

Bonner County

Board of Commissioners

Lewis Rich

Cornel Rasor

Mike Nielsen

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

June 21, 2011 - 8:45 AM
Bonner County Administration Bldg.
Third Floor Conference Room
1500 Hwy 2, Suite 308, Sandpoint, ID

On Tuesday, June 21, 2011 the Bonner County Commissioners met for their regularly scheduled meeting with all three Commissioners present.

CALL TO ORDER

Chairman Lewis Rich called the meeting to order at 8:45 a.m.

INVOCATION

Harvey Riffle from the Faith Evangelical Free Church presented the Invocation.

PLEDGE OF ALLEGIANCE

ADOPT ORDER OF THE AGENDA

Chairman Lewis Rich advised of the following changes to the Agenda:

- 1) **Miscellaneous:** Add: Item 8: Discussion/Decision Regarding Approval of Loan Paper for the County to Move forward with Work at Bonner County Courthouse - Resolution.
- 2) **Consent Agenda:** Add Item 2: Idaho Liquor Catering Permit, Eichardt's Inc., Catering for Pend Oreille Water Keeper BBQ and the Summer Music Festival.
- 3) **Miscellaneous:** Add Item 9: Discussion/Decision Regarding Internet Access/VPN Traffic and Web Server Access Issues - Leonard Wilson.
- 4) **Item # 3 under EMS:** Removed from EMS and added as Item 4 under 911 Dispatch: Discussion/Decision Regarding Bonner County Communications Grant Purchase Request.

Commissioner Rasor advised there was one more item to be added as Item 5 under 911 Dispatch: Discussion/Decision Regarding Relocation of Communication Equipment. Commissioner Rasor made a motion to add Discussion/Decision Regarding Relocation of Communications Equipment in the basement of the Courthouse to a temporary trailer. Commissioner Nielsen seconded the motion. All in favor the motion passed.

- 5) **911 Dispatch:** Add Item 5: Discussion/Decision Regarding Relocation of Communication Equipment.

Commissioner Nielsen made a motion to adopt the Order of the Agenda, as amended. Commissioner Razor seconded the motion. All in favor. The motion passed.

MEETING UPDATES

Commissioner Razor: Commissioner Razor reported on a meeting with Courthouse personnel where a number of topics were discussed relating to the relocation of Courthouse personnel and setting up Mountain West Bank for computer interface. Moving of personnel is going forward, making sure all systems are functional when personnel are moved; getting appropriate signage installed clearly clarifying that the Calvary Chapel parking lot is for Bonner County personnel only and the judges are getting together to issue a press release outlining the relocation process.

Commissioner Nielsen: Commissioner Nielsen reported on the Inland Northwest Community Foundation Meeting which emphasizes job creation and education. Commissioner Nielsen advised that the Waterways Advisory Board met last week; Leslie Marshall and Lt. Cary Kelly will be working on ordinances; Commissioner Nielsen also met with the Groomers' Committee to discuss phone problems, future fueling procedures and replumbing. Commissioner Nielsen also reported on the Parks & Recreation grant received for grooming operations.

Commissioner Rich: Commissioner Rich advised he attended the PCDC meeting last week where an update on flooding issues was presented; Bob Howard, Director of Emergency Management, also gave a presentation on his job and his roll and flooding issues. Jay Baker from the Bureau of Homeland Security also appeared and gave a presentation on his job requirements and flooding issues.

CONSENT AGENDA

- 1) Approval of Public Hearing/Meeting Minutes for March 2, 2011, March 23, 2011 and April 6, 2011.
- 2) Idaho Liquor Catering Permit: Eichardt's Inc., Catering for Pend Oreille Water Keeper BBQ and the Summer Music Festival

Commissioner Razor made a motion to approve the Consent Agenda. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

SOLID WASTE, WATERWAYS, PARKS & RECREATION and WEEDS – Leslie Marshall

- 1) Updates on Staff, Projects and Departments.

Director Leslie Marshall presented updates on staff, projects and department as follows: In Solid Waste recycle, site cleanup and hazmat clean up continue; they are pushing the wood pile at Dickensheet and general maintenance continues at all sites. In Weeds, the rights-of-way are

being sprayed. In Waterways, the cleaning up of boat launches and bathrooms continues along with work on the Slee Road boat launch parking lot project.

