



Bonner County

Board of Commissioners

Glen Bailey

Daniel McDonald

Jeff Connolly

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

October 2, 2018 – 9:00 A.M.

Bonner County Administration Building
1500 Hwy 2, Suite 338, Sandpoint, ID

On Tuesday, October 2, 2018 the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Bailey, McDonald & Connolly present, and Chairman Bailey called the meeting to order at 9:00 a.m. The Invocation was presented by Pastor Rick McLeod from Southside Community Church and the Pledge of Allegiance followed.

ADOPT ORDER OF THE AGENDA

Commissioner Connolly moved to remove HR item #1 Action Item: Discussion/Decision Regarding Payroll Procedure Policy.

Commissioner Connolly moved to adopt the order of the agenda as amended. Commissioner McDonald seconded the motion. All in favor. The motion passed.

PUBLIC COMMENT – None

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes for September 18, 2018
- 2) Invoices over \$5K: Sheriff's Office, Technology, Road and Bridge (3)
- 3) Liquor Licenses: Huckleberry Lanes; Sandpoint, ID & Westmond Chevron; Sagle, ID
- 4) Plat for Approval: Northern Sky Acres File #MLD1976-18

Commissioner McDonald made a motion to approve the consent agenda as presented. Commissioner Connolly seconded the motion. All in favor. The motion passed.

CLERK – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY19 Claims in Batch #1 \$1,231,064.32 and FY18 Demands in Batch #26 \$440,994.38; **Totaling \$1,672,058.70**

Commissioner Connolly made a motion to approve payment of the FY19 Claims in Batch #1 \$1,231,064.32 and FY18 Demands in Batch #26 \$440,994.38; Totaling \$1,672,058.70. Commissioner McDonald seconded the motion. All in favor. The motion passed.

Claims Batch #1		
General Fund	\$	191,665.49
Road & Bridge	\$	52,554.40
Airport	\$	6,524.96
Elections	\$	458.18
Drug Court	\$	8,533.20
District Court	\$	36,389.82
911 Fund	\$	33,850.13
Court Interlock	\$	255.00
Indigent and Charity	\$	2,295.47
Junior College Tuition	\$	3,350.00
Revaluation	\$	1,424.01
Solid Waste	\$	536,902.77
Tort	\$	125,064.00
Weeds	\$	105.98
Parks and Recreation	\$	947.76
Highway Special	\$	7,817.50
Justice Fund	\$	152,956.24
East Bonner Snowmobile	\$	(7.01)
Waterways	\$	1,615.21
Grants	\$	36,832.83
Drainage District	\$	674.50
Auditors Trust	\$	30,853.88
Total	\$	1,231,064.32

Demands Batch #26		
Demands	\$	440,994.38

- 2) Action Item: Discussion/Decision Regarding FY19 EMS Claims in Batch #1 \$68,393.07; **Totaling \$68,393.07**

Commissioner McDonald made a motion to approve payment of the FY19 EMS Claims in Batch #1 \$68,393.07. Commissioner Connolly seconded the motion. All in favor. The motion passed.

EMS Claims Batch #1		
Ambulance District	\$	68,393.07

SOLID WASTE – Bob Howard

- 1) Action Item: Discussion/Decision Regarding Acceptance of Metal Pile Bid, Pacific Steel and Recycling
Commissioner Connolly made a motion to award Pacific Steel and Recycling the contract for the removal of the

metal piles at the Dickensheet, Idaho Hill and Colburn sites. Pacific Steel and Recycling has agreed to pay Bonner County \$77.00 per ton. Commissioner McDonald seconded the motion. All in favor. The motion passed.

SHERIFF'S OFFICE – Daryl Wheeler

- 1) Action Item: Discussion/Decision Regarding City of Dover Law Enforcement and Prosecution Services Agreement

Commissioner McDonald made a motion to approve the agreement between the City of Dover and Bonner County to provide law enforcement and prosecution services. The City will reimburse Bonner County \$100 per month. The agreement will be effective from October 1, 2018 to October 1, 2020, unless terminated earlier upon 90 days' notice from either party. Commissioner Connolly seconded the motion. All in favor. The motion passed.

- 2) Action Item: Discussion/Decision Regarding City of Oldtown Law Enforcement and Prosecution Services Agreement

Commissioner Connolly made a motion to approve the agreement between the City of Oldtown and Bonner County to provide law enforcement and prosecution services. The City will reimburse Bonner County \$100 per month. The agreement will be effective from October 1, 2018 to October 1, 2020, unless terminated earlier upon 90 days' notice from either party. Commissioner McDonald seconded the motion. All in favor. The motion passed.

- 3) Action Item: Discussion/Decision Regarding Fee Proposal, Feasibility Study, Integrus Architecture; \$25,000

Commissioner McDonald made a motion to approve the Agreement between Bonner County and Integrus Architecture, P.S., for the Feasibility Study for the Expansion of the Bonner County Jail and the fixed fee for said services in the amount of twenty-five thousand dollars (\$25,000.00). Commissioner Connolly seconded the motion. All in favor. The motion passed.

