

Minutes of Meeting
Business Meeting
May 24, 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Dena Darrow, Senior Staff Accountant Keith Taylor, Staff Accountant Julina Hildreth, Elections Manager Carrie Phillips, Chief Deputy Prosecutor Barry Black, Lieutenant Matt Street, Airport Director Greg Delavan, Buildings & Grounds Director Shawn Riley, Solid Waste Director Cathy Mayer, Grants Management Office (GMO) Director Jody Bieze, Program Specialist Kimberly Hobson, Civil Deputy Prosecuting Attorneys R. David Ferguson and Pat Braden, Legal Assistant Barb Nyquist, Human Resources Generalist- Compliance Cecilia Sweet, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Alicia Lynch. Also present were Northwest Insurance representative John Goedde and citizen Tina Kunishige.

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:

05/09/2016	Fairgrounds
05/09/2016	Commissioners' Debriefing
05/10/2016	Airport
05/10/2016	Buildings & Grounds
05/10/2016	Business Meeting
05/11/2016	FY2017 Requests by Classification/Type
05/11/2016	Tax Exempt Application Hearing
05/16/2016	BOCC FY2017 Budget Discussion
05/17/2016	Debt Forgiveness Request 2004-790; 2004-791; 2004-792; 2010-1402; 2010-1873 and 2011-560
05/17/2016	Debt Forgiveness Request 2003-846

Board Actions:

BOCC Signatures for Indigent Cases 5/11/2016 through 5/18/2016
Noxious Weed Control Agreements/ Various Parcels

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 accept the Payables List for the week of May 16, 2016, through May 20, 2016, in the amount of \$541,970.16 with \$2,680.80 in 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: There were no changes to the agenda.

F. New Business:

Canvass Elections/ May 17, 2016 Primary Election/ Elections

Elections Manager Carrie Phillips reported that the County had two Primary Elections this year and she provided two abstracts from the May 17 election for Board approval. Chairman Green said that he was impressed with the amount of ballot combinations and the low number of ballot processing errors. Commissioner Eberlein passed on praise from citizens regarding the great job Elections was doing. Ms. Phillips said that adding the taxing districts to an already complex party ballot had been challenging.

Commissioner Stewart moved to approve the Canvass Results from the May 17, 2016, Primary Election. 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.

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

Bid Opening 2016-10/ 1996 Mack Truck/ Solid Waste

Solid Waste Director Cathy Mayer explained that Solid Waste was selling a surplus 1996 Mack Truck.

Commissioner Eberlein opened a bid from Small Butte Construction in the amount of \$8,125.

Commissioner Stewart moved to accept the bid and forward it to Legal and Solid Waste for review. 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.

Open/ Requests for Proposals (RFP)/ Annual Financial Audit Services

Commissioner Eberlein reported that the County had received bids packages from Eide Bailly, Hayden Ross, and CliftonAllanLarson.

Commissioner Stewart moved to accept the bid packages for Annual Financial Audit Services and forward them to Legal and the Auditor’s office for review. 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.

Chairman Green asked Clerk Jim Brannon if the Auditor’s office would bring a recommendation back to the Board. Clerk Brannon confirmed that would be the process. Chairman Green asked Clerk Brannon to schedule a meeting to discuss the Auditor’s recommendations with the Board. Chief Deputy Clerk Pat Raffee said that a meeting was already on the Board’s calendar for June 10, 2016.

Commissioner Eberlein requested that the RFP for Intelligent Transit System be the next agenda item because the stack of bid boxes was blocking his view. Chairman Green agreed to rearrange the agenda.

Open/ RFP/ Intelligent Transit System/ GMO

Commissioner Eberlein reported the receipt of proposals from Syncromatics Corporation, ETA Transit Systems, DoubleMap Inc., RouteMatch Software, and TripSpark Technologies.

Commissioner Stewart moved to accept the proposals and forward them to Legal and the Grants Management Office for review. 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.

Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, and Finance Director Dena Darrow exited the meeting at 2:13 p.m.

Retraction/ Storm Damage Repairs/ Fairgrounds/ Buildings & Grounds

Chief Deputy Prosecutor Barry Black explained that there was a miscommunication between the Fair Board, the County, and the Idaho County Risk Management Program (ICRMP). He said that the Fair Board had solicited a bid to repair damages from the November 2015 Windstorm, except ICRMP had already made an agreement with a company to do the repairs. Mr. Black requested the Board retract the unnecessary bid.

Commissioner Stewart moved to retract all bids for Fairground Storm Damage Repairs. 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.

Buildings & Grounds Director Shawn Riley exited the meeting at 2:15 p.m.

Contract/ Jester Janitorial Service/ KCSO/ 9-1-1

9-1-1 Director Lieutenant Matt Street requested the Board renew the contract between the County (9-1-1) and Jester Janitorial Services. He said that the monthly cost had increased from \$644.88 to \$660.92, a 2.5% increase from the contracted cost two years ago. Lieutenant Street noted a clerical mistake on the contract. Civil Deputy Prosecuting Attorney R. David Ferguson recommended that the Board correct the contract, initial the changes, and have Jester Janitorial Services initial the changes before the Board signed the contract. Chairman Green suggested it would be easier to rewrite the contract and submit it to Jester Janitorial Services. Lieutenant Street said he would return with a corrected contract.