2) Discussion/Decision Regarding Award for the 2012 Spray Truck.

Commissioner Rasor made a motion that the 2012 Spray Truck Bid be awarded to Rokstad Ford for the unit price of \$40,515.30 and authorize the Noxious Weed Director to move forward with the purchase. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

3) Discussion/Decision Regarding Resolution to Move "A" Budget Funds from 409-21 Bonner Park West Salaries to 689-2212 Bonner Park West Expenses to Cover the Contract for a Park Host.

Commissioner Rasor made a motion to approve Resolution No. 11-57, transferring Parks and Recreation "A" Budget funds to "B" funds for Bonner Park West Park Host. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

4) Discussion/Decision to Charge \$12.50 to Commercial and Agency Organizations for the Disposal of Monitors.

Commissioner Nielsen made a motion to approve Resolution 11-58, charging \$12.50 to Commercial and Agency Organizations for the disposal of monitors. Commissioner Rasor seconded the motion. All in favor. The motion passed.

5) Discussion/Decision to Accept Sick Bank Hours.

Commissioner Nielsen made a motion to accept the sick leave donation from Kelly Kingsley of Solid Waste. Commissioner Rasor seconded the motion. All in favor. The motion passed.

Director Marshall also discussed solid waste issues regarding Jeb and Margaret's Trailer Park and the School District wanting a concession of no dump fees.

ROAD & BRIDGE – Ryan Luttmann

1) Updates on Staff, Road Districts and Projects.

Director Ryan Luttmann presented updates on staff, road districts and projects as follows: Road stabilization (weather permitting) is ongoing in all three districts as well as grading roads; gravel placement is ongoing in Districts 1 and 2 and mud holes are being repaired in District 2. The Construction Crew is preparing W. Bronx Road for pulverizing; paving, patching, crack sealing and chip seal are all ongoing. Road and Bridge is also working with FEMA, ACOE and ARRA.

Director Luttmann also presented an update on the agreement with ITD regarding illumination on the Sagle/Homestead project, advising that ITD has pulled this portion from the project.

EMERGENCY MANAGEMENT – Bob Howard

1) Updates on Staff, Projects and Department.

Director Bob Howard advised that the BONfire Contracts for the '07 NFA grant have been written and dollars have been committed; regarding the 2008 SH SP grants, Director Howard would like to transfer the dollars from the 2008 SH SP grants to purchase the storage device for the records program and then transfer any monies remaining to interoperability communications.

Director Howard also advised he has received a number of phone calls regarding the "No Wake" resolution, asking how much longer the resolution will be in effect. Director Howard has advised it will be in effect until the river is below "Action Level/2062.6."

PLANNING & ZONING – Clare Marley

1) Discussion/Decision Regarding Salishan Point Notice of Surety Default, File #S1446-06.

Director Marley advised that all issues surrounding this matter have been resolved and Treasurer, Cheryl Piehl, has been advised of same.

2) Discussion/Decision Regarding Surety for Backman Acres, File #SS1039-03.

Commissioner Rasor made a motion to authorize the release of the surety for Backman Acres, File #SS1039-03. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

3) Discussion/Decision Regarding Time Extension Request for File S1597-08, the Cove at Strong Creek, Preliminary Plat.

Commissioner Nielsen made a motion to approve the time extension for the Cove at Strong Creek, File S1597-08, until August 5, 2013. Commissioner Rasor seconded the motion. All in favor. The motion passed.

4) Department Updates.

Director Marley presented department updates advising a handout has been prepared for hearings to educate the public of the process and what materials they will need to provide for hearings; the Planning & Zoning meeting of June 21, 2011 will be discussing watershed issues to decide whether to continue to pursue the project; grandfathered rights will be discussed; the new intern will be working on the census update for the comp plan and the housing update; the appeal on the Cavanaugh Bay matter is being scheduled; and Director Marley presented phone and counter activities reports.

