

**Minutes of Meeting  
Business Meeting  
September 22, 2015  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Tax Accounting Technician Julina Hildreth, Elections Manager Carrie Phillips, KCSO Patrol Captain Andy Boyle, Communications Services Manager Bob Kesson, Juvenile Probation Director Debbie Nadeau, Human Resources Director Skye Reynolds, Buildings and Grounds Director Shawn Riley, Solid Waste Director Cathy Mayer, Airport Director Greg Delavan and Deputy Director Phil Cummings, Office of Emergency Management (OEM) Director Sandy Von Behren, Grants Management Office (GMO) Director Jody Bieze, GMO Program Manager Christi Jo Carv, Civil Deputy Prosecuting Attorney R. David Ferguson, Legal Assistant Barb Nyquist, Information Systems Imaging Technician Bob Otto, County Assistance Accounting Technician JoAnn Conner, Administrative Supervisor Nancy Jones, Administrative Secretary Teri Johnston, and Deputy Clerks Theresa Atchley and Alicia Lynch.

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

**Minutes of Meeting**

08/13/2015	Request for Consideration/Mort Construction/Community Development
08/26/2015	FY2016 Budget Public Hearing
08/31/2015	Community Development Update
08/31/2015	Commissioners' Debriefing
09/01/2015	Business Meeting
09/02/2015	Requests for Cancellation of Taxes
09/08/2015	Airport
09/08/2015	Commissioners' Debriefing
09/08/2015	Business Meeting
09/09/2015	Juvenile Detention Update
09/10/2015	Commissioners' Debriefing Continued
09/11/2015	Advisory Boards
09/14/2015	Community Development Update
09/14/2015	Commissioners' Debriefing
09/15/2015	Debt Forgiveness Request 2015-83
09/15/2015	Indigent Appeal 2015-208
09/15/2015	Indigent Appeal 2015-266
09/15/2015	Payment Reduction Request 2008-522
09/15/2015	Payment Reduction Request 2011-644; 2011-1487
09/15/2015	Business Meeting
09/15/2015	<i>Executive Session 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.</i>

09/17/2015 *Executive Session 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.*

**Board Actions**

Resolution 2015-70/Adopting Budget for Fiscal Year 2016

BOCC Signatures for Indigent Cases 9/10/15 through 9/16/15

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

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**D. Payables List:**

Commissioner Eberlein moved to approve the Payables List for September 14, 2015, through September 18, 2015, in the amount of \$1,314,382.33 and jury payments of \$936.29. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**E. Changes to the Agenda:**

Commissioner Eberlein moved to add several items to the agenda as various County staff advised the items were time sensitive as FY2015 was ending on September 30, 2015. He identified these items as Regence Stop Loss Termination Letter, Symetra Stop Loss Insurance Contract, Federal Transit Administration (FTA) Grant Application Amendment / ID-90-X144-01, and Agreement/University of Idaho/Historic Preservation. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**F. New Business:**

**Contract/Parametrix Engineering/Solid Waste**

Solid Waste Director Cathy Mayer asked the Board to approve the Contract between the County (Solid Waste) and Parametrix Engineering. She said Parametrix provides the County with environmental, engineering, and operations services at the Kootenai County Farm Landfill and Ramsey Road Landfill to ensure compliance with the County's Conditional User Permit and State of Idaho solid waste regulations. She advised the contract would be effective October 1, 2015, to September 30, 2016, and the total contract price was \$164,585.39.

Commissioner Eberlein moved to approve the contract between the County and Parametrix Engineering.

Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Mayer exited the meeting at 2:07 p.m.

**Approve Ballot Order/Designate Polling Places/Resolution 2015-75/November 3, 2015 Election/Elections**

Elections Manager Carrie Phillips asked the Board to approve Resolution 2015-75 to designate polling places and the ballot order for the election to be held on November 3, 2015. She said the election was for Cities and Fire Districts.

Commissioner Eberlein moved to approve the ballot order and designate polling places as described in Resolution 2015-75 for the November 3, 2015, election. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

Ms. Phillips exited the meeting at 2:08 p.m.

**Approval/FY2015 Levy Rates/Auditor**

Tax Accounting Technician Julina Hildreth asked the Board to approve the Levy Rates for Tax Year 2015. She provided the Commissioners with a spreadsheet of the levy rates.

Commissioner Eberlein moved to approve the Levy Rates for Tax Year 2015. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, and Ms. Hildreth exited the meeting at 2:08 p.m.

**Termination of Lease/The Catherine Fiskum 1992 Revocable Trust/Airport**

Airport Director Greg Delavan asked the Board to approve the Termination and Mutual Rescission of the Lease between the County (Airport) and the Catherine Fiskum 1992 Revocable Trust.

Commissioner Eberlein moved to terminate the Lease between the County (Airport) and the Catherine Fiskum 1992 Revocable Trust. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Mutual Rescission of Lease Agreement/Fiskum Holdings/Airport**

Commissioner Eberlein moved to approve the Mutual Rescission of Lease Agreement/Fiskum Holdings/Airport. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Lease Agreement/Rutan/Airport**

Mr. Delavan asked the Board to approve the Lease Agreement between the County (Airport) and Elbert and Tonya Rutan for the purpose of operating and maintaining an aircraft storage hangar. He advised the lease was for approximately 14,438 sq. ft. and would become effective September 22, 2015, and remain in effect for a period of 25 years at the monthly rate of \$216.57.

