

Minutes of Meeting
Business Meeting
June 28, 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 Buildings & Grounds Director Shawn Riley, Airport Director Greg Delavan, Parks & Waterways Director Nick Snyder, Office of Emergency Management (OEM) Director Sandy Von Behren, Administrative Assistant Rachel Irish, Community Development Director David Callahan, KCSO Budget Assistant Rachel Kristi Koehn, Administrative Assistant Deb Shaver, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, Legal Assistant-Civil Barb Nyquist, BOCC Administrative Secretary Teri Johnston, and Deputy Clerks Randi Davis and Alicia Lynch.

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:

02/22/2016	Public Hearing ORA15-0001/ Community Development
04/28/2016	Public Hearing ORA14-0004/ Community Development
05/12/2016	Deliberations/ ORA14-0004/ Community Development
05/26/2016	Deliberations/ CUP16-0001/ Timbered Estates/ Community Development
05/31/2016	Internal Audit Committee
06/01/2016	Commissioners' Debriefing (May 31, 2016 Continued)
06/06/2016	Public Hearing/ ORA14-0004/ Community Development
06/06/2016	Solid Waste Update
06/07/2016	Debt Forgiveness Request 2015-624
06/07/2016	Deliberations/ ORA14-0004/ Ordinance 493/ Community Development
06/10/2016	Auditor
06/13/2016	Airport and Airport Advisory Update
06/13/2016	Commissioners' Debriefing
06/14/2016	Lien Release Request 2014-760
06/14/2016	Indigent Appeal 2016-35
06/14/2016	Indigent Appeal 2016-75
06/14/2016	Business Meeting
06/14/2016	FY2017 Budget Deliberations
06/15/2016	Elected Officials
06/15/2016	<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>
06/15/2016	KCSO/ 9-1-1

06/15/2016 Department Heads
 06/16/2016 Centennial Trail
 06/17/2016 *Executive Session 74-206(1)(c) to acquire an interest in real property which is not owned by a public agency.*
 06/17/2016 Kootenai County Emergency Medical Services System (KCEMSS) FY2017 Budget Discussion
 06/17/2016 FY2017 Budget Deliberations (10:00 a.m.)
 06/17/2016 FY2017 Budget Deliberations (11:00 a.m.)
 06/21/2016 Business Meeting

Board Actions:

Civil Division/ May 2016 Financial Report
 Kennel License Renewal/ Tiny & Linda’s Kennel/ Wilson
 BOCC Signatures for Indigent Cases 06/08/2016 through 06/15/2016; 06/16/2016 through 06/22/2016
 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 Davis 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 June 20, 2016, through June 24, 2016, in the amount of \$410,097.29 with jury payments in the amount of \$3,332.50. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis 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:

Award Bid/ Fairway Floors/ Assessor’s Office/ Buildings & Grounds

Buildings & Grounds Director Shawn Riley requested approval to award a bid to Fairway Floors in the amount of \$36,772 to install new carpet in the Assessor’s office. He said it was part of the five year plan and the funding was already budgeted. He stated he solicited three bids, but only received two because Great Floors did not submit their bid on time. Mr. Riley said Panhandle Carpet One’s bid was \$37,819.53 and Fairway Floors was \$36,772. Commissioner Marc Eberlein asked if the carpet installation was a

continuation of the renovations to the second floor of the Administration Building and Mr. Riley responded that it was.

Commissioner Stewart moved to approve awarding the bid to Fairway Floors in the amount of \$36,772 for the installation of carpet in the Assessor's office. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Mr. Riley exited the meeting at 2:04 p.m.

Contract/ Cintas Facilities Solutions/ KCSO

KCSO Budget Assistant Rachel Kristi Koehn presented a request to renew the contract between KCSO and Cintas Facilities Solutions for the use and cleaning of shop uniforms, towels, and floor rugs/ mats. She said the new contract offered a 60% lower rate that would be locked for the three year term of the contract. Commissioner Eberlein asked what caused the change in rate. Ms. Koehn replied that KCSO did not previously participate in contract pricing with Cintas Facilities Solutions through U.S. Communities, but doing so meant the County would now receive the lower locked rate.

Commissioner Stewart moved to approve the contract between KCSO and Cintas Facilities Solutions. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Memorandum Regarding Kootenai County Lease Agreement/ Blue Sky Hangars/ Airport

Airport Director Greg Delavan presented a Memorandum of Agreement between the County (Airport) and Blue Sky Hangars, Inc. that protected Mountain West Bank's interest in the property after improvements were completed.

Commissioner Stewart moved to approve the Memorandum Regarding Kootenai County Lease Agreement/ Blue Sky Hangars/ Airport. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

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

Solid Waste Director Cathy Mayer entered the meeting at 2:06 p.m.

Agreement/ Real Estate Listing/ Coldwell Banker Schneidmiller Realty/ Airport

Mr. Delavan presented a listing agreement between the County (Airport) and Coldwell Banker Schneidmiller Realty concerning the Army Reserve Center. He said the agreement satisfied the County's needs and limited payments to the County's guidelines. Chairman Green noted the agreement excluded Mad Bomber Brewing and Affiliates from receiving any commission from the lease.

Commissioner Stewart moved to approve the Real Estate Listing Agreement with Coldwell Banker Schneidmiller Realty dated June 28, 2016, that reflected Mad Bomber Brewing and Affiliates were excluded from the agreement. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Mr. Delavan exited the meeting at 2:09 p.m.

