

**Minutes of Meeting
Business Meeting
September 8, 2015
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Treasurer Laurie Thomas, KCSO Support Captain Lee Richardson, Lieutenant/9-1-1 Director Matt Street, Juvenile Probation Director Debbie Nadeau, County Assistance Manager Shelly Amos, Civil Deputy Prosecuting Attorneys Pat Braden, R. David Ferguson, and Darrin Murphey, Office of Emergency Management (OEM) Preparedness Coordinator Tamie Eberhard, Grants Management Office (GMO) Administrative Assistant Kimberly Hobson, Legal Assistant Barb Nyquist, Administrative Secretary Teri Johnston, and Deputy Clerks Theresa Atchley and Alicia Lynch. Also present were citizens Sam Tipton, Chad and Amy Howell, and Tina Kunishige.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 2:02 p.m.
- B. Pledge of Allegiance:** Chairman Stewart led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**

Minutes of Meeting

08/13/2015	Deliberations/Community Development
08/21/2015	Tax Exempt Application
08/21/2015	Conflict Attorney Issue – Scot Nass
08/24/2015	Commissioners’ Debriefing
08/25/2015	Business Meeting
08/25/2015	Airport Memorandum of Understanding/City of Hayden
08/25/2015	Department Heads
08/27/2015	Deliberations/Community Development
08/28/2015	Airport
08/28/2015	County Clerk
08/31/2015	Community Development Update
09/01/2015	Indigent Appeal Nos. 2015-231 & 2015-233
09/01/2015	Request for Payment Deferment No. 2014-373
09/01/2015	Debt Settlement Nos. 2007-1571; 2008-1000; 2008-1463; 2008-2032; 2009-638; 2011-265; 2011-1108 and 2010-94

Board Actions

Assessor’s Solid Waste Fee Adjustment P00000012350
Contract Change Order No. 1/Non-AIP Eligible/Interstate Concrete/Airport
BOCC Signatures for Indigent Cases 8/27/15 through 9/2/15
Noxious Weed Control Agreements/Various Parcels

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

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

The motion carried.

D. Payables List:

Commissioner Eberlein moved to accept the Payables List for August 31, 2015, through September 4, 2015, in the amount of \$421,598.92, with jury payments of 2,560.52. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

E. Changes to the Agenda: Commissioner Green moved to pull the Service Agreement/Prison Rape Elimination Act Audit/Juvenile Detention, as it was not ready. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

F. New Business:

Donation Agreement/2006 Ford Crown Victoria/Adams County/KCSO

KCSO Support Captain Lee Richardson requested the Board's approval on the Donation Agreement between the County (Sheriff) and Adams County to transfer the title and interest in a patrol vehicle – 2006 Ford Crown Victoria, VIN 1FAHP71WX6X140633 to Adams County. He added Adams County is a small agency with limited resources.

Commissioner Green moved to approve the Donation Agreement between the County (Sheriff) and Adams County to transfer the title and interest in a patrol vehicle – 2006 Ford Crown Victoria, VIN 1FAHP71WX6X140633 to Adams County and instructed KCSO to provide information regarding the transfer to the Auditor's office for proper asset tag updating. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

Captain Richardson exited the meeting at 2:12 p.m.

Contract/Towing/Schaffer's Towing/KCSO

Civil Deputy Prosecuting Attorney Darrin Murphey presented the contract between the County and Schaffer's Towing on behalf of KCSO. He said the signed contract contained the proper insurance documentation.

Commissioner Green moved to continue the Contract/Towing/Schaffer's Towing/KCSO item to the end of the agenda to allow for public comment. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

Business Associate Agreement/Kootenai Health/County Assistance

County Assistance Manager Shelly Amos requested the Board’s approval on the renewal of the Business Agreement between the County (County Assistance) and Kootenai Hospital District, dba Kootenai Health in which the parties agree to protect the privacy of patients in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Commissioner Green moved to approve the renewal of the Business Agreement between the County (County Assistance) and Kootenai Hospital District. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

Agreement/Computer Arts, Inc./County Assistance

Ms. Amos asked for the Board’s approval on the renewal of the Master Agreement for Software & Support License between the County (County Assistance) and Computer Arts Inc. including Addendums A and B that cover the terms and conditions for the licensed use of the indigent software package utilized by County Assistance. She explained the agreement changes included an increase in the hourly support fees and an additional server seat. She said the annual contract rate was \$4,410.96.

Commissioner Eberlein moved to approve the renewal of the Master Agreement for Software & Support License between the County (County Assistance) and Computer Arts Inc. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

Rental Agreement/Water Solutions Inc./County Assistance

Ms. Amos asked for the Board’s approval on the Rental Agreement between the County (County Assistance) and Water Solutions Inc. for the rental of a drinking water machine at a rate of \$50 per month.

Commissioner Eberlein moved to approve the Rental Agreement between the County (County Assistance) and Water Solutions Inc. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye
The motion carried.

Clerk Brannon, Ms. Amos, and Mr. Braden exited the meeting at 2:17 p.m.

Termination/Independent Contractor/Hunter/Juvenile Probation

Juvenile Probation Director Debbie Nadeau explained that Tabitha Hunter had been the Mentoring Program Coordinator for Juvenile Probation for almost six years and she had recently moved. She asked the Board to approve the termination of the Independent Contractor agreement between the County (Juvenile Probation) and Tabitha Hunter.

Commissioner Eberlein moved to approve the termination of the Independent Contractor agreement between the County (Juvenile Probation) and Tabitha Hunter. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Independent Contractor Agreement/Kirk/Juvenile Probation

Ms. Nadeau asked for the Board's approval of the Independent Contractor Agreement between the County (Juvenile Probation) and Amelia Kirk to provide coordination and support for offenders and community volunteer mentors to enhance and develop competency skills. She explained the County would pay Ms. Kirk the sum of not more than \$208 per week for a maximum of 16 hours per week.