Commissioner Eberlein moved to approve the Lease Agreement between the County and Mr. and Mrs. Rutan. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Purchase/Kabota Tractor/Airport**

Mr. Delavan asked the Board to approve the purchase of two tractors. He recommended the purchase of one new and one used Kabota M135 tractor through the National Joint Powers Alliance (NJPA). He added that one of the tractors could have a loader attachment at a cost of approximately \$9,200 in addition to the overall cost of \$130,000 as previously approved by the Board.

Civil Deputy Prosecuting Attorney R. David Ferguson advised that the Board adopt a resolution, sign the National Joint Powers Alliance agreement as provided by NJPA, and then approve the purchase of the tractors.

Commissioner Eberlein moved to direct staff to create a resolution and prepare the necessary paperwork for the purchase of the tractors, and that the Board would sign the paperwork from NJPA. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

Mr. Delavan and Deputy Director Phil Cummings exited the meeting at 2:23 p.m.

Civil Deputy Prosecuting Attorney Pat Braden joined the meeting at 2:24 p.m.

**Independent Contractor Agreement/Jones/Juvenile Probation**

Juvenile Probation Director Debbie Nadeau asked the Board to approve the renewal of the Independent Contractor Agreement between the County (Juvenile Probation) and Mark Jones that would authorize Mr. Jones to act as a supervisor and mentor for youth who have been suspended from school and placed in the Post Falls School District Alternative to Suspension Community Services Program. She added that Mr. Jones would be paid a maximum of \$752 per week for a maximum of 32 hours per week.

Commissioner Eberlein moved to approve the Contractor Agreement between the County and Mr. Jones. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye  
Commissioner Eberlein: Aye

Chairman Green: Aye  
The motion carried.

Chairman Green and Ms. Nadeau discussed expanding this program to other schools districts. Chairman Green said that he would speak with other school districts to see if they were interested in the program.

**Agreement/Law Enforcement Services/Silverwood/KCSO**

KCSO Patrol Captain Andy Boyle asked the Board to approve the Agreement between the County (Sheriff) and Silverwood Inc., for law enforcement services in the general area of Silverwood Theme Park during the 2015 Halloween season. He said the estimated cost for the overtime paid to deputies would be between \$5,500 and \$8,500 and would be reimbursed by Silverwood Inc.

Commissioner Eberlein moved to approve the Agreement between the County and Silverwood. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

Captain Boyle exited the meeting at 2:28 p.m.

**FTA Grant Application Amendment/ID-90-X130-03/Transit**

GMO Program Manager Christi Jo Carv asked the Board to approve the Amendment to FTA Grant Application ID-90-X130-03 in the amount of \$2,002. She explained that this is the remainder of the grant apportionment.

Commissioner Eberlein moved to approve the FTA Grant Application Amendment/ID-90-X130-03. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Agreement/5310 Small Urban Subrecipient Funding/Idaho Transportation Department/GMO**

Ms. Carv asked the Board to approve the 5310 Subrecipient Funding Agreement between the County, the State of Idaho, and Idaho Transportation Department. She explained the federal award was for \$306,537 and required a match of \$76,634 by the County for a total of \$383,171 and said the funding would be used to purchase two paratransit buses.

Commissioner Eberlein moved to approve the Agreement/5310 Small Urban Subrecipient Funding/Idaho Transportation Department and GMO. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Memorandum of Understanding (MOU)/Salvation Army/Kroc Center/OEM**

OEM Director Sandy Von Behren asked the Board to approve the MOU between the County (OEM) and The Salvation Army/Ray and Joan Kroc Corps Community Center to use the Kroc Center facility located at 1765 W. Golf Course Road during emergencies or declared disasters in the County.

Commissioner Eberlein moved to approve the MOU between the County and the Kroc Center. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**2015 Subrecipient Agreement/State Homeland Security Program (SHSP)/OEM**

Ms. Von Behren asked the Board to approve the 2015 SHSP Subrecipient Agreement between the County and the State of Idaho. She said the total award amount was \$181,894.33 and the County was the distributor of the funds to other agencies. She said the grant would be used for equipment, training, and exercises for emergency preparedness.

Commissioner Eberlein moved to approve the 2015 Subrecipient Agreement for the SHSP and OEM. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**2015 Subrecipient Agreement/Emergency Management Performance Grant (EMPG)/OEM**

Ms. Von Behren asked the Board to approve the 2015 Subrecipient Agreement for the County, she said the 2015 Emergency Management Performance Grant Award was for \$91,902.89. She said the grant required a 100% match and the County was required to provide \$91,902.89 for a total award of \$183,805.78.

Commissioner Eberlein moved to approve the 2015 Subrecipient Agreement/Emergency Management Performance Grant (EMPG) and OEM. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Von Behren exited the meeting at 2:40 p.m.