911 DISPATCH - Marcus Robbins

Items 1 and 2 were discussed together:

1) Updates on Staff, Department, Calls and Projects.

2) E-911 Updates.

Director Marcus Robbins advised they are in the process of setting up interviews. On the communications side, the Samuels had a UHF intermittent problem that is being worked on; a couple of settings are being readjusted; Tom Ball provided an update to Director Robbins on the Gold Mountain Site to put together an easement packet for the area.

The following items were taken out of order:

4) Discussion/Decision Regarding Bonner County Communications Grant Purchase Request Requests.

Commissioner Nielsen made a motion to approve two grant requests: (1) Little Black Tail Tower Work in the amount of \$11, 976.07; (2) The 700 MHz base stations in the amount of \$17,903.18 to be installed at the 911 Dispatch Center. Commissioner Rasor seconded the motion. All in favor. The motion passed.

5) Discussion/Decision Regarding a Portable Communication Facility.

Commissioner Nielsen made a motion to approve the conversion communication trailer estimate in the amount of \$21,681. Commissioner Rasor seconded the motion. All in favor. The motion passed.

3) Discussion/Decision Regarding Radio Use Agreement.

Commissioner Rasor made a motion to approve this Radio Use Agreement proposed by 911 for the Bureau of Land Management. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

Commissioner Rasor made a motion to allow the Chairman to sign the Radio Use Agreement administratively, when received. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

EMS – Rob Wakeley

The following items were addressed in reverse order:

2) Discussion/Decision Regarding State of Idaho Dept. of Health and Welfare Subgrant Number HC720600 in Amount of \$10,000.

Commissioner Rasor made a motion to approve Subgrant HC720600, pending correction of the “Agency” designation to Bonner County Emergency Medical Services throughout the document. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

1) Update on Staff, Department, Calls and Projects.

Chief Rob Wakeley requested an Executive Session regarding hiring which was done at the conclusion of the agenda items.

SANDPOINT AIRPORT – Chris Popov

- 1) Discussion/Decision Regarding AIP Non-Primary Entitlement Funding and Transfer of Entitlements.

Chris Popov advised this issue was regarding the re-direction of the non-discretionary entitlement funds that are due to expire in September. The Priest River Airport has confirmed it could use the funds, but the nature of the “grant” versus “loan” of the funds needed to be determined. Although the funds are all part of Bonner County, meaning it is self-directed by the Commissioners, it is up to the Commissioners to ultimately determine the nature of the use of the proceeds.

There was a lengthy discussion regarding disposition of non-discretionary funds that are now available through the FAA and the procedural issues involved in any funds transfer. The Commissioners and Mr. Popov agreed that more communication and collaboration between the two Airports would be the most appropriate way to work on the funds issues to make the best decisions for Bonner County.

Commissioner Nielsen made a motion for the AIP non-primary entitlement funding in the total amount of \$150,000, to be transferred as follows: \$76,033 from fiscal year 2008 to the Bonner County Priest River Municipal Airport and \$73,967 of the fiscal year 2008 funds to the Kootenai County Pappy Boyington Field. Commissioner Rasor seconded the motion. All in favor. The motion passed.

MISCELLANEOUS ITEM NO. 9:

- 9) Discussion/Decision Regarding Internet Access/VPN Traffic and Web Server Access Issues - Leonard Wilson.

Leonard Wilson advised he had met with Wire-to-Wireless regarding connectivity between the Bank Building and the Courthouse, for the relocation of Courthouse personnel to the Bank. It appears the connectivity process can be accomplished without any modifications to the buildings; it will be a temporary connection for four months, leasing the equipment; a quote has been received for the work for \$810 for both the installation and the lease of the equipment for four months. All work should be accomplished in a week's time; the formal deadline for the installation is August 1, 2011.

Commissioner Rasor made a motion to approve the proposal for connectivity between the Courthouse and the temporary Bank building in the amount of \$810, to be funded out of the Courthouse fund that will be upcoming (via Solid Waste fees). Commissioner Nielsen seconded the motion. All in favor. The motion passed.

