

**Minutes of Meeting  
Business Meeting  
October 28, 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 Clerk Jim Brannon, Finance Director David McDowell, Interim Airport Director Phil Cummings, Solid Waste Director Cathy Mayer, Buildings and Grounds Operations Manager Shawn Riley, 9-1-1 Director Lieutenant Matt Street, 9-1-1 Operations Manager Cheryl Hallgren, Juvenile Probation Director Debra Nadeau, Information Systems Director James Martin, Grants Compliance Officer Jody Beize, Board of County Commissioners Administrative Secretary Teri Johnston, Civil Deputy Prosecuting Attorney R. David Ferguson, and Deputy Clerk Daniel Robertson. Commissioner Dan Green was excused.

- A. Call to Order:** Commissioner Todd Tondee called the meeting to order at 2:04 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**

- 10/07/14 Business Meeting
- 10/07/14 Annual Treasurer's Settlement
- 10/07/14 FTA System Discussion
- 10/10/14 Meeting with Senator Crapo
- 10/14/14 Business Meeting
- 10/14/14 Commissioners' Debriefing
- 10/17/14 CliftonLarsonAllen – Planning Meeting
- 10/20/14 Community Development Update
- 10/21/14 Lien Release Request Nos. 2012-904, 2012-829
- 10/21/14 Lien Release Request No. 2014-84
- 10/21/14 Steven Domino – Airport Consultant Discussion

**Board Actions**

- Request for Cancellation of Taxes/Variou s Parcels/Treasurer
- Affidavit of Treasurer's Report/10/24/2014
- BOCC Signatures for Indigent Cases 10/16/2014 through 10/22/2014
- Designation of Authority for NTD User Manager
- Commercial Energy Efficiency Agreement/Avista
- Kennel License Renewal/Spirit of the Wind Siberians/Arnold
- Board of Equalization/Variou s Parcels

Commissioner Nelson inquired why the Board of Equalization/Various Parcels action item was not in the packet for the Board to review. Board of County Commissioners (BOCC) Administrative Secretary Teri Johnston replied that this item is not normally included in the packet. The Board decided to pull this item from the Consent Calendar and discuss it at a later meeting.

Commissioner Nelson moved to approve the Consent Calendar as read into the record by Chairman Tondee, with the exception of the Board of Equalization/Various Parcels action item. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**D. Payables List:** Chairman Tondee presented the Payables List for October 20, 2014, through October 24, 2014.

Commissioner Nelson moved to approve the Payables Summary for October 20, 2014, through October 24, 2014, in the amount of \$902,257.91. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Robertson 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:**

**Contract/Woodhawk Controls/Fighting Creek Landfill/Solid Waste**

Solid Waste Director Cathy Mayer requested that the Board approve the contract between Kootenai County (Solid Waste) and Woodhawk Controls for an upgrade to the Flare Control System and Leachate System at the Fighting Creek Landfill.

Commissioner Nelson moved to approve the contract between Kootenai County (Solid Waste) and Woodhawk Controls. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Award/Request for Proposal/Partial Remodel/Human Resources Department/ Buildings and Grounds**

Buildings and Grounds Operations Manager Shawn Riley requested that the Board award the bid for the Human Resources (HR) partial remodel project to Dardan Enterprises in the amount of \$114,323.

Commissioner Nelson moved to award the bid for the HR partial remodel project to Dardan Enterprises in the amount of \$114,323. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**FY2014 Audit Engagement Letter/CliftonLarsonAllen, LLP/Auditor**

Finance Director David McDowell requested the Board's approval of the Audit Engagement Letter between Kootenai County (Auditor) and CliftonLarsonAllen, LLP for auditing services. He stated that this is the second (2<sup>nd</sup>) year of a three (3) year agreement.

Commissioner Nelson moved to approve the Audit Engagement Letter between Kootenai County (Auditor) and CliftonLarsonAllen, LLP. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Software License Agreement/ECORE Software Inc./KCSO/9-1-1**

9-1-1 Director Lieutenant Matt Street requested approval of the license agreement between Kootenai County (9-1-1) and Ecore Software, Inc. for the ePro Scheduler software. Lieutenant Street said that this software would help 9-1-1 maintain the minimum staffing levels required by law at all times, such as when an employee calls in sick. Chairman Tondee inquired about the pricing. 9-1-1 Operations Manager Cheryl Hallgren replied that there is a one-time startup fee of \$50, plus an annual fee of about \$900 for a license that allows for thirty-two (32) employees to be in the database, at \$2.50 per month per employee. Chairman Tondee inquired whether it was for thirty-two (32) employees currently staffed, or thirty-two (32) approved positions. Ms. Hallgren responded that it was for approved positions, as management was confident they would be fully staffed within a year. The Commissioners and Ms. Hallgren discussed the number of positions currently filled, and the reasoning for acquiring a license for the full number of approved positions rather than the number of currently staffed positions. Ms. Hallgren indicated Ecore Software, Inc. offers a discount if the license fee is paid a year in advance rather than monthly, and that 9-1-1 was requesting to pay the year in advance.

