

**Minutes of Meeting
Business Meeting
September 9, 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Elections Manager Carrie Phillips, Finance Director David McDowell, Human Resources Director Skye Reynolds, Juvenile Diversion Caseworker Annette Brandvold, Community Development Director David Callahan, County Assistance Manager Todd Rickard, Information Systems Director James Martin, Buildings and Grounds Operations Manager Shawn Riley, Interim Transit Manager Willeen Corey, Office of Emergency Management Manager Sandy Von Behren, Airport Director Greg Delavan, Board of County Commissioners Administrative Assistant Nancy Jones, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Daniel Robertson.

- A. Call to Order:** Chairman Todd Tondee called the meeting to order at 2:02 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

08/07/2014 Deliberations/Public Hearing/Community Development
08/14/2014 Signing/Deliberations/Community Development
08/25/2014 Commissioners' Debriefing
08/26/2014 Debt Forgiveness/Request No. 2013-109
08/26/2014 Business Meeting
08/27/2014 Airport Presentation Preview
09/02/2014 Indigent Appeal 2014-292
09/02/2014 Request for Lien Release Nos. 2011-1166; 2011-1279; 2011-1399; 2012-236

Board Actions

Affidavit of Treasurer's Report: September 5, 2014

BOCC Signatures for Indigent Cases: 08/27/2014 through 09/03/2014

Noxious Weed Control Agreements/Various Parcels

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 Robertson called the roll:

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

D. Payables List: Chairman Tondee presented the Payables List for September 1, 2014, through September 5, 2014.

Commissioner Nelson moved to approve the Payables Summary for September 1, 2014, through September 5, 2014, in the amount of \$317,076.95, and Jury Panel Payments in the amount of \$5,665.52. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

E. Changes to the Agenda: Interim Transit Manager Willeen Corey requested that a discussion on the State Transportation Improvement Program (STIP) Amendment be added to the agenda. This is to carry the Fiscal Year (FY) 2013 apportionment forward into FY 2014 so that this item can be discussed at the Kootenai Metropolitan Planning Organization (KMPO) meeting on September 11, 2014, which is before the next Business Meeting. She also requested that a discussion on Grant Application for ID-90-X130-00 be added to the agenda for the Board's consideration. This is a time sensitive issue because this needs to be approved before the end of the Fiscal Year and the Board will only be holding a brief Business Meeting the following week (September 16, 2014) due to two (2) of the commissioners attending a conference.

Community Development Director David Callahan requested that a discussion on a Professional Services Contract between Kootenai County (Community Development) and David Evans and Associates, Inc., be added to the agenda for the Board's consideration. This is time sensitive because the Board would not be holding a regular Business Meeting the following week and Mr. Callahan expressed concerns about waiting two (2) weeks for a decision from the Board.

Commissioner Green moved to amend the agenda to add discussions on a Professional Services Contract with David Evans and Associates, Inc., STIP Amendment FY 2013-2014, and Grant Application ID-90-X130-00.

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

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

The motion carried.

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

G. New Business:

Approve Ballot Order/Resolution 2014-61 Designate Polling Places/November General Election/Elections

Elections Manager Carrie Phillips asked the Board to approve the ballot order and to adopt Resolution 2014-61, to designate polling places for the election to be held on November 4, 2014.

Commissioner Green moved to approve the ballot order and to adopt Resolution 2014-61, for the November 4, 2014, election. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Application/Reimbursement of Funds/Elections

Ms. Phillips asked that the Board approve the application for the Idaho Help America Vote Act (HAVA) Voting Systems Grant. Chief Deputy Clerk Pat Rafee clarified that this is to reimburse the Elections Department for the purchase of a DS-850 Ballot Tabulator in 2013, as well as ballot boxes and voting signs purchased in 2014. This grant requires a twenty percent (20%) match and the County would be reimbursed the amount of \$85,398.

Commissioner Green moved to approve the application for the Idaho HAVA Voting Systems Grant in the amount of \$85,398. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Facilities Agreement/Lakeland Joint School District #272/Juvenile Diversion

Juvenile Diversion Caseworker Annette Brandvold asked the Board to approve the Facilities Use Agreement and Waiver of Liability and Indemnity between Kootenai County (Juvenile Diversion) and Lakeland Joint School District #272. This would be an annual renewal of these agreements, allowing Juvenile Diversion to provide drug and alcohol prevention classes at Lakeland Junior High School after school hours.

