

**Minutes of Meeting  
Business Meeting  
November 3, 2015  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Marc Eberlein and Commissioner David Stewart met to discuss the following agenda items. Also present were Coroner Warren Keene, Finance Director Sondra Emerson, 9-1-1 Director Lieutenant Matt Street, Communications Services Manager Robert Kesson, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Darrin Murphey, Legal Assistant Barb Nyquist, Recording Manager Theresa Atchley, Grants Management Office Program Specialist Kimberly Hobson, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Alicia Lynch. Also present was citizen Carla Woempner. Chairman Dan Green was excused.

**A. Call to Order:** Chairman Pro Tem Marc Eberlein called the meeting to order at 2:01 p.m.

**B. Pledge of Allegiance:** 9-1-1 Director Lieutenant Matt Street led the Pledge of Allegiance.

**C. Approval of the Consent Calendar:**

**Minutes of Meeting**

10/19/2015	Community Development Update
10/20/2015	Business Meeting
10/21/2015	University of Idaho Extension Office
10/26/2015	Solid Waste Monthly Discussion
10/26/2015	Community Development Update
10/26/2015	Commissioners' Debriefing
10/27/2015	Request for Lien Release 2003-787
10/27/2015	Payment Deferment Request 2015-66 & 2015-108
10/27/2015	Indigent Appeal 2015-410
10/27/2015	Debt Forgiveness Request 2011-1219
10/27/2015	Business Meeting
10/28/2015	Parks & Waterways
10/28/2015	Waterways Advisory Board
10/29/2015	Request for Cancellation of Taxes

**Board Actions:**

Civil Division/ September 2015 Financial Report/ KCSO  
Kennel License Application: Fowler/Howler Hybrids  
BOCC Signatures for Indigent Cases 10/22/2015 to 10/28/2015

Commissioner David Stewart moved to approve the Consent Calendar as contained in the agenda. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**D. Payables List**

Commissioner Stewart moved to approve the Payables List for the week of October 26, 2015, to October 30, 2015, in the amount of \$377,836.02 with \$435.65 in jury payments. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye  
Chairman Pro Tem Eberlein: Aye  
Chairman Green: Excused  
The motion carried.

**E. Changes to the Agenda:**

Chairman Pro Tem Eberlein asked that the Coroner's item, fifth on the agenda, be moved to the first position to accommodate Coroner Keene's other appointments.

Commissioner Stewart moved to reorganize the agenda so the Coroner's item would be first. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye  
Chairman Pro Tem Eberlein: Aye  
Chairman Green: Excused  
The motion carried.

Chairman Pro Tem Eberlein asked that the item Transportation Electronic Award Management System (TEAM)/ User Access Request/ Transit be added to the agenda as it was part of an item from the Business Meeting October 27, 2015, that had been missed.

Grants Management Office Program Specialist Kimberly Hobson clarified the request was to update users for TEAM software.

Commissioner Stewart moved to add to the agenda item Transportation Electronic Award Management System (TEAM)/ User Access Request from the Grants Management Office and sign the accompanying paperwork. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye  
Chairman Pro Tem Eberlein: Aye  
Chairman Green: Excused  
The motion carried.

Commissioner Stewart moved to approve the signing of the Transportation Electronic Award Management System (TEAM) by Chairman Pro Tem Eberlein in lieu of Chairman Green. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye  
Chairman Pro Tem Eberlein: Aye  
Chairman Green: Excused  
The motion carried.

BOCC Administrative Supervisor Nancy Jones entered the meeting at 2:05 p.m.

**F. Business:**

**Independent Contractor Agreements/Funeral Home Rotation 2015-2017/ Coroner**

Coroner Warren Keene requested the approval of the Independent Contractor Agreements at no cost to the County allowing for funeral home rotation for unattended deaths. He added that his request had been reviewed by Legal and clarified these were Independent Contractor Agreements and not Memorandums of Understanding.

Commissioner Stewart moved to approve the Independent Contractor Agreements/ Funeral Home Rotation 2015-2017 with the Coroner's office. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Coroner Keene exited the meeting at 2:07 p.m.

