

**Minutes of Meeting**  
**Business Meeting**  
**August 2, 2016**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner David Stewart met to discuss the following agenda items. Also present were Clerk Jim Brannon, KCSO Major Kim Edmondson, Captain Lee Richardson, Juvenile Detention Director JT Taylor, Administrative Assistant Kathleen Vannett, Airport Director Greg Delavan, Buildings & Grounds (B&G) Director Shawn Riley, Information Systems (IS) Director James Martin, Network Administrator Grant Kinsey, Human Resources (HR) Director Skye Reynolds, HR Generalist- Compliance Cecilia Sweet, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, Legal Assistant Barb Nyquist, 9-1-1 Administrative Assistant Lynnell Smith, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Alicia Lynch. Also present was citizen Leeland Chase. Commissioner Marc Eberlein was excused.

**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:**

07/20/2016	Elected Officials
07/20/2016	FY2017 Budget Deliberations
07/20/2016	Department Heads
07/21/2016	Adult Misdemeanor Probation
07/21/2016	Animal Control Citation Hearing
07/22/2016	FY2017 Budget Deliberations
07/25/2016	Airport and Airport Advisory Board Update
07/25/2016	Commissioners' Debriefing
07/25/2016	Tax Exempt Application Hearing
07/25/2016	Executive Session §74-206(1)(b) <i>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>
07/25/2016	Human Resources
07/25/2016	Shared Parking Agreement
07/25/2016	FY2017 Budget Deliberations
07/26/2016	Payment Deferment Request 2013-258
07/26/2016	Community Development Update
07/26/2016	Business meeting

**Board Actions:**

Approval of Tax Exempt Status: Spirit Lake Baptist Church  
Treasurer's Monthly Report/ July 2016  
BOCC Signatures for Indigent Cases 7/21/2016 through 7/27/2016  
Noxious Weed Control Agreements/ Various Parcels

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

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

The motion carried.

**D. Approval of Payables List:**

Commissioner Stewart moved to accept the Payables List for the week of July 25, 2016, through July 29, 2016, in the amount of \$737,034.97 with no jury payments. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

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

**F. New Business:**

**Award Bid/ Hauser Dock/ Parks & Waterways**

Civil Deputy Prosecuting Attorney Jamila Holmes reported the Board had received three timely responsive bids on July 26, 2016, and relayed Parks & Waterways Director Nick Snyder's recommendation that the bid be awarded to North Idaho Maritime.

Commissioner Stewart moved to award the bid for Hauser Dock to North Idaho Maritime. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Contract/ White Concrete, LLC/ Fairgrounds/ Buildings & Grounds**

B & G Director Shawn Riley requested the Board approve the contract between the County (B & G) and White Concrete, LLC in the amount of \$22,848, and also asked the Board to waive section seven, Performance and Payment Bonds, due to the small size of the project. He explained the project was to expand the seating area at the Fairgrounds food court by 6,144 square feet.

Commissioner Stewart moved to approve the Contract with White Concrete, LLC and the Fairgrounds, with Mr. Riley's recommendation to waive section seven, Performance and Payment Bonds. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Addendum/ Jail Expansion Project/ LCA Architects/ Buildings & Grounds**

Mr. Riley requested the Board authorize the second phase of the Jail Expansion Project with LCA Architects in the amount of \$890,320 plus reimbursable expenses. He said this addendum was drafted in response to the Board's request for a fee schedule from LCA Architects.

Commissioner Stewart moved to approve the Addendum to the Jail Expansion Project between the County (B & G) and LCA Architects. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Riley exited the meeting at 2:05 p.m.

**Addendum A/ AAL-09-005/ Lease Modification/ Resort Aviation/ Airport**

**Addendums A & B/ AAL-09-010/ Lease Modification/ Resort Aviation/ Airport**

Airport Director Greg Delavan requested the Board approve addendums to two Resort Aviation leases that were adjusted after a recent survey. He confirmed that lease AAL-09-005 was decreasing \$69.69 per month, and lease AAL-09-010 was increasing \$19.61 per month.

Chairman Green asked how the errors were found. Mr. Delavan reported that a new surveyor was hired and the Airport had focused on the area because of known inconsistencies.

Commissioner Stewart moved to approve Addendum A/ AAL-09-005/ Lease Modification/ Resort Aviation/ Airport and Addendums A & B/ AAL-09-010/ Lease Modification/ Resort Aviation/ Airport. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Delavan exited the meeting at 2:08 p.m.

**Contract Addendum/ Time Warner/ Information Systems**

IS Network Administrator Grant Kinsey requested the Board approve a Contract Addendum between the County (IS) and Time Warner. He said the addendum was to change the product Time Warner would use, and there would be no change to the County's cost. He added the agreement was for seven years.

Commissioner Stewart moved to approve the Contract Addendum with Time Warner. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**2016 Personnel Policy Manual/Human Resources**

HR Director Skye Reynolds presented the final draft of the 2016 Personnel Policy Manual and reviewed the recommended changes. She said once the Board approved the updated manual HR would notify employees of the changes. Ms. Reynolds added that HR would request employees read the updated policies but the official signing off on the manual would be in late fall or early winter.

