

**Minutes of Meeting  
Business Meeting  
February 23, 2016  
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 Assessor Mike McDowell, KCSO Undersheriff Dan Mattos, Airport Director Greg Delavan, Buildings & Grounds Director Shawn Riley, Solid Waste Director Cathy Mayer and Transfer Station Manager Doug Goodwin, Human Resources (HR) Director Skye Reynolds, Information Systems (IS) Director James Martin and Network Administrator Grant Kinsey, Civil Deputy Prosecuting Attorney R. David Ferguson and Legal Assistant Barb Nyquist, Grants Management Office (GMO) Program Manager Christi Jo Carv, Staff Accountant Julina Hildreth, BOCC Administrative Secretary Teri Johnson and Deputy Clerk Cecilia Sweet. Also present was citizen Leslie Duncan.

**A. Call to Order:** Chairman Dan Green called the meeting to order at 2:00 p.m.

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

**C. Approval of Consent Calendar:**

**Minutes of Meetings:**

01/28/2016 Deliberations/MSF15-0006/Woodlands/Community Development

01/28/2016 Deliberations/VAR15-0002/Hayden Lake Property/Community Development

02/10/2016 Requests for Cancellation of Taxes

02/11/2016 Signing/SPN15-0007/Carter/Community Development

02/11/2016 Deliberations/MSF16-0001/Rimrock Meadows/Community Development

02/11/2016 Deliberations/CUP15-0009/Cornerstone Baptist Church/Community Development

02/16/2016 Debt Forgiveness Request 2003-998

02/16/2016 *Executive Session §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent.*

02/16/2016 Business Meeting

02/17/2016 Department of Environmental Quality/Idaho Department of Fish & Game

02/18/2016 *Executive Session §74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or changes brought against, a public officer, employee, staff member or individual agent.*

**Board Actions:**

BOCC Signatures for Indigent Cases 02/11/2016 through 02/17/2016

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 Sweet 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 February 15, 2016, through February 19, 2016, in the amount of \$444,745.89 with \$6,442.97 in jury payments. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

**E. Changes to the Agenda:** There were no changes to the agenda.

**F. New Business:**

**Open/Request for Qualifications/Architectural/Engineering Services/Post Falls  
DMV/Veterans Services/Jail Facilities/Buildings and Grounds**

Commissioner Eberlein opened six Requests for Qualifications (RFQ) for architectural and engineering services for various County facilities from the following companies:

- Architects West
- Design West Architects
- Longwell & Trapp Architects
- Miller Stauffer Architects
- Professional Architectural/Engineering Services
- Stantec

Commissioner Eberlein moved to accept the RFQs and forward the documents to Legal as well as Buildings & Grounds for review. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

Assessor Mike McDowell and Buildings & Grounds Director Shawn Riley exited the meeting at 2:11 p.m.

**Open/Bid 2016-05/Forklift/Solid Waste**

Commissioner Eberlein opened one bid from Norlift for a Toyota diesel forklift with rotator in the amount of \$40,607, which included an optional trade-in offer of \$2,200.

Commissioner Eberlein asked if there was a request to trade in a County forklift. Solid Waste Transfer Station Manager Doug Goodwin replied that the Ramsey Transfer Station had a 1998 Yale forklift with over 9,000 hours that was available as a trade in. Commissioner Eberlein suggested that the trade-in offer appeared to be significantly lower than the open market. Solid Waste Director Cathy Mayer said both options would be taken under advisement.

Commissioner Stewart moved to accept the bid from Norlift and to forward the bid to Legal and Solid Waste for review. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Contract/Billing Services/City of Coeur d'Alene/Solid Waste**

Ms. Mayer reported this was a five year contract renewal with the City of Coeur d'Alene for billing services. She said the contract had been approved and signed by the Coeur d'Alene City Council.

Commissioner Stewart moved to approve the Billing Services Contract between the County (Solid Waste) and the City of Coeur d'Alene. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Meyer and Mr. Goodwin exited the meeting at 2:15 p.m.