**Second Amendment to Inmate Telecommunication Location Agreement (Ratification)/
Telmate/ KCSO**

Second Amendment to Kiosk Location Agreement (Ratification)/ Telmate/ KCSO

Civil Deputy Prosecuting Attorney R. David Ferguson said he was notified by Deputy Clerk Alicia Lynch of a discrepancy in the record from the June 21, 2016, Business Meeting. He said the record reflected that the Board's motion only included one of the two Telmate amendments. He requested the Board ratify both the Second Amendment to Inmate Telecommunication Location Agreement/ Telmate/ KCSO and the Second Amendment to Kiosk Location Agreement/ Telmate/ KCSO to clarify the record.

Commissioner Eberlein moved to ratify the Second Amendment to Inmate Telecommunication Location Agreement Telmate/ KCSO and the Second Amendment to Kiosk Location Agreement Telmate/ KCSO. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Staff Accountant Julina Hildreth entered the meeting at 2:11 p.m.

**2016 State Homeland Security Program (SHSP) Grant Application/ Office of Emergency
Management/ Grants Management Office**

OEM Director Sandy Von Behren presented the 2016 SHSP Grant application. She said it was a grant award in the amount of \$181,894 without a County match.

Commissioner Eberlein moved to approve the 2016 SHSP Grant Project Priority list in the amount of \$181,894. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Nay

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Fiscal Year (FY) 2016 Emergency Management Program Grant (EMPG) Application/ Office of Emergency Management/ Grants Management Office

Ms. Von Behren presented the FY 2016 EMPG application and said it required a 100% County match. She said OEM would like to apply for \$92,249 that could be matched using FY 2016 budgeted funds. Chairman Green asked whether this was the grant that funded the OEM office. Ms. Von Behren confirmed that it was.

Commissioner Stewart moved to approve the FY2016 Emergency Management Program Grant (EMPG) Application/ Office of Emergency Management/ Grants Management Office. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Von Behren and OEM Administrative Assistant Rachel Irish exited the meeting at 2:29 p.m.

Grant Award Agreement/ Hauser Lake Docks Replacement Project/ Parks & Waterways

Parks & Waterways Director Nick Snyder presented a grant award in the amount of \$185,695 from the Idaho Department of Parks and Recreation, to replace the 20 year old dock on Hauser Lake and to construct an Americans with Disabilities Act (ADA) bulkhead and gangway. He requested the Board's approval so he could advertise the project by July 11, 2016.

Commissioner Stewart moved to approve the Grant Award Agreement/ Hauser Lake Docks Replacement Project/ Parks & Waterways. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Grant Award Agreement/ Harrison Breakwater Replacement Project/ Parks & Waterways

Mr. Snyder presented another grant award agreement between the County (Parks & Waterways) and the Idaho Department of Parks and Recreation to fund the renovation of the Harrison Breakwater. Chairman Green asked whether this grant money was to be used for the engineering of the docks. Mr. Snyder said a portion of it would be. Commissioner Eberlein inquired when the money had to be spent. Mr. Snyder answered the money would roll forward into the next budget year.

Commissioner Stewart moved to approve the Grant Award Agreement/ Harrison Breakwater Replacement Project/ Parks & Waterways. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Agreement/ Engineering Services/ Harrison Breakwater Replacement Project/ Parks & Waterways

Mr. Snyder requested the Board approve an Agreement of Professional Services for preliminary engineering assistance between the County (Parks & Waterways) and Flowing Solutions, LLC in the amount of \$20,625, for which the County match was 25%. He said the County's portion was in the FY 2016 budget.

Commissioner Stewart moved to approve the Agreement/ Engineering Services/ Harrison Breakwater Replacement Project/ Parks & Waterways. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Professional Services Agreement/ SAFEbuilt, LLC/ Community Development

Community Development Director David Callahan presented an Agreement for Professional Services between the County (Community Development) and SAFEbuilt, LLC, in which either party could terminate within 30 days. Chairman Green asked if the Agreement allowed the County to pay SAFEbuilt as services were used. Mr. Callahan replied that it did.

Commissioner Stewart moved to approve the Professional Services Agreement/ SAFEbuilt, LLC/ Community Development. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Memorandum of Agreement/ Idaho Department of Water Resources (IDWR)/ Kootenai County Aquifer Protection District

BOCC Administrative Supervisor Nancy Jones presented a Memorandum of Agreement between the County (Aquifer Protection District) and the IDWR for the installation of a monitoring/ education well at Timberlake High School. She said the total cost of the project would be approximately \$60,000, and \$25,000 had been budgeted in FY 2016 through the Aquifer Protection District (APD). She said the Board's approval would allow the project to move forward as budgeted. Commissioner Stewart asked about the APD's funding source, and Ms. Jones said it was fee based. She noted the contract had been reviewed by Legal and was found to be sufficient for the County's needs.

Commissioner Stewart moved to approve the Memorandum of Agreement/ Idaho Department of Water Resources/ Kootenai County Aquifer Protection District regarding a financial contribution for a well at Timberlake High School. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Right-of-Way Easement/ Underground Natural Gas Pipeline/ Avista/ Board of Commissioners

Ms. Jones informed the Board of an easement requested by Avista to relocate a natural gas line to the 9-1-1 center's property line that was currently under mobile homes. She said County Surveyor Rodney Jones and 9-1-1 Communications Services Manager Robert Kesson verified there was no 9-1-1 equipment buried in that location. Ms. Jones said Avista provided the County with \$500 in consideration for the easement.

Commissioner Stewart moved to approve the Right-of-Way Easement between Kootenai County and Avista. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Resolution 2016-77/ Surplus Equipment/ Solid Waste

Solid Waste Director Cathy Mayer presented a request to surplus a 1998 Yale Forklift.

Ms. Mayer suggested an in kind exchange with Buildings & Grounds in the amount of \$2,000, and the Board members seemed agreeable to this idea.

Commissioner Stewart moved to approve Resolution 2016-77. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Davis 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 2:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____

Randi Davis, Deputy Clerk