Mr. Wilson also reported on a "Denial of Service" attack on the county website for about two weeks which is causing significant issues for the Prosecutor's office, the Courthouse and all other County offices located in that area. Unfortunately, there are a number of "robot" computers that are flooding the system so there isn't any one particular person/entity to lock out of the system. All mitigation measures have been pursued to alleviate the problem but the problem cannot be pinpointed. The end result is that legitimate individuals trying to get into the website are being affected.

Mr. Wilson suggested the website be moved to an off-site website hosting service (costs are minimal), thus eliminating the problem; Mr. Wilson confirmed he would still be able to manage and service the website. Mr. Wilson also had several other suggestions but moving the website would be the most cost effective at this time.

Commissioner Rasor made a motion to authorize Leonard Wilson to relocate the web server to a dedicated off-site hosting service, at an estimated fee of \$10 to \$15 per month. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

Mr. Wilson also advised that Bonner County officials would like to add a clause/addendum to the contract with Northland Cable guaranteeing availability of the service.

Mr. Wilson advised they have averaged 185 work orders a month through the first half of this calendar year (up about 5% from last year); most of the work at this time is directed toward the relocation efforts.

BUILDINGS AND GROUNDS - Ed Buzbee

1) Discussion/Decision Regarding Revised Bid for Heat Pump #2-10.

Buildings and Grounds Director Ed Buzbee confirmed this issue concerned HVAC warranty issues for the Administration Building; Heat Pump #2-10 in the Planning Department initially had a replacement cost of \$4,354; the manufacturer has offered a partial warranty on the replacement unit in the amount of \$1647, including freight to the location. Install costs from Tyco Mechanical will be \$1014.

Commissioner Nielsen made a motion to approve the bid for replacement of Heat Pump #2-10, pending confirmation of the funding being available, in the amount of \$1647 and the installation fee of \$1014. Commissioner Rasor seconded the motion. All in favor. The motion passed.

Mr. Buzbee advised the remaining HVAC issues are still pending in legal/contacting Air Tech for some of the repairs. Mr. Buzbee will continue to monitor the situation.

EMS EXECUTIVE SESSION - Chief Rob Wakeley

At 11:05 a.m. Commissioner Rasor made a motion to enter into an Executive Session under Idaho Code §67-2345(A), **Potential for Hiring an Agent/Contractor** with EMS Chief Rob

Wakeley, Commissioner Nielsen seconded the motion. All in favor. Roll Call: Commissioner Nielsen, Aye; Commissioner Rich, Aye; Commissioner Rasor, Aye. The motion passed.

At 12:25 p.m. Commissioner Rasor made a motion to adjourn the Executive Session and recess the regular business meeting until 1:30 p.m., for lunch. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

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At 1:30 p.m. Commissioner Nielsen made a motion to reconvene the regular business meeting. Commissioner Rasor seconded the motion. All in favor. The motion passed.

PERSONNEL – Pam Allen

- 1) Recruitment, New Hire, Change of Status.

Human Resources Director Pam Allen presented the following hire sheets: Two hire sheets for part-time fair helpers for office and grounds keeping positions; three temporary hire sheets for the Weeds Department (mowers); a Deputy Transport position (part-time) for the jail replacing a deceased employee; fulltime employee for the GIS Department; Jail position (reclassifying employee at a lower certification level to match actual training received).

- 2) Executive Session Regarding Personnel Policy under Idaho Code **§67-2345(B)**.

At 1:40 p.m. Commissioner Rasor made a motion to enter an Executive Session under Idaho Code **§67-2345(B)/Personnel Policy** with Human Resources Director Pam Allen. Commissioner Nielsen seconded the motion. All in favor. Roll Call: Commissioner Rich, Aye; Commissioner Nielsen, Aye; Commissioner Rasor, Aye. The motion passed.

At 2:26 p.m. Commissioner Nielsen made a motion to adjourn the Executive Session and return to the regular business meeting. Commissioner Rasor seconded the motion. All in favor. The motion passed.

Commissioner Rasor made a motion to approve the hire sheets presented during the open session of the meeting. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

Commissioner Nielsen made a motion to compensate Sgt. VanBuren for 80 hours of vacation time and giving him credit back for the 10.7 hours he is due after reaching his maximum allotment of vacation days. Commissioner Rasor seconded the motion. All in favor. The motion passed.