TREASURER – Cheryl Piehl

- 1) Action Item: Discussion/Decision Regarding Petty Cash Increase for the Court's; \$100.00

Commissioner Connolly made a motion to authorize the County Treasurer to transfer \$100.00 from the Treasurer's Account to the Court's Petty Cash Fund. Commissioner McDonald seconded the motion. All in favor. The motion passed.

- 2) Action Item: Discussion/Decision Regarding Transfer of Excess Sale Proceeds to the State Treasurer per Idaho Code §31-808; Resolution

Commissioner McDonald made a motion to approve Resolution #18-116 to transfer the excess tax sale funds to the State Treasurer. The time for recorded parties of interest and record owners to make a claim for the overage has passed. The State has better resources to manage the funds and locate the owners. The Resolution has been approved by legal. Commissioner Connolly seconded the motion. All in favor. The motion passed.

HUMAN RESOURCES – Cindy Binkerd

- 1) Action Item: Discussion/Decision Regarding Revised Compensation Policy

Commissioner McDonald made a motion to approve changes to the Compensation Policy 600, to the Bonner County Personnel Policy Manual. Commissioner Connolly seconded the motion. All in favor. The motion passed.

- 2) Action Item: Discussion/Decision Regarding Non FMLA (Family Medical Leave Act) & Leave Policy

Commissioner Connolly made a motion to approve the addition of Non FMLA & Leave Policy, #760, to the Bonner County Personnel Policy Manual. Commissioner McDonald seconded the motion. All in favor. The motion passed.

- 3) Action Item: Discussion/Decision Regarding Revised Benefits Policy

Commissioner McDonald made a motion to approve the revised changes to the Benefits Policy 700, to the Bonner County Personnel Policy Manual. Commissioner Connolly seconded the motion. All in favor. The motion passed.

- 4) Action Item: Discussion/Decision Regarding HIPAA & HITECH Privacy and Security Policy

Commissioner Connolly made a motion to approve the addition of HIPAA & HITECH Privacy and Security Policy #760 to the Bonner County Personnel Policy Manual. Commissioner McDonald seconded the motion. All in favor. The motion passed.

- 5) Action Item: Discussion/Decision Regarding Revised Employment Policy

Commissioner McDonald made a motion to approve changes to the Employment Policy, #300 to the Bonner County Personnel Policy Manual. Commissioner Connolly seconded the motion. All in favor. The motion passed.

6) Action Item: Discussion/Decision Regarding Social Media Personnel Policy

There was a brief discussion amongst the Commissioners and the audience of the interpretation of the proposed social media.

Commissioner Connolly made a motion to approve the proposed Social Media Policy. Commissioner McDonald seconded the motion. All in favor. The motion passed.

JUSTICE SERVICES – Ron Stultz

1) Action Item: Discussion/Decision Regarding Juvenile Detention Agreement between Lincoln County, Montana and Bonner County, Idaho

Commissioner McDonald made a motion to approve the Juvenile Detention Agreement between Lincoln County, Montana and Bonner County, Idaho. This agreement sets forth the conditions under which Bonner County will house juveniles under the jurisdiction of Lincoln County, Montana. The term of the Agreement is for a period of two (2) years, ending September 30, 2020. Commissioner Connolly seconded the motion. All in favor. The motion passed.

AIRPORT – Dave Schuck

1) Action Item: Discussion/Decision Regarding Leasing Lots 32 & 33 at Sandpoint Airport

Commissioner Connolly made a motion to enter into this land lease for Lots 32 & 33 at Sandpoint Airport and that the Chairman sign administratively. Commissioner McDonald seconded the motion. All in favor. The motion passed.

2) Action Item: Discussion/Decision Regarding Change Order No. 1 to Obstruction Removal Project at Priest River Airport; **County Portion \$2,649.00**

Commissioner McDonald made a motion to approve this change order resulting in \$2,649 additional cost to the County and for the chair to sign the order administratively. Commissioner Connolly seconded the motion. All in favor. The motion passed.

EMS – Bob Bussey

1) Action Item: Discussion/Decision Regarding Transfer of Property to Bonner County Sheriff's Office; **Resolution**

Commissioner Connolly made a motion to approve and sign Resolution #18-117 to transfer of the attached list of items to the Bonner County Sheriff's Office from Bonner County EMS. Commissioner McDonald seconded the motion. All in favor. The motion passed.

2) Action Item: Discussion/Decision Regarding Notice of Intent to Renew, Lease Purchase Agreements
Commissioner McDonald made a motion to approve the Notice of Intent to renew the municipal lease between Bonner County EMS (Lessee) and Columbia Bank stating that the lease is to be renewed for an additional one year term. Commissioner Connolly seconded the motion. All in favor. The motion passed.

PUBLIC DEFENDER – Janet Whitney

1) Action Item: Discussion/Decision Regarding Conflict Public Defender Contract, 1st and 2nd Level, and CASA Contract

Commissioner Connolly made a motion to extend the above referenced offers of contract conditioned on contractor's timely acceptance in writing within seven (7) days. The Contract for Services of Court-Appointed Special Advocate is with Margaret Williams in the amount of \$30,000; the Public Defender 1st Level Conflicts contract is with Serra Woods and the Public Defender 2nd Level Conflicts contract with Bruce Greene. Commissioner McDonald seconded the motion. All in favor. The motion passed.