Commissioner Nelson moved to approve contract between Kootenai County (9-1-1) and Ecore Software Inc. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Contract Renewal/Cheeseborough/Chaplain Services/Juvenile Probation**

Juvenile Probation Director Debra Nadeau requested that the Board approve the renewal of the independent contract between Kootenai County (Juvenile Probation) and Jeff Cheeseborough for chaplain services for Juvenile Detention and Juvenile Probation.

Commissioner Nelson moved to approve independent contract between Kootenai County (Juvenile Probation) and Jeff Cheeseborough. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Lease Agreement/Kootenai Humane Society/Airport**

Interim Airport Director Phil Cummings asked the Board to approve the lease between Kootenai County (Airport) and the Kootenai Humane Society. This lease reduces the land acreage, and also brings the payment up to market rate as required by the Federal Aviation Administration.

Commissioner Nelson moved to approve the lease between Kootenai County (Airport) and the Kootenai Humane Society. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Rescission of Lease Agreement/Shep Rock Foundation/Lease Agreement/Search and Rescue/KCSO/Airport**

Mr. Cummings requested that the Board approve the rescission of the lease agreement between Kootenai County (Airport) and Shep Rock Foundation; and replace it with a lease agreement between Kootenai County (Airport) and Kootenai County (Search and Rescue).

Commissioner Nelson moved to rescind the lease agreement between Kootenai County (Airport) and Shep Rock Foundation and to approve the lease agreement between Kootenai County (Airport) and Kootenai County (Search and Rescue). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Contract/XO Communications/Information Systems**

Information Systems Director James Martin requested renewal of the contract between Kootenai County (Information Systems) and XO Communications for phone, data, and internet services. He said that this is a three (3) year contract, and reported that XO Communications has offered better service and at better prices than other vendors he has worked with. He also stated that a non-appropriations clause is included in the contract.

Commissioner Nelson moved to approve the contract between Kootenai County (Information Systems) and XO Communications. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Letters of Agreement/City of Hayden/City of Post Falls/Transit**

Grants Compliance Officer Jody Beize requested that the Board approve the Letters of Agreement between Kootenai County (Transit), the City of Hayden, and the City of Post Falls for the administration of Fiscal Year 2015 Federal grant funds.

Commissioner Nelson moved to approve the Letters of Agreement between Kootenai County (Transit), the City of Hayden, and the City of Post Falls. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Resolution 2014-74/County Deeds from Tax Auction**

The Board reviewed Resolution 2014-74 to issue County Deeds to purchasers of parcels sold at the tax deed auction on October 6, 2014.

Commissioner Nelson moved to adopt Resolution 2014-74. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Resolution 2014-75/Authorization to Write Off Bad Debt/Accounts Receivable/Airport**

Mr. Cummings asked the Board to adopt Resolution 2014-75 to write off delinquent airport lease debts. He stated that the software being used at the time made it difficult to keep track of sewer fees when hangars were sold or ownership was transferred. The current software does not have this deficiency. Clerk Jim Brannon said that a number of tenants had paid the back billings when requested, and that the bills were legitimate and the County should continue to pursue payments. Chairman Tondee stated that there had been difficulties in verifying the accuracy of these back bills, as tenants stated that they had paid the bill and refused to make additional payments, and that he was in favor of writing off the debts. Finance Director David McDowell echoed the Clerk's concerns. Mr. McDowell said that a bill is not typically delivered when a lease agreement is in effect. Commissioner Nelson inquired as to why some tenants claimed that they were not billed. Mr. McDowell responded that the revised rate was not billed, although a lease for the revised amount was signed. Commissioner Nelson inquired about what measures had been taken to collect payments. Chairman Tondee stated that most of the debtors have had direct discussions with the former Airport Director. Chairman Tondee reiterated that many have claimed that they paid the bills, that the previous software made it difficult to verify these claims, and that the debtors were refusing to pay these bills.

Commissioner Nelson moved to table this discussion for a two week time period, until another meeting could be held with the Clerk and the Airport. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**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.

Chairman Tondee adjourned the meeting at 2:37 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Daniel Robertson, Deputy Clerk

\_\_\_\_\_