MISCELLANEOUS BUSINESS

- 1) Discussion/Decision Regarding the Annual Statement of Financial Condition of the County IAW IC 31-2307 using the Form Prescribed by the BOCC.

Commissioner Nielsen made a motion to table this matter until next week. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 2) Discussion/Decision Regarding the Quarterly Statements of Financial Condition of the County IAW IC 31-1611.

Commissioner Nielsen made a motion to table this matter until next week. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 3) Discussion/Decision Regarding Payment of Panhandle Area Council Dues for the 2011/2012 Year.

Commissioner Nielsen made a motion to table this matter indefinitely pending further information/meeting with Paul Ferguson of the Panhandle Area Council. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 4) Discussion/Decision Regarding LCA Approval for an Additional Fee for Architectural, Structural, Mechanical and Electrical Design Services at the Bonner County Courthouse for the Reroofing and Exit Link Project LCA No. 09003.04.

Commissioner Rasor made a motion to approve the additional fee to LCA for the Bonner County Courthouse remodel/re-roofing and exit link project, and to allow the Chairman to sign administratively. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 5) Discussion/Decision Regarding Payment to LCA Architects, P.A. for Invoice No. 0005000 for work at the Bonner County Administration Bldg. 1st Floor and Annex.

Commissioner Nielsen made a motion to approve payment to LCA Architects, P.A., for Invoice No. 0005000 for work at the Bonner County Administration Building, First Floor and Annex. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 6) Discussion/Decision Regarding Payment to LCA Architects, P.A. for Invoice No. 0005002 for work at the Bonner County Courthouse Remodel – Phase 1.

Commissioner Rasor made a motion to approve payment to LCA Architects, P.A., for Invoice No. 0005002 for work at the Bonner County Courthouse Remodel – Phase 1, in the total amount of \$6215. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 7) Discussion/Decision Regarding Disposal of Outdated and /or Broken Personal Computers and Associated Computer Related Items Belonging to Bonner County.

Commissioner Rasor made a motion to approve Resolution 11-59 for the disposal of outdated and/or broken personal computers and associated computer related items belonging to Bonner County. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 8) Discussion/Decision Regarding Approval of Loan Paper for the County to Move forward with Work at Bonner County Courthouse - Resolution.

Commissioner Rasor made a motion to approve Resolution No. 11-60, temporary inter-fund transfer resolution pending the Treasurer inputting the correct account numbers and interest rates, in the amount of \$1.5 million. Commissioner Nielsen seconded the motion. All in favor. The motion passed\

There being no further business to come before the Board of Commissioners, at 2:37 p.m. Commissioner Rasor made a motion to adjourn the regular business meeting. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

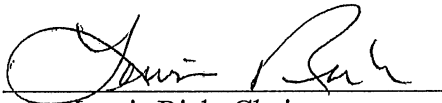
At 10:15 a.m. on Wednesday, June 15, 2011, a Special Meeting was held pursuant to Idaho Code §67-2343(2), with Bonner County Board of Commissioners for the Continuation of the Bonner County Board of Commissioners meeting of June 14, 2011.

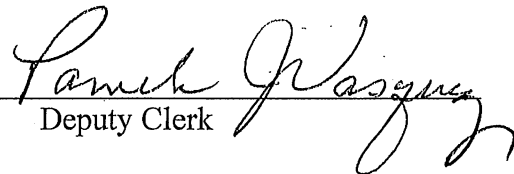
At 1:30 p.m. on Wednesday, June 15, 2011, a Special Meeting was held pursuant to Idaho Code §67-2345(A) regarding the Courthouse.

At 9:00 a.m. on Monday, June 20, 2011, a Special Meeting was held pursuant to Idaho Code §67-2345(A) regarding the Annual and Quarterly Reports for Bonner County.

At 2:30 p.m. on Monday, June 20, 2011, a Special Meeting was held pursuant to Idaho Code §67-2345(A) regarding Courthouse updates.

ATTEST: Marie Scott, County Clerk


Lewis Rich, Chairman

By: 
Deputy Clerk