Commissioner Stewart moved to approve the Contract between the County (9-1-1) and Jester Janitorial Service with the stipulation that paragraph 5A be amended to state \$660.92 as the bid amount. 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.

Clerk Brannon rejoined the meeting at 2:16 p.m.

Work Order 16-02/ T-O Engineers/ Airport

Airport Director Greg Delavan requested the Board approve a work order on T-O Engineers' Design for the Pavement Improvement Project. He explained that the Federal Aviation Administration (FAA) had requested a Pavement Classification Number Technical Evaluation, which was an addition to the original scope of work. He said this work order would fulfill the FAA's request and that the FAA was paying 90% of the project, the State would contribute 3%, and the County's portion was \$3,000.

Staff Accountant Julina Hildreth asked if the work order was for AIP 3-16-0010-042-2016 or AIP 3-16-0010-043-2016. GMO Director Jody Bieze replied that it was for AIP 3-16-0010-043-2016.

Commissioner Stewart moved to approve Work Order 16-02/ T-O Engineers for work performed at the Airport. 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 Offer/ AIP 3-16-0010-043-2016/ Federal Aviation Administration/ Airport

Mr. Delavan said that the County was offered a Grant from the FAA to complete the taxiway rehabilitation project this year, and he recommended the Board accept it. Chairman Green asked whether this grant was providing additional dollars or if it was the total dollars provided by the FAA to the Airport this year. Mr. Delavan replied that it was the total amount provided for construction projects.

Commissioner Stewart moved to approve the FAA Grant Offer AIP 3-16-0010-043-2016 for the Airport. 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.

Airport Insurance Renewal/ Human Resources

HR Generalist-Compliance Cecilia Sweet requested the Board approve the Airport Liability Insurance Renewal and authorize Chairman Green to sign the renewal application, which was due on June 1, 2016. She said Mr. Delavan had confirmed the insurance application information had remained the same and she reported that no legal review was necessary. Ms. Sweet added that the most significant change was the addition of the Armory Building.

Chairman Green inquired whether this renewal was a rider to the County's policy. Northwest Insurance representative John Goedde replied that ICRMP requires Airport Liability Insurance for any airfield larger than a grass field, and that this was an application for next year's policy.

Commissioner Stewart moved to approve the renewal of the Airport Liability Insurance and to authorize Chairman Green to sign the document. 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. Delavan exited the meeting at 2:24 p.m.

Conflict Contract/ Jimenez/ Public Defender

Chairman Green reported that Roxana Jimenez had been a Conflict Attorney contracted by the County in the past, and he requested his fellow Commissioners consider the Conflict Attorney Contract brought forward by the Public Defender.

Commissioner Stewart moved to approve Roxana Jimenez to be placed on the Conflict Attorney List. 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.

Title VI Program 2016/ GMO

Ms. Bieze explained that the County was required to update the Title VI Non-Discrimination Program and Limited English Proficient Program every three years. She requested the Board approve the updated plan provided.

Commissioner Stewart moved to approve the Title VI Program for 2016 as provided by the Grants Management 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.

Business Associate Agreement/ Kootenai County Emergency Medical Services System (KCEMSS)/ Civil Prosecuting Attorney

Civil Deputy Prosecuting Attorney Pat Braden explained that the Business Associate Agreement between the County (Civil Prosecuting Attorney) and KCEMSS was to ensure that any communications between the County and KCEMSS would be compliant with the Health Insurance Portability and Accountability Act.

Commissioner Stewart moved to approve the Business Associate Agreement between the County (Civil Prosecuting Attorney) and the Kootenai County Emergency Medical Services System. 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.

County Deed/ Post Falls Highway District/ Civil Prosecuting Attorney

Mr. Braden requested the Board approve quitclaims for five County parcels that could only be realistically used for roadway and right of way purposes. He said the Post Falls Highway District would assume ownership of the parcels.

Commissioner Stewart moved to approve and sign the five quitclaim deeds for the benefit of 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.

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

BOCC Administrative Supervisor Nancy Jones entered the meeting at 2:29 p.m.

Advisory Board Appointments/ Maiani/ Haynes/ Vehr/ Aquifer Protection District

BOCC Administrative Supervisor Nancy Jones reported that the three appointments to the Aquifer Protection District would fill their vacant seats on that Board and fulfill the Idaho Code requirements. She added that all three applicants had been interviewed by the Chair and Vice Chair of the Aquifer Protection Board and all were willing to serve.

Commissioner Stewart moved to accept Advisory Board Appointments of Maiani, Haynes, and Vehr to the Aquifer Protection District Board. 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.

Ms. Jones exited the meeting at 2:31 p.m.

2014 State Homeland Security Program (SHSP) Grant Adjustment Notice/ GMO

Program Specialist Kimberly Hobson explained that there were additional funds available from a 2014 SHSP Grant awarded to the County. She asked that the Board accept the \$29,995.99, and use the funds to purchase a Special Weapons and Tactics communication unit. Ms. Hildreth inquired if there was a match required by the County. Ms. Hobson reported that no match was required for this award.

Commissioner Stewart moved to accept the 2014 State Homeland Security Program Grant Adjustment Notice. 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 2:33 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