Chairman Green noted that a Resolution number was absent from the information provided. Ms. Reynolds said it was Resolution 2016-66.

Commissioner Stewart moved to adopt Resolution 2016-66. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Ms. Reynolds and HR Generalist-Compliance Cecilia Sweet exited the meeting at 2:12 p.m.

**Rental Agreement Renewal/ Water Solutions/ Prosecuting Attorney's Office**

Ms. Holmes presented the rental agreement renewal between the County (Prosecuting Attorney's Office) and Water Solutions for a water cooler. She noted there were no changes to the cost or terms. Ms. Holmes requested the Board's motion include the authorizing of Chairman Green to sign the agreement and guarantee because a signature line was not provided.

Commissioner Stewart moved to approve the Rental Agreement Renewal with Water Solutions and to also authorize Chairman Green to sign the agreement and the guarantee. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Mr. Kinsey and IS Director James Martin exited the meeting at 2:13 p.m.

**Termination of Contract/ Food Service/ Jail/ KCSO**

KCSO Captain Lee Richardson requested the Board terminate the Food Service agreement between the County (KCSO/Jail) and Trinity Services Group, Inc, due to performance issues. He said if the contract was terminated in 60 days there would be enough time to request proposals from other vendors and commence a new contract on October 1, 2016.

Civil Deputy Prosecuting Attorney R. David Ferguson volunteered to submit a 60 day notice of termination letter to Trinity Services Group, Inc on behalf of the Board.

Commissioner Stewart moved to approve the Termination of Contract with Trinity Services Group, Inc for Food Services pursuant to the agreement dated October 21, 2014 and to direct Legal to submit the documentation. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Clerk Jim Brannon exited the meeting at 2:16 p.m.

**Conflict Attorney Contract/ Watson/ Public Defender/ BOCC**

Chairman Green presented a Conflict Attorney Contract between the County (BOCC) and Roland Watson. He suggested that instead of approving the contract through September 30, 2016, the Board amend the contract extending it through September 30, 2017. He added attorney Scott Nass had approved the suggestion.

Commissioner Stewart moved to approve the Conflict Attorney Contract with Roland Watson and to amend the agreement to commence on October 1, 2016 and terminate on September 30, 2017. Chairman Green modified the motion, stating the contract would commence on August 1, 2016. Commissioner Stewart agreed. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Petition for Annexation/ Suer/ Kootenai County Fire & Rescue**

Mr. Ferguson presented William and Donna Suer’s Petition for Annexation of their two parcels into Kootenai County Fire & Rescue’s district. He reported that all requirements for annexation had been met and the request was approved by Kootenai County Fire & Rescue.

Commissioner Stewart moved to approve the Petition for Annexation for Mr. & Mrs. Suer into Kootenai County Fire & Rescue. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Commercial Service Application/ Avista/ BOCC**

Chairman Green presented an application for electrical services at the recently acquired building located at 200 E. Railroad Avenue in Post Falls.

Commissioner Stewart moved to approve the Commercial Service Application. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Tax Deed Bids/ AIN Nox. 114464; 306441; 215688/ The Eaton Agency**

Chairman Green said due to a misunderstanding at a prior Business Meeting, the Board had forwarded Tax Deed Bids to Legal and Community Development for review when review had already been complete. He reported that Community Development had advised against accepting the Tax Deed Bids as they were not in the best interest of the County.

Commissioner Stewart moved to reject the Tax Deed Bids. Chairman Green inquired whether the motion also needed to include reversing prior motions made regarding the issue. Mr. Ferguson replied that the bids had not been approved at the prior meeting so no further action was required. Chairman Green seconded Commissioner Stewart’s motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Quitclaim Deed/ Crossings Owners Association/ BOCC**

Chairman Green presented a Quitclaim Deed that would transfer property to the Crossings Owners Association.

Commissioner Stewart moved to approve the Quitclaim Deed for Crossings Owners Association/ AIN 322340. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

**Resolution 2016-86/ Classify Records/ KCSO/ 9-1-1**

**Resolution 2016-87/ Destroy Records/ KCSO/ 9-1-1**

9-1-1 Administrative Assistant Lynnell Smith requested the Board approve the classification and destruction of training records and reel to reel tapes approximately two to three years old. Chairman Green verified that the records were listed on the request.

Commissioner Stewart moved to adopt Resolution 2016-86 and Resolution 2016-87. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

Citizen Robert Johnston entered the meeting at 2:23 p.m.

**Resolution 2016-88/ Surplus Equipment/ Juvenile Detention**

Juvenile Detention Director JT Taylor requested the Board declare as surplus a buffer from 1997 that had exceeded its useful life ten years ago, as well as an old security camera speaker system.

Commissioner Stewart moved to adopt Resolution 2016-88. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart:       Aye  
Commissioner Eberlein:       Excused  
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.

Citizen Leeland Chase requested a status update on the Chilco Road Noise Complaint that had been brought before the Board in May 2016. He said that he was told the issue would be on today's agenda.

Chairman Green requested Mr. Chase stay after the meeting so staff could gather the appropriate information.

Chairman Green adjourned the meeting at 2:27 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

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

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