

**Minutes of Meeting  
Business Meeting  
December 15, 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, Coroner Warren Keene, Lieutenant Stuart Miller, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, Legal Assistant Barb Nyquist, Buildings & Grounds Director Shawn Riley, Parks & Waterways/ Noxious Weed Control Director Nick Snyder, Weed Superintendent Bill Hargrave, Recording Manager Theresa Atchley, Elections Manager Carrie Phillips, Information Systems Application Systems Manager Matt Snow, Grants Management Office (GMO) Program Specialist Kimberly Hobson, Administrative Secretary Teri Johnston, and Deputy Clerks Alicia Lynch and Cecilia Sweet. Also present was Kerr Oil Company representative Justin Kerr.

**A. Call to Order:** Chairman Dan Green called the meeting to order at 2:04 p.m.

**B. Pledge of Allegiance:** Chairman Green led the Pledge of Allegiance.

**C. Approval of Consent Calendar:**

**Minutes of Meetings:**

12/02/2015 Advisory Boards

12/07/2015 Community Development Update

12/08/2015 Appeal of Initial Denial/Request 2015-637

12/08/2015 Consensual Lien Release Request Nos. 2015-1585; 2005-1661; 2006-127; 2007-403

**Board Actions:**

BOCC Signatures for Indigent Cases: 12/3/2015 through 12/09/2015

Commissioner David Stewart moved to approve the Consent Calendar as it appeared on the agenda. Commissioner Marc Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**D. Approval of Payables List:**

Commissioner Stewart moved to approve the Payables List for the week of December 7, 2015, through December 11, 2015, in the amount of \$564,705.18 with no jury payments. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**E. Changes to the Agenda:**

BOCC Administrative Secretary Teri Johnston stated Solid Waste had a number of items they would bring forward at the Business Meeting on December 22, 2015, and asked that the metals recycling item be presented at that time.

Commissioner Eberlein moved to remove the item Amendment/ Metals Recycling/ American Recycling Corporation/ Solid Waste from the agenda. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

**F. New Business:**

**Bid Opening/ 2015-09/ Fuel Services/ KCSO**

Commissioner Eberlein opened two bids for Fuel Services, from Coleman Oil Company in the amount of \$30,764.28 and Kerr Oil Company in the amount of \$30,563.83.

Commissioner Eberlein moved to forward the bids received to Legal for review. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

Citizen Tina Kunishige entered the meeting at 2:07 p.m.

**Contract/ Metro Express/ Car Wash Services/ KCSO**

Lieutenant Stuart Miller stated that the contract allowed different sized departments payment flexibility. He said the departments could pay for individual car washes or pay a monthly fee for unlimited washes.

Commissioner Stewart moved to approve the Contract for Car Wash Services between the County (KCSO) and Metro Express. Commissioner Eberlein stated he liked that it wasn't an exclusive contract and questioned if other vendors would be used. Lt. Miller stated that some County vehicles could not be serviced at the car wash and those vehicles would be taken elsewhere. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

**Grant Easement/ Bayview Park/ Department of the Navy/ Parks & Waterways**

Parks & Waterways/ Noxious Weed Control Director Nick Snyder stated that the process to obtain the Grant Easement had begun in February 2015, and would reimburse the County for the fall protection area required beneath a swing set at Bayview Park. He explained that the grant's term was for 20 years. He stated the Department of the Navy originally wanted \$10,000 from the County but Civil Deputy Prosecuting Attorney Jamila Holmes negotiated the County's payment down to \$500. Mr. Snyder added that Parks & Waterways would cover the \$500 fee. He then thanked Ms. Holmes as well as the County surveyor for their hard work in accommodating the needs of the Department of the Navy.

Commissioner Stewart moved to approve the Grant Easement at Bayview Park between the County (Parks & Waterways) and the Department of the Navy. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Snyder exited the meeting at 2:10 p.m.

**Amendment/ CRW Systems Contract (SunGard Public Sector Inc.)/ TRAKit/ Community Development/ Information Systems**

Information Systems Application Systems Manager Matt Snow requested the Board approve a contract amendment between the County (Community Development/ Information Systems) and CRW Systems Contract. He stated that CRW Systems had been purchased and was now SunGard Public Sector Inc. He explained that this amendment would discontinue the use of TRAKit and allow the installation and use of SunGard Public Sector Inc. permit, planning, and code enforcement software.

Commissioner Stewart moved to approve the amendment between the County (Community Development/ Information Systems) and SunGard Public Sector Inc. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Snow exited the meeting at 2:12 p.m.

