

**Minutes of Meeting**  
**Business Meeting**  
**August 30, 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, Finance Director Dena Darrow, Tax Auditing Technician JoAnn Conner, County Assistance Manager Shelly Amos, District Court (DC) Court Services Director Diana Meyer, Court Services Manager Nicole Vigil, Solid Waste Director Cathy Mayer, Human Resources (HR) Director Skye Reynolds, KCSO Captain Lee Richardson, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, Legal Assistant Barb Nyquist, Grants Management Office (GMO) Program Specialist Kimberly Hobson, Juvenile Detention Senior Records Clerk Brandie Bradley, Juvenile Diversion (JDiv) Case Worker Kelly Hilliard, 9-1-1 Communications Services Technician Collin McRoy, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Alicia Lynch. Also present was 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:**

07/21/2016	Public Hearing/ CUP15-0008/ Verizon/ Community Development
07/28/2016	Public Hearing/ SPN16-0002/Condon/ Community Development
08/11/2016	Deliberations/ MSF16-003/ Big Sky Capital/ Community Development
08/16/2016	Community Development
08/16/2016	Commissioners' Debriefing
08/17/2016	Department Heads
08/18/2016	<i>Executive Session §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent</i>
08/19/2016	<i>Executive Session §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent</i>
08/19/2016	<i>Executive Session §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent</i>
08/23/2016	Request for Debt Forgiveness 2011-155
08/23/2016	Waterways Advisory Board
08/23/2016	Business Meeting
08/24/2016	Tax Exempt Application Hearing
08/24/2016	Idaho Transportation Department

**Board Actions:**

Request for Tax Exempt Status/ Museum of North Idaho/ AIN 145195  
BOCC Signatures for Indigent Cases: 8/18/2016 through 8/24/2016  
Kennel License Renewal/ Hall's Little Acre/ Hall

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 August 22, 2016, through August 26, 2016, in the amount of \$619,811.25 with \$862.98 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:**

**Third Amendment/ Metals Recycling Contract/ American Recycling/ Solid Waste**

Solid Waste Director Cathy Mayer requested the Board approve the Third Amendment to the Metals Recycling Contract between the County (Solid Waste) and American Recycling. She said the amendment would extend the contract through December 31, 2017, for metal recycling at the Prairie and Ramsey Transfer Stations. She added the County received revenue for the metal waste.

Commissioner Stewart moved to approve the Third Amendment to the Metals Recycling Contract between the County (Solid Waste) and American Recycling. 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.

**Contract/ Interstate Batteries/ Solid Waste**

Ms. Mayer requested the Board approve a contract extension between the County (Solid Waste) and Interstate Batteries through September 30, 2018. She said the contract was for assorted battery pickup, including automotive batteries, at the Prairie and Ramsey Transfer Stations. She added the County received revenue for the batteries.

Chairman Green asked R. David Ferguson whether it was appropriate to accept the extension through 2018 or if it would obligate a future Board. Mr. Ferguson replied that future Boards would have to disaffirm the contract. Commissioner Stewart noted that

funds were not being allocated on behalf of future Boards, only revenue. Mr. Ferguson added there was a thirty day termination clause.

Commissioner Stewart moved to approve the Lead-Acid Battery Recycling Agreement between the County (Solid Waste) and Interstate Batteries. 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.

**Facilities Use Agreement/ Lakeland Joint School District 272/ Juvenile Diversion**

JDiv Case Worker Kelly Hilliard requested the Board approve a Facilities Use Agreement between the County (JDiv) and Lakeland Joint School District 272. She said the School District would allow the use of their building after school hours for JDiv to teach a drug and alcohol class. Chairman Green inquired whether the School District was asking for indemnification. Ms. Hilliard said the County was asked to provide a waiver of liability and Indemnity.

Commissioner Stewart moved to approve the Facilities Use Agreement between the County (JDiv) and Lakeland Joint School District 272. 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. Mayer and Ms. Hilliard exited the meeting at 2:06 p.m.

**Contract/ Inmate Food Services/ CBM Managed Services/ Jail/ KCSO**

KCSO Captain Lee Richardson requested the Board approve the Contract for Inmate Food Services between the County (KCSO) and CBM Managed Services. He said the Contract had been reviewed by Legal. Captain Richardson explained that an amendment had been made to the original contract to include the Juvenile Detention Center.

Commissioner Stewart moved to approve the Inmate Food Services Contract between the County (KCSO) and CBM Managed Services. 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.

Juvenile Detention Senior Records Clerk Brandie Bradley exited the meeting at 2:08 p.m.

