commissioner Green moved to approve the (5) Preventive Maintenance Service Agreements between Kootenai County (Sheriff/9-1-1) and DIVCO, Inc. 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.

**Agreement/Xerox Software/Reprographics**

Reprographics/Mail Center Supervisor David Reid requested that the Board consider the Purchase Agreement between Kootenai County (Reprographics) and Xerox Corporation. Mr. Reid explained that this agreement outlines the services and maintenance that will be provided to support FreeFlow Makready Software that is used by the Reprographics Department. This agreement would commence on September 1, 2014 and would be in effect for a twelve (12) month term. The cost of this agreement is \$100 per month.

Commissioner Green moved to approve the Purchase Agreement between Kootenai County (Reprographics) and Xerox Corporation. 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.

**Benefit Vendor Agreement/Mercer/Human Resources**

Human Resources Director Skye Reynolds asked the Board to consider the Engagement Letter and Statement of Work as provided by Mercer Health and Benefits, the County's benefits consultant. The Board discussed that under the terms of this agreement Mercer Health and Benefits would receive five percent (5%) of the premiums from LifeMap, as well as an annual increase of \$5,000. Chairman Tondee shared his concerns that this agreement supersedes the prior three (3) year agreement, which is in effect through 2016, and results in a cost increase for these services during the last year of that agreement. This agreement would be effective for one (1) year.

Commissioner Green moved to approve the Engagement Letter and Statement of Work between Kootenai County (Human Resources) and Mercer Health and Benefits for a term of one (1) year. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll:

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

The motion carried.

**Master Software License and Services Agreement/e-SOPH/Miller Mendel Inc. /KCSO**

Kootenai County Sheriff's Office Support Captain Lee Richardson requested that the Board consider the Master Software License and Services Agreement between Kootenai County (KCSO) and Miller Mendel, Inc. This agreement provides for the purchase of Electronic Statement of Personal History (eSOPH) software, which is a web-based software system designed to assist with pre-employment background investigations. This agreement would become effective August 19, 2014, and would remain in effect for a one (1) year trial commitment. Captain Richardson stated that the costs for purchase and set-up would be \$2,500 and licensing fees would be \$38 per user. Captain Richardson advised that they are anticipating a need for 100 user licenses and that funding is available through drug forfeiture monies.

Commissioner Nelson moved to approve the Master Software License and Services Agreement between Kootenai County (KCSO) and Miller Mendel, Inc. for the purchase eSOPH software. 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.

**Reimbursement/ID-95-X003-00/Riverstone Transit Center/Park & Ride Project/Grant Management Office**

Grants Compliance Officer Jody Bieze asked the Board to consider acceptance of reimbursement funds in the amount of \$570,000 from the FTA. These funds will be used to reimburse the County for a portion of the land that was purchased for the Riverstone Transit Center/Park & Ride project in Coeur d'Alene.

Commissioner Green moved that the Board accept grant funds from the FTA for the reimbursement of monies that were expended to acquire property for the Riverstone Transit Center/Park & Ride project. 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.

**TEAM User Access Modification/Federal Transit Administration/Transit**

Ms. Bieze requested that the Board consider the Electronic Clearinghouse Operation (ECHO) Web Authorization and Certification, and the Transportation Electronic Award Management System (TEAM) User Access Modification, which are required by the FTA. This authorization will enable Staff Accountant Debbie Stoner and Interim Transit Manager Willeen Corey to have update and inquiry access to the ECHO-Web and TEAM programs, which are used by the FTA.

This authorization will also serve to remove former users Grace Blomgren and Christine Fueston. Commissioner Green moved that the Board approve the ECHO-Web Authorization and Certification, and the TEAM User Access Modification between Kootenai County (Grants Management Office) and the FTA, and to authorize Chairman Tondee to make changes and sign future agreements for ECHO-Web and TEAM on behalf of the Board. 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.

**Work Order 14-04/Wildlife Hazard Assessment/Management Plan/T-O Engineers/Airport**

Airport Director Greg Delavan asked the Board to consider Work Order 14-04, which outlines the scope of professional services for a Wildlife Hazard Assessment and a Wildlife Hazard Management Plan. Mr. Delavan explained that this work order, as proposed by T-O Engineers, identifies hazards that are presented by the presence of wildlife at the Airport, and develops a plan to manage these hazards. The costs of these services are \$80,393 with a completion date of October 2015. Mr. Delavan explained that completion of the assessment and management plan are needed to ensure that the County is in compliance with the Federal Aviation Administration's requirements for grant funds that were received by the Airport to rehabilitate the existing airfield pavement and general aviation ramp.

Commissioner Green moved that the Board approve Work Order 14-04 between Kootenai County (Airport) and T-O Engineers for a Wildlife Hazard Assessment and Management Plan. 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.