Administrative Supervisor Nancy Jones entered the meeting at 2:42 p.m.

**Tower Lease Agreement/Intermax/Mason Butte Tower/KCSO/9-1-1**

Communications Services Manager Bob Kesson asked the Board to approve the Lease Agreement between the County and Intermax that would allow Intermax to install two microwave antennas, an Ethernet cable, and associated equipment on the existing communication tower located at the County's communication site near Worley. He added that the annual lease rate was \$6,000.

Commissioner Eberlein moved to approve the Tower Lease Agreement between the County and Intermax at the Mason Butte Tower. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Letter of Intent/Avista/KCSO/9-1-1**

Mr. Kesson asked the Board to approve a Letter of Intent between the County and Avista that authorizes the County's access and use of a portion of Avista's telecommunications building located at Mt. Spokane. He said this would improve KCSO 9-1-1 communications.

Commissioner Eberlein moved to approve the Letter of Intent/Avista/KCSO/9-1-1. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

Mr. Kesson exited the meeting at 2:46 p.m.

**Public Defender Conflict Attorney Contract Renewals/Board of Commissioners**

Administrative Supervisor Nancy Jones asked the Board to approve the Contract Renewals for Conflict Attorneys Staci Anderson, Lynn Brooks, Daniel Cooper, Steve Frampton, Stacia Hagerty, Jonathan Hull, Edward Lawlor, Brian Long, Jed Nixon, Michael Palmer, Douglas Pierce, Robert Romero Jr., Alyssa Swartz, Anne Taylor, Sean Walsh, Tyler Wirick, and Conflict Administrator Scot Nass.

Commissioner Eberlein moved to approve the Public Defender Conflict Attorney Contract Renewals. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Agreement/University of Idaho/Extension Office/Board of Commissioners (BOCC)**

Ms. Jones asked the Board to approve the annual Agreement between the County and the University of Idaho to provide space for the administration and supervision of the Kootenai County Extension Office. She said the term of the Agreement was from October 1, 2015, to September 30, 2016.

Commissioner Eberlein moved to approve the Agreement between the University of Idaho/Extension Office and the BOCC. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

**Resolution 2015-68/Exchange Property/City of Hayden/Juvenile Detention/Buildings & Grounds**

Buildings and Grounds Director Shawn Riley asked the Board to approve Resolution 2015-68 in which the County would give the City of Hayden 3,125 yards of gravel in exchange for one Onan 125 KW generator to be used at the Juvenile Detention Center.

Commissioner Eberlein moved to approve Resolution 2015-68/Exchange of Property with the City of Hayden.

Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Mr. Riley exited the meeting at 2:52 p.m.

**Resolution 2015-76/Surplus Property/Information Systems**

Information Systems Imaging Technician Bob Otto asked the Board to approve Resolution 2015-76 to surplus a variety of obsolete equipment from Information Systems.

Commissioner Eberlein moved to approve Resolution 2015-76 to declare as surplus property from Information Systems. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Regence Stop Loss Termination Letter/Human Resources**

Human Resources Director Skye Reynolds asked the Board to approve the Regence Stop Loss Termination Letter to terminate the County's current coverage with Regence. She said Regence had proposed increasing the fee by \$84,000.

Commissioner Eberlein moved to approve the Regence Stop Loss Termination Letter/Human Resources.

Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Symetra Stop Loss Insurance Contract/Human Resources**

Ms. Reynolds asked the Board to approve the Contract between the County and Symetra for Stop Loss Insurance. She said the savings to the County would be \$26,000. She asked the Board to sign the pre-application for Stop Loss Insurance with Symetra, the Confirmation of the County's medical benefits plan document, the electronic use agreement, and the stop loss confirmation of terms letter. She also requested the completion of two forms; the binder statement composite and the electronic funds transfer forms and that these forms would be forwarded to the Human Resources Department, Auditor's, and Treasurer's offices.

Commissioner Eberlein moved to approve the Symetra Stop Loss Insurance Contract/Human Resources and send the documents to the appropriate departments. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Reynolds exited the meeting at 2:56 p.m.

**FTA Grant Application Amendment/ID-90-X144-01/Transit**

Ms. Carv asked the Board to approve the FTA Grant Application Amendment ID-90-X144-01. She explained the total eligible cost of the grant was \$535,000, the total FTA amount was \$428,000, and the local match was \$107,000. She said the funds would be used for the Transit program.

Commissioner Eberlein moved to approve the FTA Grant Application Amendment/ID-90-X144-01/Transit.

Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

The motion carried.

**Agreement/University of Idaho/Historic Preservation**

Ms. Jones asked the Board to approve the Agreement between the County and the University of Idaho. She referenced an MOU that was signed by the Board in May 2015, between the County and the State Historic Preservation Office. She said this agreement would allow university students to collect Lidar and GIS data from the mid-19<sup>th</sup> century settlement of Pen d’Oreille City. She added the total financial support from the County was \$3,976.84.

Commissioner Eberlein moved to approve Research Services Agreement #16130 with the University of Idaho for the Historic Preservation, noting that advance payment was stricken from the agreement. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

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

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

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Theresa Atchley, Deputy Clerk

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