Commissioner Nelson moved to approve the Facilities Use Agreement and Wavier of Liability and Indemnity between Kootenai County (Juvenile Diversion) and Lakeland Joint School District #272. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Lease Agreement/Young Construction Group of Idaho, Inc./Airport

Airport Director Greg Delavan asked the Board to consider approving a lease between Kootenai County (Airport) and Young Construction Group of Idaho, Inc. for the vacant airport parcel located at the corner of North Aero Drive and West Dakota Avenue. Mr. Delavan stated that the lease rate would be lower than the market rate as this parcel is located at the end of the Runway Protection Zone and the construction of permanent structures is limited. This lease will be in effect for twelve (12) months with an annual lease rate of \$7,500, (\$0.12 per square foot) for 62,500 square feet.

Commissioner Nelson moved to approve the lease agreement between Kootenai County (Airport) and Young Construction Group of Idaho, Inc. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Contract Renewal/Computer Arts, Inc./County Assistance

County Assistance Manager Todd Rickard requested that the Board approve the renewal of a contract between Kootenai County (County Assistance) and Computer Arts, Inc., for indigent systems software license and maintenance fees (Addendum A) and software customer support fees (Addendum B). Chairman Tondee inquired as to why Addendum B was for a nine (9) month term as opposed to twelve (12) months. Mr. Rickard advised that this was an oversight by Computer Arts, Inc., and the contract would be amended to reflect the twelve (12) month term. This would be done without changing the costs of services, as they are provided on an as needed basis. He requested that the Board approve this contract providing that Addendum B is corrected to change the term to twelve (12) months to align with the County’s fiscal year.

Commissioner Green moved to approve the contract renewal between Kootenai County (County Assistance) and Computer Arts, Inc., as well as a correction to Addendum B for a twelve (12) month term. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

Joint Powers Subscriber Agreement/Public Entity Multi-Lines Insurance Policy ICRMP /Human Resources

Human Resources Director Skye Reynolds brought forward the Joint Powers Subscriber Agreement and Public Entity Multi-Lines Insurance Policy between Kootenai County (Human Resources) and Idaho Counties Risk Management Program (ICRMP) for the Board’s consideration. She clarified that the only document requiring Board signatures was the rejection of additional terrorism coverage.

Commissioner Green moved to approve the Joint Powers Subscriber Agreement and Public Entity Multi-Lines Insurance Policy between Kootenai County (Human Resources) and ICRMP, and to reject the additional terrorism coverage. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

Change Requests/Justware Case Management System/New Dawn/Information Systems

Information Systems Director James Martin requested that the Board sign two (2) change orders for the Justware Case Management System project contract between Kootenai County (Information Systems) and New Dawn Technologies. He explained that Change Request Six (6) would separate Phase 1 into two (2) phases, as was the intent of the original contract: Phase 1a, for the Prosecutor and Adult Misdemeanor Probation (AMP) implementation, and Phase 1b for the Public Defender implementation. Change Request Seven (7) would require both parties to sign a Notice to Proceed before beginning Phase 2 and would allow the County to take advantage of the favorable pricing for Phase 2 as outlined in the original contract. Chairman Tondee inquired as to whether this would change the performance timeline on the contract. Mr. Martin responded that it would, as the original contract was unclear on whether the implementation for the Prosecutor and AMP would run concurrently or separately from the implementation for the Public Defender. Under Change Request Six (6)Phase 1b would not start until Phase 1a is complete and a Notice to Proceed is signed by both parties. Commissioner Nelson expressed her concern that the performance timelines for these new phases seemed excessive, stating that each could take up to two (2) years to complete, and that the entire project could take five (5) years to complete. Mr. Martin stated that he did not believe it would take that long, and that those performance timelines are given as an estimate. He also stated that this would allow time for Information Systems (IS)

and the respective County departments to complete their tasks required for implementation. Commissioner Green stated that the project was already taking longer than expected and expressed concern for further delays. Mr. Martin explained that the delays were not due to any negligence on the part of New Dawn Technologies, but due to the complexity of tasks the Prosecutor needed to complete in order to be ready for implementation and that IS was still learning the software. He stated that the vendor has been very amenable to working on the IS timeline and did not foresee any difficulties arising. He stated that the remaining phases should go much faster as the data conversion process for the remaining departments should be less complex. Commissioners Nelson and Green stated their preference to amend the contract for shorter timelines that more closely match realistic expectations as a method of providing accountability measures for the County departments. Mr. Martin stated his concern that doing so could necessitate further changes to the contract as he found it difficult to accurately predict the amount of time needed for these tasks. He stated his confidence that it would not take five (5) years but also shared his concern that the departments have other tasks to complete and that adopting shorter timelines could lead to a rushed process. Chairman Tondee suggested the option of IS developing an internal timeline for County staff which is shorter than the contract timeline. He suggested that IS could keep the Board apprised if it appears the internal timelines will not be met and could then make determinations on appropriate actions. The remaining members of the Board and Mr. Martin were amenable to these suggestions.

