

**Minutes of Meeting
Business Meeting
September 7, 2016
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Parks & Waterways Director Nick Snyder, Office of Emergency Management (OEM) Director Sandy Von Behren, Human Resources (HR) Director Skye Reynolds, Information Systems (IS) Director James Martin, PC/Imaging Technician Bob Otto, Finance Director Dena Darrow, Senior Staff Accountant Kimberli Price, Staff Accountant Julina Hildreth, Civil Deputy Prosecuting Attorney R. David Ferguson, Legal Assistant–Civil Barb Nyquist, BOCC Senior Secretary Alethea Carpenter, Administrative Secretary Teri Johnston, Solid Waste Principal Planner Lauren Chaffin, and Deputy Clerk Randi Davis. Also present was Mercer representative Chris Codd. Commissioner David Stewart was excused.

A. Call to Order: Chairman Dan Green called the meeting to order at 11:00 a.m.

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

C. Approval of Consent Calendar:

Minutes of Meetings:

08/08/2016	<i>Executive Session §74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent.</i>
08/11/2016	Public Hearing/ ZON 16-0002/ Ordinance 498/ Amend Zoning Map/ Community Development
08/22/2016	Community Development Update
08/25/2016	Shared Parking Proposal
08/29/2016	<i>Executive Session §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.</i>
08/29/2016	Community Development Update
08/29/2016	Commissioners' Debriefing
08/30/2016	Business Meeting

Board Actions:

Treasurer's Monthly Report/ August 2016
BOCC Signatures for Indigent Cases: 8/25/2016 through 8/31/2016
Kennel License Application/ Sierra Kennel/ Duren

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

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

D. Approval of Payables List:

Commissioner Eberlein moved to accept the Payables List for the week of August 29, 2016, through September 2, 2016, in the amount of \$249,884.57, with \$6,409.30 jury payments. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

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

F. New Business:

Contract/ Mercer/ 457 Deferred Compensation Retirement Plan Reviews/ Human Resources

HR Director Skye Reynolds presented a statement of work to hire Mercer Health and Benefits' retirement division to look into the three existing pre-tax retirement plans the County currently has. She said the work would cost \$22,500 and be completed within 12 weeks. Ms. Reynolds stated the funding source for this would come from the flexible spending account. Chairman Green asked whether the contract would carry forward into the next fiscal year, and Finance Director Dena Darrow confirmed it would.

Commissioner Eberlein moved to approve Contract/ Mercer/ 457 Deferred Compensation Retirement Plan Reviews Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Ms. Reynolds and Mercer representative Chris Codd exited the meeting at 11:05 a.m.

Change Order/ Hauser Lake Dock Project/ North Idaho Maritime/ Parks & Waterways

Parks & Waterways Director Nick Snyder presented a change order for the Hauser Lake dock project. He said the change order documented some minor material selections, and would not add any additional new infrastructure. Mr. Snyder pointed out that the changes were already approved under the current budget.

Commissioner Eberlein moved to approve Change Order/ Hauser Lake Dock Project/ North Idaho Maritime Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Mr. Snyder exited the meeting at 11:05 a.m.

State Homeland Security Program (SHSP) Grant Award/ Memorandum of Understanding (MOU)/ Office of Emergency Management

OEM Director Sandy Von Behren discussed the MOU concerning the SHSP grant award in the amount of \$181,894, with no County match. She said the MOU was structured with great flexibility, and payments would be administered to the State rather than the County having to deal with administrative issues.

Commissioner Eberlein moved to approve the State Homeland Security Program Grant Award/ Memorandum of Understanding/ Office of Emergency Management. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Von Behren exited and Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 11:10 a.m.

Resolution 2016-98/ Fixed Asset Deletion/ Solid Waste

Solid Waste Principal Planner Laureen Chaffin presented a list of fixed assets that were no longer in use. She requested approval to have the Auditor's office delete them from the County's fixed assets inventory.

Commissioner Eberlein moved to approve Resolution 2016-98. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Resolution 2016-99/ Title VI Compliance Officer/ Grants Management (GMO)

Chairman Green said approving item Resolution 2016-99/ Title VI Compliance Officer/ Grants Management would authorize GMO Director Jody Bieze to sign Resolution 2016-99.

Commissioner Eberlein moved to approve signing Resolution 2016-99/ Title VI Compliance Officer/ Grants Management. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Resolution 2016-100/ Capital Asset Deletion/ Information Systems

IS Director James Martin requested approval to delete computer equipment that was over 10 years old and no longer in use from the County's capital assets inventory.

Commissioner Eberlein moved to approve Resolution 2016-100/ Capital Asset Deletion/ Information Systems. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Mr. Martin and PC/Imaging Technician Bob Otto exited the meeting at 11:15 a.m.

Tax Deed Bid/ AIN 316108/ McClelland

Commissioner Eberlein opened a sealed envelope containing a tax deed bid for AIN 316108 in the amount of \$2,175. Chairman Green suggested rejecting the bid so that the easement the County was going to place on the property could be recorded first. Commissioner Eberlein suggested addressing the easement deed in the next item before rejecting the bid.

Easement Deed/ Lakeview Boulevard Owners/ AIN 316108/ Upper Twin Lake/ BOCC

Civil Deputy Prosecuting Attorney Pat Braden presented an easement deed he had drafted with the assistance of County Surveyor Rodney Jones concerning a parcel the County owned in Upper Twin Lake. He said the easement deed would allow homeowners nearby to continue to use the road that went through the property after the County sold it.

Commissioner Eberlein moved to approve the recording of the easement deed on property AIN 316108. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Commissioner Eberlein moved to reject the McClelland tax deed bid for AIN 316108, and to offer an opportunity to resubmit the bid after the easement deed was recorded. Chairman Green clarified that staff would be directed to notify McClelland of the tax deed rejection and resubmission opportunity, and Commissioner Eberlein agreed. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

BOCC Senior Secretary Alethea Carpenter and Mr. Braden exited the meeting at 11:19 a.m.

Request/ Extension of County L2 Filing/ Auditor

Finance Director Dena Darrow requested an extension on the submission deadline of the County's L2 to the State Tax Commission, needed because of budget changes during the Fiscal Year 2017 Budget Public Hearing on August 31, 2016. Commissioner Eberlein asked what an L2 was. Staff Accountant Julina Hildreth replied it was the form the County submitted to the State Tax Commission that stated the amounts the County was requesting to levy. Commissioner Eberlein asked whether the County would have to request an extension from the State. Ms. Hildreth said the State would extend the County's deadline if the Commissioners approved one taxing district extension request. Commissioner Eberlein clarified that the Auditor's office was asking the Commissioners to request a deadline extension from the State for submitting the County's L2.

Commissioner Eberlein moved to request a filing extension from the State for the County's L2. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

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 11:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
