

**Minutes of Meeting  
Business Meeting  
March 31, 2015  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Chief Deputy Prosecutor Barry Black, Senior Legal Secretary Jodi Holt, Chief Deputy Treasurer Laurie Thomas, Airport Director Greg Delavan and Deputy Director Phil Cummings, Sheriff's Sergeant Ryan Higgins, Buildings & Grounds Director Shawn Riley, Community Development Director David Callahan, Information Systems Application Manager Matt Snow, Grants Management Office Transit Program Specialist Todd Tondee, Administrative Secretary Teri Johnston, and Deputy Clerk Meshell Missler. Commissioner Green was excused.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Chairman Stewart led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Stewart read the items listed on the Consent Calendar.

**Minutes of Meeting**

03/12/15	Public Hearing/ZON14-0003/Mort Construction/Community Development
03/12/15	Deliberations/VAR14-0007/Gary/Community Development
03/16/15	Community Development Follow Up
03/16/15	Commissioner's Debriefing
03/17/15	Business Meeting
03/17/15	KCSO Pay Increases
03/18/15	Elected Officials Meeting
03/18/15	Compensation Project Discussion
03/18/15	Department Heads
03/19/15	Public Hearing/SPN14-0004/Fisher/Community Development
03/19/15	Deliberations/Z-721-02 Spokane Rock/Community Development
03/19/15	At Will vs. For Cause
03/20/15	Overview of Financial Statements (CAFR)
03/24/15	Debt Forgiveness Request 2010-888
03/24/15	Request for Deferment 2014-403
03/24/15	Request for Payment Deferment 2014-392 & 2014-405
03/26/15	Signings/SPN14-0004, Fisher/Z-721-02/Spokane Rock/Community Development

**Board Actions**

Civil Division/February 2015 Financial Report/KCSO

BOCC Signatures for Indigent Cases: 3/19/15 through 3/25/15

Commissioner Eberlein moved to approve the Consent Calendar and Board Actions as printed on the agenda. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

- D. Payables List:** Chairman Stewart presented the Payables Lists for March 23, 2015 through March 27, 2015 in the amount of \$396,950.93 and there were no Jury payments.

Commissioner Eberlein moved to approve the Payables Lists for March 23, 2015 through March 27, 2015 in the amount of \$396,950.93. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: 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:**

**Award Bid/C & K Roofing/Public Defender's Building/Buildings & Grounds**

Buildings & Grounds Director Shawn Riley requested the Board award the bid to C & K Roofing for the roofing project at the former Public Defender's building with the project cost of \$14,000.

Commissioner Eberlein moved to accept the bid of C & K Roofing in the amount of \$14,000 to re-roof the former Public Defender's building. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Donation Agreement/District Court/Buildings & Grounds**

Mr. Riley requested the Board accept a donation agreement between the County and Judge Simpson for an antique oak desk for use by District Court.

Commissioner Eberlein moved to accept the donation agreement for Judge Simpson's desk. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Request for Reimbursement/Close Out Report/Grant #WW15-1-28-3/KCSO**

Sheriff's Sergeant Ryan Higgins requested the Board's approval to finalize a grant that was approved in 2014 budget process for Idaho Parks and Recreation personal watercrafts but at this time it requires matching funds from the County in the amount of \$8,781.

Commissioner Eberlein moved to approve the request for reimbursement for Grant #WW15-1-28-3 between the Sheriff's Office and Idaho Parks and Recreation. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Contract/On-line Weather Service/Telvent-DTN/Airport**

Airport Director Greg Delavan requested the Board's approval to renew the contract with Telvent-DTN for an on-line weather system that allows the Airport to receive additional weather information. Mr. Delavan said the cost per month is \$210.75.

Commissioner Eberlein moved to approve the contract between the County and Telvent-DTN for an on-line weather system for the Airport. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Contract/Trakit GIS/CRW Systems/Community Development/Information Systems**

Information Systems Application Manager Matt Snow requested the Board's approval for a contract with Trakit GIS for an advanced license to operate a GIS module for Community Development to track permits and projects.

Commissioner Eberlein moved to approve the contract between the County and Trakit GIS for a CRW system for Community Development. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Fair Housing Proclamation/Grants Management Office**

Grants Management Office Transit Program Specialist Todd Tondee requested the Board proclaim April 2015 to be Fair Housing Month. Mr. Tondee read the proclamation into the record.

Commissioner Eberlein moved to proclaim April 2015 as Fair Housing Month. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Contract/Simpli Transport/Grants Management Office/Transit**

Mr. Tondee requested the Board’s approval of a contract between the County and Simpli Transport, dba Trapeze Software Group, Inc. for the licensed use of a transportation management software package that will track the scheduled routes for the drivers of the para-transit services.

Commissioner Eberlein moved to approve the contract between the County and Simpli Transport, dba Trapeze Software Group, Inc. for a software package to track para-transit services for the Grants Management Office. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Grant Application/5339 Funds FTA/Transit**

Mr. Tondee requested the Board’s approval of a grant application to the Idaho Department of Transportation to procure larger bus stop signs and a customer information website that will enable bus riders to track, locate and determine the distance of the buses on every route.

Commissioner Eberlein moved to approve the grant application of 5339 funds for Grants Management Office Transit use. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Resolution 2015-34/Surplus Equipment/Airport**

Mr. Delavan requested the Board’s approval to surplus some old equipment at the Airport that has been replaced, and said he would like to dispose of the items or send them to auction.

Commissioner Eberlein moved to approve Resolution 2015-34 to surplus equipment at the Airport. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Resolution 2015-35/Adoption of Public Records Request Policy and Addition to Kootenai County Personnel Manual/Civil Prosecuting Attorney**

Chief Deputy Prosecutor Barry Black requested the Board’s approval of Resolution 2015-35 to adopt the Public Records Request Policy and add it to the County’s personnel manual.

Commissioner Eberlein moved to approve Resolution 2015-35 to adopt the new Public Records Request Policy and add it to the County’s personnel policy manual. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: Aye

The motion carried.

**Resolution 2015-36/Authorize Return of Found Money to Finder/Hendricks**

Chief Deputy Treasurer Laurie Thomas said a taxpayer found \$325 in December 2013 and turned the money into the County. Ms. Thomas requested the Board's approval to return the money to the taxpayer as the Treasurer's office has run legal notices with no claims received. The total amount returned would be \$247.13 after the County is reimbursed for its expenses to run the legal notices.

Commissioner Eberlein moved to approve Resolution 2015-36 to authorize the return of found money to the finder Debra Hendricks in the amount of \$247.13. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Excused  
Chairman Stewart: 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 Stewart adjourned the meeting at 2:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Meshell Missler, Deputy Clerk

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