

**Minutes of Meeting
Business Meeting
October 21, 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 Juvenile Detention Director J.T. Taylor, Buildings and Grounds Operations Manager Shawn Riley, Juvenile Probation Director Debra Nadeau, 9-1-1 Director Lieutenant Matthew Street, Recorder's Office Records Technician Ashleigh Suggs, Captain John Holecek, Court Services Manager Nicole Vigil, Board of County Commissioners Administrative Secretary Teri Johnston, Legal Assistant Barb Nyquist, Undersheriff Dan Mattos, Tax Auditing Technician Julina Hildreth, Accounting Manager Grace Blomgren, Airport Operations Supervisor Phil Cummings, Architects West Inc. Principal Scott Fischer, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

- 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

| | |
|------------|---|
| 10/01/2014 | Grant Management Office Organizational/Staffing |
| 10/02/2014 | Airport Projects Updates |
| 10/02/2014 | Lease Analysis/Lakes Highway District |
| 10/06/2014 | Airport Project Updates |
| 10/06/2014 | Commissioners' Debriefing |
| 10/07/2014 | DEQ and BNSF Discussion |
| 10/10/2014 | FY14 Budget Amendment Hearing |

Board Actions

Affidavit of Treasurer's Report: 10/17/2014

Resolution 2014-70 Adjustment to FY 2013-2014 Budget

Resolution 2014-71 FY 2013-2014 Unscheduled Revenues

BOCC Signatures for Indigent Cases 10/09/2014 through 10/15/2014

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 Bradley called the roll:

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

The motion carried.

D. Payables List: Chairman Tondee presented the Payables List for October 13, 2014, through October 17, 2014.

Commissioner Green moved to approve the Payables summary for October 13, 2014, through October 17, 2014, in the amount of \$415,247.29, as well as Jury Panel Payments in the amount of \$3,186.36. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
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:

Open Requests for Proposals/Partial Remodel/Human Resources Department/Buildings and Grounds

Commissioner Green opened the five (5) sealed bids that were received in response to the Request for Proposals for the partial remodel of the Human Resources Department. The Notice Inviting Bids was published in the *Coeur d'Alene Press* on September 22, 2014, and September 29, 2014. Darden Enterprises submitted a bid in the amount of \$114,322, using sub-contractors Capital Plumbing, Tyko Mechanical, and VTI Electric, Inc. Ginno Construction submitted a bid in the amount of \$124,100, using sub-contractors Capital Plumbing, Tyko Mechanical, and VTI Electric, Inc. James Elmer Construction submitted a bid in the amount of \$141,817, using sub-contractors Wray Plumbing, Tyko Mechanical, and Thorco, Inc. J. Addington General Contractors bid was in the amount of \$114,342.22, using sub-contractors Capital Plumbing, Tyko Mechanical, and Thorco, Inc. National Native American Constructions submitted the final bid in the amount of \$131,145, using sub-contractors Etco Services LLC, Tyko Mechanical, and Thorco, Inc.

Commissioner Green moved to accept the five (5) bids that were submitted for the Human Resources Remodel Project and to forward these bids to Legal Services and Buildings and Grounds for review. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

Commissioner Nelson joined the meeting at 2:10 p.m.

Award Bid/Camtek/Juvenile Detention Center/Buildings and Grounds

Buildings and Grounds Operations Manager Shawn Riley advised that all of the concerns and clerical errors have been corrected in the bid that was submitted by the only responsive bidder, Camtek, Inc. for the new security control system that will be installed at the Juvenile Detention Center. Mr. Riley further explained that Camtek, Inc. presented a demonstration of the product on October 1, 2014, and then Mr. Riley and Juvenile Detention Director J.T. Taylor attended a working demonstration of the system at the Spokane Juvenile Detention Center. The system worked exactly as presented by Camtek, Inc. and the Spokane Juvenile Detention Center Director provided positive feedback on the system. All of the references that were provided were contacted and those individuals shared that they were pleased with the product and services. Mr. Riley stated that funding for this project is available in the lottery funds reserve and asked the Board to consider awarding the bid to Camtek, Inc.

Commissioner Green moved to award the bid to Camtek, Inc. for the installation of a new security system at the Juvenile Detention Center. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Amended L-1/Certificate of County Levies/Auditor

Tax Auditing Technician Julina Hildreth asked the Board to consider approving the Amended L-1 Certificate of County Levies. Ms. Hildreth explained that \$81 million dollars was erroneously eliminated from Northern Lakes Fire District, which is the reason for the change. That value has now been added into the calculations for Northern Lakes Fire District and has been incorporated into the amended certificate.