Commissioner Eberlein moved to approve the Independent Contractor Agreement between the County (Juvenile Probation) and Amelia Kirk. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Service Agreement/ Prison Rape Elimination Act Audit/Juvenile Detention—Pulled

2015 Kootenai County Courthouse Campus Emergency Plan/Office of Emergency Management

OEM Preparedness Coordinator Tamie Eberhard asked the Board to approve the updated 2015 Kootenai County Courthouse Campus Emergency Plan as submitted by the Office of Emergency Management. She said the plan was a framework for the coordinated efforts in the event of an emergency for Courthouse Campus personnel, the public, and any emergency response agencies responding to the Courthouse Campus, which included the Courthouse, the Ancillary Building, the Justice Building, the Administration Building, and the Grants Management Office.

Commissioner Eberlein moved to approve the updated 2015 Kootenai County Courthouse Campus Emergency Plan. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Ms. Eberhard and Ms. Nadeau exited the meeting at 2:20 p.m.

Request for Certification to 2015 Property Tax Roll/Omitted Occupancies/Treasurer

Chief Deputy Treasurer Laurie Thomas presented an administrative request for placement of a list of omitted occupancies to be certified to the real property accounts for 2015 pursuant to *Idaho Code §63-1003*.

Commissioner Eberlein moved to approve the placement of omitted occupancies to be certified to the real property accounts for 2015. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Certification of Delinquent Yield Tax & Deferred Tax/Treasurer

Ms. Thomas asked the Board to certify the listed properties for delinquent 3% Yield Tax and Deferred Tax to the 2015 property tax roll.

Commissioner Green moved to certify the listed properties for delinquent 3% Yield Tax and Deferred Tax to the 2015 property tax roll, as presented by the Treasurer's office. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Requests for Certification to 2015 Property Tax Roll from Delinquent Personal Property/Treasurer

Ms. Thomas provided a summary of information regarding delinquent personal property taxes and requested the Board certify the list to the 2015 property tax roll pursuant to *Idaho Code §63-1003*.

Commissioner Green moved to approve the request for certification of the delinquent personal property taxes to the 2015 property tax roll. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Requests for Certification to 2015 Property Tax Roll from Taxing Districts/Treasurer

Ms. Thomas provided information from individual taxing districts and asked the Board to certify to the list for inclusion on the 2015 property tax roll.

Commissioner Eberlein noted there was some discrepancy in the total dollar amount to be certified.

Commissioner Green moved to instruct the Treasurer's office to return to the Board on September 15, 2015, for clarification of this item. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

Requests for Certification to 2015 Property Tax Roll for Inactive Real Properties/Treasurer

Ms. Thomas explained there were two inactive parcels that were combined and the taxes were paid on only one of the parcels. She requested the Board’s approval to certify the delinquency for placement on the 2015 property tax bill pursuant to *Idaho Codes §67-1003 and §63-1004*.

Commissioner Eberlein moved to approve the request for certification to 2015 property tax roll for inactive real property as requested by the Treasurer’s office. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Designation of Authority for Federal Transit Administration (FTA) Systems User Manager/Transit

GMO Administrative Assistant Kimberly Hobson requested the Board’s approval to designate Jody Bieze and Christi Jo Carv to serve as the Manager and Back-Up Users for the FTA software systems.

Commissioner Eberlein moved to approve the request for Designation of Authority for FTA Systems User and Manger. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Petition for Annexation/Multiple Parcels/East Side Fire District

Civil Deputy Prosecuting Attorney R. David Ferguson stated he had provided written legal review of the annexation request. He added East Side Fire Protection District had already approved the annexation requests for Halverson, Owen, Bowman, Briggs, and Im, and he recommended the Board approve the annexation requests.

Commissioner Eberlein moved to approve the Petition for Annexation of multiple parcels to East Side Fire District. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Resolution 2015-71/Surplus Equipment/KCSO/9-1-1

Lieutenant/9-1-1 Director Matt Street expressed concern regarding Resolution 2015-71, and said he was unsure if this was the proper avenue for the action required. He said the Auditor’s office had discovered several items that remained as assets, however KCSO no longer had the old radios or other equipment and he did not know what happened to the equipment.

Mr. Ferguson explained that Resolution 2015-71 stated the property was of limited value and classified as surplus, but if the property was not present, it cannot be declared as surplus. He said he suspected that some of the equipment was traded in some time ago. Mr. Ferguson recommended the Board take no action on this item at this time.

Commissioner Green moved to take no action on Resolution 2015-71 and asked KCSO to clarify what happed to the equipment. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Lieutenant Street exited the meeting at 2:35 p.m.

Contract/Towing/Schaffer's Towing/KCSO

Chairman Stewart asked for public comment.

Sam Tipton submitted a statement for the record. He expressed concern about Schaffer's Towing qualifications to act as the towing contractor for KCSO.

Amy Howell questioned Schaffer's Towing ability to meet the County's insurance requirements. She also expressed concerns that the taxpayer may be charged excessive rates for towing.

After some discussion, the Board closed public comment.

Commissioner Green moved to approve the Contract between the County (KCSO) and Schaffer's Towing and instructed staff to ensure that Schaffer had met insurance requirements. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion carried.

Ms. Hobson exited the meeting at 2:55 p.m.

- 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.

Tina Kunishige advised the Commissioners that Kootenai Urgent Care had a policy that violated state and federal law by refusing treatment to an individual that cannot pay for services.

Chairman Stewart adjourned the meeting at 3:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