**Service Agreements/ Mason Butte/ Killarney Mountain/ Canfield Mountain/ KCSO/ 9-1-1**

9-1-1 Communications Services Technician Collin McRoy requested the Board approve the Service Agreements between the County (9-1-1) and DIVCO for semi-annual maintenance of heating ventilation and air conditioning units at the following locations: Mason Butte, Killarney Mountain, Canfield Mountain, Kootenai County 9-1-1, and the Sheriff's office.

Commissioner Stewart moved to approve the Service Agreement between the County (9-1-1) and DIVCO. 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.

**Memorandum of Understanding (MOU)/ Southwest Idaho Wireless Integrated Network (SWIWN)/ Kootenai County Emergency Medical Services System (KCEMSS)/ KCSO/ 9-1-1**

Mr. McRoy requested the Board approve the MOU for the SWIWN Agreement which allowed KCEMSS to continue to use the 700 MHz radio system.

Commissioner Stewart moved to approve the MOU between the County (9-1-1) and KCEMSS. 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.

**Revised Grant Application/ Hazard Mitigation Grant Program (HMPG)/ KCSO/ 9-1-1/ Grants Management Office**

Mr. McRoy requested the Board approve the revised HMPG application after the Idaho Office of Emergency Management recommended changes. He said the County was not required to include a cost benefit analysis with their application, so that section had been removed.

Commissioner Stewart moved to approve the Revised Grant Application for Hazard Mitigation Grant Program between the County and the Idaho Bureau of Homeland Security. 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.

**Letters of Agreement/ City of Coeur d'Alene/ City of Post Falls/ City of Hayden/ City of Dalton Gardens/ City of Huetter/ Transit**

GMO Program Specialist Kimberly Hobson requested the Board approve the Letters of Agreement detailing the contributions to the transit program from the Cities of Coeur d'Alene, Post Falls, Hayden, Dalton Gardens, and Huetter. Chairman Green asked whether the Cities paid upon receipt of the letter, and Ms. Hobson replied that the Cities were billed twice a year.

Commissioner Stewart moved to approve the public transit letters of agreement to be sent to the Cities of Coeur d'Alene, Post Falls, Hayden, Dalton Gardens, and Huetter. 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 Award 16-5307 Ops/ PM/ Project/ ID-2016-009-00/ US Department of Transportation/ Transit**

Ms. Hobson requested the Board approve a Grant Award for \$1,169,212 in 16-5307 funds for the transit program.

Commissioner Stewart moved to approve the Grant Award 16-5307 Ops. 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.

**Fiscal Year (FY) 2014 Homeland Security Grant Program (HSGP) Final Amended Award/ Closeout/ Office of Emergency Management/ Grants Management Office**

Ms. Hobson reported a backordered SWAT throw phone with the value of \$1,531.02 needed to be de-obligated from the FY2014 HSGP Award, because it would not arrive in time. She requested the Board approve the final amended award so the grant could be closed out.

Commissioner Stewart moved to approve the FY2014 HSGP Final Amended Award Closeout. 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.

**Cancellation Letter/ Colonial Insurance/ Human Resources**

HR Director Skye Reynolds requested the Board approve the Cancellation Letter for two employees to be sent to Colonial Insurance. She said there would be more cancellation letters as employees chose to switch to the County's group insurance plan.

Commissioner Stewart moved to approve the Cancellation Letter to Colonial Insurance. 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. Reynolds exited the meeting at 2:16 p.m.

**Agreement/ Collection Services/ AllianceOne/ District Court**

DC Court Services Director Diana Meyer requested the Board approve the renewal of the Agreement between the County (DC) and AllianceOne Collection Service. She said the contract established a 25% collection fee instead of the 33% allowed by statute. Chairman Green inquired whether DC used AllianceOne Collection Service often, and noted that many other County divisions used Chapman Financial Services. Ms. Meyer replied that DC had used AllianceOne for several years and said eight companies were interviewed before AllianceOne was selected.

Commissioner Stewart moved to approve the Agreement for Collection Services between the County (DC) and AllianceOne. 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. Meyer and Court Services Manager Nicole Vigil exited the meeting at 2:18 p.m.

**Requests for Extension/ Coeur d'Alene School District/ Post Falls School District/ Kingston-Cataldo Sewer District/ Auditor**

Tax Auditing Technician JoAnn Conner requested the Board approve the requests for property tax budget extensions from the Coeur d'Alene and Post Falls School Districts, and from the Kingston-Cataldo Sewer District. She said school levies were calculated using the average daily attendance during the first week of school, and both school districts started school in September this year. Ms. Conner said she had recommended Kingston-Cataldo Sewer District request an extension due to unforeseen district circumstances including a failing generator and the relocation of a sewer line.

Commissioner Stewart moved to approve the requests for extension for Coeur d'Alene School District, Post Falls School District, and Kingston-Cataldo Sewer 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.

- 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 2:20 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

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

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