

**Minutes of Meeting  
Business Meeting  
November 15, 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 KCSO Captain Lee Richardson, Human Resources Director Skye Reynolds, Airport Director Greg Delavan, Parks & Waterways Director Nick Snyder, Finance Director Dena Darrow, Senior Manager Financial Performance & Compliance Kimberli Riley, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, Legal Assistant–Civil Barb Nyquist, Reprographics/Mail Center Manager David Reid, Lead Records Technician Paige Plew, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Randi Davis. Also present was Contractors Northwest Director of Building Relationships Linda Davis and representative Demoree Sanders. Commissioner Marc Eberlein was excused.

**A. Call to Order:** Chairman Dan Green called the meeting to order at 2:07 p.m.

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

**C. Approval of Consent Calendar:**

**Minutes of Meetings:**

10/17/2016	Community Development Update
10/26/2016	Deliberations/ Minutes of Meeting/ MSP15-0002/ Community Development
11/07/2016	Office of Emergency Management Update
11/07/2016	Community Development Update
11/08/2016	Business Meeting

**Board Actions:**

Treasurer’s Report/ Monthly Settlements and Statements/ October 2016  
BOCC Signatures for Indigent Cases: 11/2/2016 through 11/9/2016

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 Davis 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 November 7, 2016, through November 10, 2016, in the amount of \$721,148.07 with no jury payments. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis 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:**

**Request for Reimbursement #1/ Harrison Breakwater Replacement Project/ BG16-1-28-1/ Parks & Waterways**

Parks & Waterways Director Nick Snyder presented a request for reimbursement to be sent to the state concerning engineering costs the County incurred for the Harrison Breakwater Replacement Project.

Commissioner Stewart moved to approve the Request for Reimbursement #1/ Harrison Breakwater Replacement Project/ BG16-1-28-1/ Parks & Waterways. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

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

**Special District Dissolution/ North Rockford Bay Sewer District/ Resolution 2016-120/ Auditor**

Finance Director Dena Darrow said that all districts were required to register with the state, and North Rockford Bay Sewer District had been inactive for 20 years. She said there was no evidence that the district existed, and it could be dissolved with Board approval. Civil Deputy Prosecuting Attorney R. David Ferguson asked whether there were any assets that were found to transfer, and Ms. Darrow confirmed there were not.

Commissioner Stewart moved to approve Resolution 2016-120. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

**Purchase Agreement/ IS5000 Neopost Mail Postage Machine/ Reprographics**

Reprographics/Mail Center Manager David Reid requested approval to purchase an IS5000 Neopost Mail Postage Machine in the amount of \$13,371. He said it was the lowest cost of the three quotes he received.

Commissioner Stewart moved to approve the Purchase Agreement/ IS5000 Neopost Mail Postage Machine/ Reprographics. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

BOCC Administrative Secretary Nancy Jones entered the meeting at 2:13 p.m.

**Agreement/ University of Idaho Extension Office/ Kootenai County**

Ms. Jones presented an annual agreement between the County and the University of Idaho Extension Office for the University's use of the Elections building.

Commissioner Stewart moved approve the agreement between the County and the University of Idaho Extension Office dated September 26, 2016. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Ms. Jones exited the meeting at 2:15 p.m.

**County Deed/ Sublette/ Board of Commissioners**

Chairman Green suggested returning to item County Deed/ Sublette/ Board of Commissioners at the end of the meeting so that Civil Deputy Prosecuting Attorney Pat Braden could be in attendance to present it.

**Resolution 2016-115 Carry Over of Fiscal Year (FY) 2016 Capital Projects/ Auditor**

Senior Manager Financial Performance & Compliance Kimberli Riley presented a Resolution to carry over FY2016 capital projects funding into FY2017 for incomplete projects.

Commissioner Stewart moved to approve Resolution 2016-115. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

**Resolution 2016-116/ Consent to Sublease/ Huckleberry Hangars, LLC/ Airport**

Airport Director Greg Delavan presented a Resolution that would allow Huckleberry Hangars, LLC to sublease individual hangars without changing its responsibility to the County.

Commissioner Stewart moved to approve Resolution 2016-116. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Mr. Braden entered the meeting at 2:19 p.m.

**Resolution 2016-118/ Surplus Equipment/ Asset Deletion/ KCSO**

KCSO Captain Lee Richardson requested approval to delete a fax machine that was no longer in use from the County’s asset inventory.

Commissioner Stewart moved to approve Resolution 2016-118. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Mr. Delavan, Ms. Darrow, Ms. Riley, and Mr. Reid exited the meeting at 2:20 p.m.

**County Deed/ Sublette/ Board of Commissioners**

Mr. Braden presented a County tax deed concerning a parcel of property on Loffs Bay Road in Coeur d’Alene. He said Community Development recommended the parcel be conveyed to the adjacent property owner.

Commissioner Stewart moved to approve the County deed transfer to Sublette. Chairman Green seconded the motion. Commissioner Stewart amended his motion to include it was parcel AIN 306441. Chairman Green seconded the motion again. There being no further discussion, Deputy Clerk Davis 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. There were no public comments.

Chairman Green adjourned the meeting at 2:23 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Randi Davis, Deputy Clerk

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