**Audit Engagement Letter FY2015/CliftonLarsonAllen, LLP/ Auditor**

Finance Director Sondra Emerson requested the Board approve the agreement with CliftonLarsonAllen, LLP to perform an independent audit of the County's FY2015 finances. She added this was the third year of a three year contract and that in 2016 this contract would go out to bid.

Commissioner Stewart moved to approve and sign the Agreement dated September 4, 2015, between CliftonLarsonAllen, LLP and the County. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**HipLink Mass Notification Renewal/ KCSO/ 9-1-1**

9-1-1 Communication Services Manager Robert Kesson clarified that this renewal for HipLink is separate from the renewal that was approved at the October 20, 2015, Business Meeting. He stated this renewal was for the Mass Notification features of HipLink and was a budgeted item.

Commissioner Stewart moved to approve and sign the HipLink Software Renewal for Mass Notification. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Engagement Agreement/ Hay Group/ Human Resources**

Human Resources Director Skye Reynolds explained that the Hay Group provides job grade determination and a third party objective evaluation of the pay grade scale. She clarified the contract automatically renews for two additional terms with an exit clause of thirty days written notice.

Commissioner Stewart moved to approve the Engagement Agreement between the County (Human Resources) and the Hay Group. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Ms. Reynolds exited the meeting at 2:11 p.m.

Chairman Pro Tem Eberlein announced that the item Maintenance Agreement/ H & H Business Systems/ Office of Emergency Management had been pulled.

~~**Maintenance Agreement/ H & H Business Systems/ Office of Emergency Management**~~  
*Pulled*

**Memorandum of Agreement / US Bureau of Reclamation/ AgriMet Program/ Aquifer Protection District**

BOCC Administrative Supervisor Nancy Jones requested the Board approve the renewal of a contract between the County (Aquifer Protection District) and the US Bureau of Reclamation. She stated this contract was for a ten year period with an annual renewal clause and pertains to weather stations. She added that it will cost \$3,400 for FY2016, an increase over the contract terms in 2008, as it now covers five weather stations.

Chairman Pro Tem Eberlein asked if the contract needed to be clarified regarding where the money was coming from as it says the County but was actually paid by the Aquifer Protection District.

Civil Deputy Prosecuting Attorney Darrin Murphey stated the distinction was not necessary but was satisfactory the way it was stated. He added the agreement was not generated by the County.

Commissioner Stewart agreed that for transparency and clarity for future Boards the future agreements could be corrected to state the funds were coming from the Aquifer Protection District budget.

The Board directed Ms. Jones to make the changes for next year.

Commissioner Stewart moved to approve the Memorandum of Agreement with the US Bureau of Reclamation/ AgriMet Program/ Aquifer Protection District to include Kootenai County. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

- Commissioner Stewart: Aye
  - Chairman Pro Tem Eberlein: Aye
  - Chairman Green: Excused
- The motion carried.

**Resolution 2015-85/ Accept Donated Property/ US Army/ Airport**

Chairman Pro Tem Eberlein stated the Board had received a certified letter from the US Department of the Army dated July 14, 2015, concerning the donation of property located at the Airport to the County.

Commissioner Stewart moved to approve and sign Resolution 2015-85 to accept the Donated Property from the US Army at the Airport. Chairman Pro Tem Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

- Commissioner Stewart: Aye
  - Chairman Pro Tem Eberlein: Aye
  - Chairman Green: Excused
- 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.

Citizen Carla Woempner asked the Board if it was possible for a citizen to shadow a Commissioner for a day.

The Board was open to the idea and asked Ms. Jones to assist Ms. Woempner with the arrangements. Commissioner Stewart added that anyone shadowing a Commissioner would have to be aware that there were some circumstances which would be confidential such as emails, phone calls, Executive Sessions, and Indigent Hearings.

Ms. Woempner asked if the public hearings were posted on the County website and commented on the accommodating BOCC staff.

Chairman Pro Tem Eberlein explained that the County was in the process of adding public hearings as well as other items to the website.

Chairman Pro Tem Eberlein adjourned the meeting at 2:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN PRO TEM

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

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