**Installment/Payment Agreement/Non-Appropriate Addendum/M&S Technologies/ IS**

IS Network Administrator Grant Kinsey advised that this was a three year renewal of the contract with M & S Technologies for the County's Sophos anti-virus software. Mr. Kinsey explained that the Sophos anti-virus system was sold exclusively through a three year term payment agreement, and M & S Technologies carried the financing. He added M & S Technologies wanted to complete the sale in February with no additional cost, and offered the County a year of free service.

Commissioner Stewart moved to approve the Payment Agreement and the Non-Appropriation Addendum between the County (IS) and M & S Technologies. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

IS Director James Martin and Mr. Kinsey exited the meeting at 2:16 p.m.

#### **Contract Renewal/Express Employment/HR**

HR Director Skye Reynolds explained this was a request to renew the Contract with Express Employment Professionals for one year. She added that this Contract provided the County with temporary employees and the Auditor's department reported the amount spent with Express between February 1, 2015 and February 8, 2016, was \$10,709.40.

Commissioner Eberlein moved to approve the contract renewal between the County (HR) and Express Employment and to authorize Ms. Reynolds to sign it. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

Ms. Reynolds exited the meeting at 2:19 p.m.

#### **Amendment / Professional Services Contract / Vollmer / GMO / Office of Emergency Management (OEM)**

GMO Program Manager Christi Jo Carv, representing the OEM, stated this was to consider amending the compensation schedule and to update the statement of work, the deliverables, and the payment schedule. Ms. Carv reported no changes were made to the following services: a full-scale exercise project, updates to the standard operating procedures, and the development of a table top exercise.

Chairman Green asked if this was a new contract. Ms. Carv replied this was an amendment of the Professional Services Contract dated September 15, 2015.

Commissioner Eberlein asked when this contract would expire. Ms. Carv responded September 8, 2016.

Legal Assistant Barb Nyquist added Civil Deputy Prosecuting Attorney Jamila Holmes had reviewed and prepared the Contract Amendment.

Commissioner Eberlein moved to approve the Amendment to the Professional Services Contract between the County (OEM) and Vollmer. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

**Grant Application / Airport Improvement Project (AIP) 3-16-0010-043-2016 / Rehabilitation of Taxilanes / Airport**

Airport Director Greg Delavan requested approval of a Federal Aviation Administration (FAA) Grant Application, which was primarily a land acquisition reimbursement along with the rehabilitation of Taxilanes in the estimated total amount of \$450,000.

Commissioner Eberlein moved to approve the Grant Application AIP 3-16-0010-043-2016 between the County (Airport) and FAA. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

**Grant Amendment Letter/FAA/AIP042/General Aviation Ramp Rehabilitation/Airport**

Mr. Delavan requested approval of a Grant Amendment Letter to the FAA, which would fund the AIP eligible costs to complete the General Aviation Ramp. He explained the Airport requested "quantity pricing" to acquire the best project bid; however, there was a difference in the actual tonnage that affected the actual cost.

Commissioner Eberlein asked if this Grant Amendment Letter had been reviewed by Legal. Mr. Delavan said that it had. Civil Deputy Prosecuting Attorney R. David Ferguson added since there was a change to the financial component of the Grant Amendment Letter his recommendation was to bring this change before the Board.

Commissioner Eberlein moved to approve the Grant Amendment Letter AIP042 between the County (Airport) and the FAA. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Sweet 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.

KCSO Undersheriff Dan Mattos advised there was a time sensitive matter regarding the KCSO Fiscal Year (FY) 2016 Budget. He reported that KCSO had overspent on the overtime budget and the staff had mandatory training to attend starting on Thursday, February 25, 2016.

Chairman Green suggested that Undersheriff Mattos draft a memo to the Board to go beyond the KCSO FY2016 Budget and provide the reasons for the additional expenditures.

Chairman Green adjourned the meeting at 2:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Cecilia Sweet, Deputy Clerk

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