Commissioner Green moved to approve Change Requests Six (6) and Seven (7) on the contract between Kootenai County (Information Systems) and New Dawn Technologies. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

2014 Kootenai County Preparedness Month Proclamation/Office of Emergency Management

Emergency Management Manager Sandy Von Behren asked the Board to proclaim September, 2014 as Kootenai County Preparedness Month.

Commissioner Green moved to proclaim September, 2014 as Kootenai County Preparedness Month.

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

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

The motion carried.

Letter of Intent/Geographical Response Plans/Bonner/Boundary Counties/Office of Emergency Management

Ms. Von Behren asked the Board to approve the Notice of Intent between Kootenai County (Office of Emergency Management), Bonner County, and Boundary County to participate in updating the Geographical Response Plans. This would include applying as a sub-grantee under Bonner County for the 2014 Hazardous Materials Emergency Planning Grant, with an in-kind match of \$3,000 to be provided by Kootenai County.

Commissioner Nelson moved to approve the Notice of Intent between Kootenai County (Office of Emergency Management), Bonner County, and Boundary County. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Letter of Intent/Multi-Jurisdictional All Hazard Mitigation Plan Update/Office of Emergency Management

Ms. Von Behren requested that the Board approve a Letter of Intent between Kootenai County (Office of Emergency Management) and the Kootenai County Hazard Mitigation Planning Partnership to participate in updating the Kootenai County Multi-Jurisdictional All Hazard Mitigation Plan.

Commissioner Green moved to approve the Letter of Intent between Kootenai County (Office of Emergency Management) and the Kootenai County Hazard Mitigation Planning Partnership. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Agreement/Parking/US Department of Veteran Affairs/Buildings & Grounds

Buildings and Grounds Operations Manager Shawn Riley asked the Board to approve the agreement between Kootenai County (Buildings and Grounds) and the United States Department of Veterans Affairs to allow the parking of the Disabled Veterans Van in the secured cage parking area. He notified the Board that the van has already been parking in this space, but no formal agreement existed. Civil Deputy Prosecuting Attorney Pat Braden stated that this agreement would relieve the County of any liability for the van or Veterans Affairs personnel.

Commissioner Nelson moved to approve the parking agreement between Kootenai County (Buildings and Grounds) and the United States Department of Veterans Affairs. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Amended Procurement Policy Guide/Kootenai County Transit

Mr. Braden requested that the Board adopt Resolution 2014-62, which adopts the Amended Transit Procurement Policy Guide, in order to comply with Federal Transit Administration (FTA) requirements.

Commissioner Green moved to adopt Resolution 2014-62. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Tax Deed Bid/53N03W279250/AIN 226534/Singer

Chairman Tondee reviewed the Tax Deed Bid from Citizen Craig Singer in the amount of \$400 for parcel AIN 226534. Mr. Braden stated that awarding the bid to Mr. Singer should pose no legal problems. The bid from Mr. Singer indicated that the parcel is unbuildable and is only accessible by land owned by Mr. Singer.

Commissioner Nelson moved to award the Bid for AIN 226534 to Mr. Singer in the amount of \$400, and to direct staff to create a deed reflecting the sale. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

STIP Amendment/FY13-FY14

Interim Transit Manager Willen Corey asked the Board to approve the STIP Amendment as no STIP budget was approved for FY13, preventing the Transit Office from applying for FTA Grant ID-90-X130-00. This amendment will allow the County to carry forward the FY13 apportionment into FY14. The County has already spent \$600,000 of FY14 money for FY13 expenditures.

Commissioner Green moved to approve the STIP Amendment. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Application/ID-90-X130-00/FY14 5307 Ops & PM Fixed Route/Paratransit

Ms. Corey asked the Board to approve the application for FTA FY14 Grant ID-90-X130-00 for paratransit operations and preventative maintenance.

Commissioner Green moved to approve the application for FTA FY14 Grant ID-90-X130-00 for paratransit operations and preventative maintenance. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Professional Services Agreement/Key/Community Development

Community Development Director David Callahan requested that the Board approve the professional services contract between Kootenai County (Community Development) and David Evans and Associates, Inc., for tasks that are within the duties of the vacant Planning Manager position. These will be charged on a time and materials basis as outlined in the Fee Schedule, not to exceed \$5,000.

Commissioner Green moved to approve the contract for professional services between Kootenai County (Community Development) and David Evans and Associates, Inc. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson 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 3:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