Commissioner Nelson moved to approve the Amended L-1 Certificate of County Levies as submitted by the Auditor's Office. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Contract/Inmate Meal Service/Trinity Services Group/KCSO

Captain John Holecek requested that the Board consider approving the contract between Kootenai County (Sheriff's Office) and Trinity Services Group, Inc. Captain Holecek explained that Trinity Services Group, Inc. will provide inmate meals in accordance with the Sheriff's Office current menu. During this transition Trinity Services Group, Inc. will reimburse the County for the wages of the Jail Technicians that fill the kitchen positions while their potential applicants go through the employment and background investigation processes. This contract will become effective November 21, 2014, and will remain in effect for one (1) year with an automatic one (1) year renewal, unless services are terminated. The estimated savings to the County, between this contract and current inmate meal service expenses, are \$257,000.

Commissioner Green moved to approve the Food Services Agreement between Kootenai County (Sheriff's Office) and Trinity Services Group, Inc. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Special Use Permit/Canfield Butte Communication Site/Idaho Panhandle Forest Service/KCSO/9-1-1

9-1-1 Director Lieutenant Matthew Street asked the Board to consider the Private Road Special Use Permit issued by the United States Forest Service (USFS). Lieutenant Street advised that this permit authorizes the County's use of National Forest lands for the purpose of maintaining and accessing existing Forest Service Trails Number 1562 and 2342. He explained that these trails are used to access the West Canfield Butte communication site. This permit will be in effect through December, 31, 2034. There is no charge to the County for this permit; however, the County is responsible for maintaining the trails.

Commissioner Green moved to approve the Private Road Special Use Permit as issued to Kootenai County (Sheriff/9-1-1) by the United States Forest Service. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Grant Award/Juvenile Accountability Block Grant Program FY13/Juvenile Probation

Juvenile Probation Director Debra Nadeau requested that the Board consider the Fiscal Year 2013 (FY13) Juvenile Accountability Block Grant (JABG) Program grant award from the Idaho Department of Juvenile Corrections to Kootenai County (Juvenile Services). Ms. Nadeau explained that these funds are 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 stated that the matching funds are available in the Juvenile Probation budget. Ms. Nadeau further explained that this is expected to be the last year that these funds will be available through this grant.

Commissioner Nelson moved to approve the Juvenile Accountability Block Grant award for the Juvenile Probation Department. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Subscription Agreement/Weather Services/Telvent/Airport

Airport Operations Supervisor Phil Cummings asked the Board to consider approving the Subscription Agreement for Weather Services between Kootenai County (Airport) and Telvent DTN. Mr. Cummings explained that under this agreement Telvent DTN provides the County with a computer, monitor, and limited-use license for AviationSentry Online, which allows the County access to on-line weather services via Hughes-Net Satellite. This cost for these services is \$195 per month. The agreement will become effective October 21, 2014, and will remain in effect until October 20, 2017. The Board inquired if the agreement contained the standard termination language used by the County. Civil Deputy Prosecuting Attorney R. David Ferguson advised that the language was not clear and recommended that this be clarified prior to the Board signing the agreement.

Commissioner Green moved to continue discussion of this agreement to a date uncertain to allow time for the Airport to clarify the terms for the County to terminate these services. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Lease Agreement/Riley Creek Lumber/Airport

Mr. Cummings requested that the Board consider approving the Lease Agreement between Kootenai County (Airport) and Riley Creek Lumber Company. This agreement outlines the land lease terms and conditions, which require that the land is used for the purpose of maintaining an aircraft storage hangar. Mr. Cummings advised that the cost of this lease is eighteen cents (\$.18) per square foot, which is the market rate, and that the agreement includes language that allows for rate adjustment every five (5) years. The agreement will become effective October 21, 2014, and will remain in effect until October 20, 2039.

Commissioner Nelson moved to approve the Lease Agreement between Kootenai County (Airport) and Riley Creek Lumber Company. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Service Contract/Apex Office Systems, Inc./District Court

Court Services Manager Nicole Vigil asked the Board to consider the Service Contract between Kootenai County (District Court) and Apex Office Systems, Inc. Ms. Vigil explained that this contract renews the terms of the annual maintenance agreement for the main facsimile machine used by District Court. This contract will be in effect for one (1) year beginning October 1, 2014, and expiring September 30, 2015.

The cost for these services is one point seven (1.7) cents per copy.

Commissioner Green moved to approve the Service Contract between Kootenai County (District Court) and Apex Office Systems, Inc. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Resolution 2014-72/Kidd Island Bay Boat Launch Boundary Line Adjustment/Quit Claim Deed/Salisbury NGS Trust/Civil Prosecuting Attorney

Civil Deputy Prosecuting Attorney Jamila Holmes requested that the Board consider the Quit Claim Deed and Resolution 2014-72, which memorializes the exchange of land between Kootenai County (Board of County Commissioners) and Nickolas G. Salisbury, trustee of NGS Trust, for real property identified as AIN 192052. Ms. Holmes advised that it has been determined that this equal exchange is in the best interest of the County.

Commissioner Green moved to adopt Resolution 2014-72, Kidd Island Bay Boat Launch Boundary Line Adjustment, and to authorize signing of the Quit Claim Deed. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

G. 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 2:40 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
