

**Minutes of Meeting**  
**Fuel/Fleet Management Task Force – Proposed Bid**  
**November 4, 2014**  
**1:00 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 Sheriff's Lieutenant Stuart Miller, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerks Courtney McKinnie and Daniel Robertson.

**A. Call to Order:** Chairman Tondee called the meeting to order at 1:02 p.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes to the agenda.

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

**E. New Business:**

Lieutenant Stuart Miller presented a proposed request for bids for purchasing fuel at a discounted rate. He indicated that the bid specifications were modeled after the City of Coeur d'Alene's contract with a fuel vendor. He mentioned that he had based the bid specs on reports for the last three (3) years of fuel use. Commissioner Green wanted to know if the successful bidder would become the sole source provider of fuel for the County. Lieutenant Miller stated that the contract would not require exclusivity and that the Memorandum of Understanding (MOU) between Kootenai County (Office of Emergency Management) and Coleman would still be in effect. Commissioner Nelson indicated that an exclusive contract would not be beneficial as Sheriff's Deputies may need to refuel at other locations. Civil Deputy Prosecuting Attorney Jamila Holmes stated that the bid specifications also allow for delivery to the County's fuel storage locations.

The attendees discussed the potential bidders and what qualities would be beneficial in a vendor, such as the size of the company's service area and the number of fueling stations. Commissioner Nelson suggested targeting specific fuel companies that have these qualities.

The Commissioners agreed it would be a beneficial contract and according to Lieutenant Miller would save approximately \$50,000 per year. Ms. Holmes indicated that the fuel cost could be adjusted weekly, as the prices fluctuate. Chairman Green stated that the request for bid had some language regarding a "not to exceed" amount, and indicated that this may place a cap on fuel purchasing. Ms. Holmes agreed to remove this language from the bid request. The Board directed Ms. Holmes to advertise the amended request for bid in the press with a target bid submission date of December 2, 2014, and to work with the Board's staff to target specific companies as discussed.

**F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

\_\_\_\_\_