**Grant Application/JABG FY13/Idaho Department of Juvenile Corrections/Juvenile Probation**

Juvenile Probation Director Debra Nadeau asked the Board to consider the Fiscal Year 2013 (FY13) Juvenile Accountability Block Grant (JABG) Project Award from the Idaho Department of Juvenile Corrections to Kootenai County (Juvenile Probation). Ms. Nadeau explained that these funds will be used to purchase drug testing kits and supplies, risk assessment tools, and to conduct psychosexual evaluations for individuals that are incarcerated at the Juvenile Detention Center or have been placed on probation with Juvenile Probation. The total amount of this award is \$11,596 and requires a matching contribution by the County of \$1,288. Ms. Nadeau explained that the matching funds are available through the Juvenile Probation Fiscal Year 2014 (FY14) Budget.

Commissioner Nelson moved to approve the grant application for FY13 Juvenile Accountability Block Grant (JABG) Project Award for Kootenai County (Juvenile Probation) from the Idaho Department of Juvenile Corrections. 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.

**Change Order 7/Architects West/Buildings and Grounds**

Buildings and Grounds Operations Manager Shawn Riley advised the Board of the decision that was made by James W. Elmer Construction Company and Architects West, Inc. in regard to Change Order Number Seven (7), which has been amended to Change Order Number Seven-R (7R), for construction work that is being performed at the Ancillary Services Building. Mr. Riley explained that the contractor and the architect have agreed to waive liquidated damages, extend the contract's completion dates, and eliminate extension charges resulting from the twelve (12) day construction delay.

Commissioner Green moved that the Board approve Change Order Number Seven-R (7R) between Kootenai County (Buildings and Grounds), James W. Elmer Construction Company, and Architects West, Inc. for construction work that is being performed at the Ancillary Services Building. 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.

**Agreement/University of Idaho Extension Office/Board of Commissioners**

Chairman Tondee asked the Board to consider the renewal of the Extension Office Agreement between Kootenai County (Board of County Commissioners) and the University of Idaho. Under this agreement Kootenai County will provide \$140,000 to maintain and support the Kootenai County Extension Office and will provide office space at the County facility located at 1808 N. 3<sup>rd</sup> Street in Coeur d'Alene. This agreement will be in effect for a one (1) year term that commences on October 1, 2014, and expires September 30, 2015.

Commissioner Green moved to approve the Kootenai County/University of Idaho Extension Office Agreement, between the Kootenai County (Board of Commissioners) and the University of Idaho. 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.

**Public Defender Conflict Contract/Nass/Board of Commissioners**

Commissioner Nelson noted that this agenda item should be amended, clarifying that the Board is considering the Public Defender Administrator Contract between Kootenai County (Board of County Commissioners) and Paine Hamblen, LLP Attorney Scot D. Nass, which designates Mr. Nass as the administrator of the conflict attorney process.

Commissioner Nelson moved to approve the Public Defender Administrator Contract between Kootenai County (Board of Commissioners) and Attorney Scot D. Nass. 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.

**Contract/First Judicial District CASA Program/Anderson Palmer George and Walsh, PLLC/Board of Commissioners**

The Board considered the renewal of the Court Appointed Special Advocates (CASA) Contract between Kootenai County (Board of Commissioners) and Anderson Palmer George and Walsh, PLLC. Anderson Palmer George and Walsh, PLLC will provide legal services to the First Judicial District CASA Program for child protection cases. This contract will be effective for a one (1) year term commencing October 1, 2014, and expiring September 30, 2015. Chairman Tondee explained that all other terms of the prior year's contract remain the same.

Commissioner Nelson moved to approve the CASA Contract between Kootenai County (Board of Commissioners) and Anderson Palmer George & Walsh, PLLC. 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.

**Tax Deed Bid/53N03W279250/AIN 226534/Singer**

The Board considered the Memo received from Community Development Planner III Justin Seier in regard to the upcoming tax deed sale for Parcel Number 53N03W279250/AIN 226534. In his memo to the Board, Mr. Seier recommended that Legal review this parcel prior to the bid opening or awarding of the bid. A map of this property indicates that there is an easement for the Bonneville Power Administration, and the Board agreed that a review of these documents should be completed by Legal to determine the County's liabilities. Commissioner Green suggested that further discussion of this agenda item be continued to the Business Meeting to be held on September 2, 2014.

Commissioner Green moved to continue discussion of the tax deed bid for Parcel Number 53N03W279250/AIN 226534, to the Business Meeting to be held on September 2, 2014, to allow time for Legal to conduct a review of the property and potential County liabilities. 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 2014-58/Surplus Property/Buildings and Grounds**

Mr. Riley asked the Board to consider Resolution 2014-58, which declares as surplus miscellaneous office and household property items that are of no further use to the County.

Mr. Riley stated that any of these items that are not sold at the County garage sale, to be held on September 6, 2014, would be donated to charity.

Commissioner Green moved to adopt Resolution 2014-58, which declares as surplus unusable property warehoused at the Buildings and Grounds Shop. 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 2014-59/Surplus Property/Buildings and Grounds**

Mr. Riley requested that the Board consider Resolution 2014-59, which declares as surplus twenty (20) unusable chairs at the Building and Grounds Shop. Mr. Riley recommended that these chairs be taken to Solid Waste for disposal.

Commissioner Green moved to adopt Resolution 2014-59, which declares as surplus twenty (20) broken office chairs stored at the Buildings and Grounds Shop. 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.

**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 3:03 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

Minutes Written by  
Brandie Bradley, Deputy Clerk

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