**2016 Inland Empire Cooperative Weed Management Area Grant Request/ Noxious Weed Control**

Weed Superintendent Bill Hargrave representing Noxious Weed Control and Inland Empire Cooperative Weed Management, requested the Board approve an annual Cost Share Grant with the Idaho State Department of Agriculture (ISDA). He explained the

County would act partially as a pass through for these funds to be distributed at a state, federal, and local level. He said approximately \$27,900 would go to outside agencies and approximately \$13,600 would come to the County for purchasing herbicides, backpacks, as well as providing funds for contractors.

Commissioner Stewart moved to approve Grant # 23-7034059 titled 2016 Inland Empire Cooperative Weed Management Area Grant. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Advisory Board Appointments/ Reappointments/ Sette/ Vehr/ Ely/ Hanson/ Hoskins/ Noxious Weed Control Board**

Commissioner Eberlein moved to approve the Advisory Board Appointments and Reappointments of Sette, Vehr, Ely, Hanson, and Hoskins to the Noxious Weed Control Board. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

The Board directed Ms. Johnston to send letters to all appointees.

Lt. Miller exited the meeting at 2:16 p.m.

**Memorandum of Understanding (MOU)/ Incyte Pathology/ Coroner**

Coroner Warren Keene requested the Board approve a MOU between the County (Coroner) and Incyte Pathology for the use of processing equipment in the event of a mass fatality.

Commissioner Stewart moved to approve the Memorandum of Understanding between the County (Coroner) and Incyte Pathology. Commissioner Eberlein seconded the motion, there being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Hargrave and Legal Assistant Barb Nyquist exited the meeting at 2:17 p.m.

**Grant Use Agreement/ Post Falls Police Department/ Office of Emergency Management/ GMO**

GMO Program Specialist Kimberly Hobson requested the Board approve the Grant Use Agreement between the County (Office of Emergency Management) and the Post Falls Police Department. She stated the grant was through the Bureau of Homeland Security and was to provide ballistic blankets to the Post Falls Police Department. She said the grant would be for \$17,290 and the funds would be reimbursed after blankets were purchased.

Ms. Nyquist re-entered the meeting at 2:20 p.m.

Commissioner Stewart moved to approve the Grant Use Agreement between the County (Office of Emergency Management) and the Post Falls Police Department. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 2:21 p.m.

**Grant Use Agreement/ Coeur d'Alene Police Department/ Office of Emergency Management/ GMO**

Ms. Hobson stated that the Grant Use Agreement between the County (Office of Emergency Management) and the Coeur d'Alene Police Department was for the purchase and reimbursement of three items: \$7,273.29 for a tactical first aid kit, \$7,980 for portable surveillance, and \$6,555.10 for Surface Pro computers.

Commissioner Stewart moved to approve the Grant Use Agreement between the County (Office of Emergency Management) and the Coeur d'Alene Police Department. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**~~Amendment/ Metals Recycling/ American Recycling Corporation/ Solid Waste~~ Pulled**

**Quitclaim Deed/ Post Falls Highway District/ Civil Prosecuting Attorney**

Civil Deputy Prosecuting Attorney Pat Braden requested the Board approve a quitclaim deed for County property off of Huetter Road near the Mill River apartments. He explained that the property had received no bids at tax deed auction and that the Post Falls Highway District had requested the property.

Commissioner Stewart moved to approve the Quitclaim deed where in the County would grant AIN 179297 to the Post Falls Highway District. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Resolution 2015-98/ Surplus Equipment/ Recorder**

Recording Manager Theresa Atchley requested the Board declare as surplus two microfiche machines no longer in use.

Commissioner Stewart moved to adopt Resolution 2015-98 to declare as surplus equipment from the Recorder's office. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Resolution 2015-100/ Cancellation of Interest and Penalties/ AIN 225246/ Caruso**

Commissioner Eberlein moved to adopt Resolution 2015-100 for the Cancellation of Interest and Penalties/ AIN 225246/ Caruso. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Resolution 2015-101/ Surplus Equipment/ Juvenile Detention**

Buildings & Grounds Director Shawn Riley requested the Board declare as surplus a generator at the Juvenile Detention Center that has no value and does not run.

Commissioner Stewart moved to adopt Resolution 2015-101. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Riley exited the meeting at 2:29 p.m.

**Resolution 2015-102/ Classify Records/ Elections**  
**Resolution 2015-103/ Destroy Records/ Elections**

Elections Manager Carrie Phillips requested the Board approve the semi-annual classification and destruction of election records. She stated Elections stores the records for the mandated six months before requesting to destroy them.

Commissioner Stewart moved to adopt Resolutions 2015-102 and 2015-103. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch 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 2:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

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

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