BOCC – Jessi Webster

1) Action Item: Discussion/Decision Regarding Closure of County Offices, Christmas Eve

There was a brief discussion between the Commissioners, the audience, and employees regarding those who have to work and how they will be compensated. The item was tabled until October 9, 2018. Commissioner McDonald made a motion to table this decision until further discussion can take place. Commissioner Connolly seconded the motion. All in favor. The motion passed.

At 10:13 a.m. the meeting was recessed.

At 10:25 a.m. the meeting was reconvened.

EXECUTIVE SESSION – Human Resources

- 1) Executive Session under Idaho Code § 74-206 (1) (A) Hiring with Cindy Binkerd
Action Item: Discussion/Decision Regarding Hiring

At 10:25 a.m. Commissioner Connolly moved to enter into Executive Session under Idaho Code § 74-206 (1) (A) Hiring with Cindy Binkerd. Commissioner McDonald seconded the motion. Roll Call Vote: Commissioner McDonald – Aye, Commissioner Bailey – Aye and Commissioner Connolly – Aye. The motion passed.

Commissioner Bailey reconvened the meeting at 11:24 a.m.
Instructions on how to proceed have been given to the Human Resources Department.

EXECUTIVE SESSION – Human Resources

- 1) Executive Session under Idaho Code § 74-206 (1) (B) Personnel with Cindy Binkerd
Action Item: Discussion/Decision Regarding Personnel

At 11:25 a.m. Commissioner McDonald moved to enter into Executive Session under Idaho Code § 74-206 (1) (B) Personnel with Cindy Binkerd. Commissioner Connolly seconded the motion. Roll Call Vote: Commissioner McDonald – Aye, Commissioner Bailey – Aye and Commissioner Connolly – Aye. The motion passed.

Commissioner Bailey reconvened the meeting at 11:44 a.m.
Instructions on how to proceed have been given to the Human Resources Department.

There being no further business to come before the meeting, at 11:44 a.m. Chairman Bailey adjourned the meeting.

The following is a summary of the Board of County Commissioners
Special Meetings, (including Tax Cancellations, Assistance Meetings/Admin and other) Executive Sessions,
Emergency Meetings and Hearings held during the week of September 18, 2018 – October 2, 2018
Copies of the complete meeting minutes are available upon request.

On Wednesday, September 19, 2018 a Tax Cancellation was held pursuant to Idaho Code §74-204(2). The following files were Approved: RP03730000020A & RP003980030100A

On Wednesday, September 19, 2018 an Assistance Meeting was held pursuant to Idaho Code §74-204(2). The following files were Denied: 2017-004 (Appealed)

On Wednesday, September 19, 2018, a Foreign Trade Zone Meeting with Boundary County Commissioner Dan Dinning was held pursuant to Idaho Code §74-204(2).

On Wednesday, September 19, 2018 a Priest River Airport Capital Improvements Meeting was held pursuant to Idaho Code §74-204(2) followed by an Executive Session pursuant to Idaho Code §74-206(1)(D) Records Exempt from Disclosure.

On Thursday, September 20, 2018 an Insurance Update was held pursuant to Idaho Code §74-204(2) followed by an Executive Session pursuant to Idaho Code §74-206(1)(D) Records Exempt from Disclosure.

On Friday, September 28, 2018 an Insurance Meeting was held pursuant to Idaho Code §74-204(2). Commissioner McDonald made a motion to approve the contract for Redman & Company Insurance to provide risk management liability insurance for Bonner County for the period of October 1, 2018 through September 30, 2019. The cost of the renewal will be \$628,921.00. Commissioner Connolly seconded the motion. All in favor. The motion passed.

On Friday, September 28, 2018 a Meeting with the Treasurer's Office regarding Excess Funds was held pursuant to Idaho Code §74-204(2). Commissioner McDonald made a motion to approve the payment of excess tax sale funds in the amount of \$24,899.70 to Bonner County Assistance. The time for recorded parties of interest and record owners to make a claim for the overage has passed. This is the only claim received for RP58N01E076610A. This has been reviewed and approved by legal. Commissioner Connolly seconded the motion. All in favor. The motion passed. Commissioner Connolly made a motion to approve the payment of excess tax sale funds in the amount of \$28,597.12 to Credit Bureau Of Lewiston Clarkston, INC. The time for recorded parties of interest and record owners to make a claim for the overage has passed. This has been reviewed and approved by legal. Commissioner McDonald seconded the motion. All in favor. The motion passed.

On Friday, September 28, 2018 a Turnbull Estate Update with Road and Bridge was held pursuant to Idaho Code §74-204(2).

On October 1, 2018, a Department Head Meeting was held pursuant to Idaho Code §74-204(2).

On October 1, 2018 an Insurance Update was held pursuant to Idaho Code §74-204(2) followed by an Executive Session pursuant to Idaho Code §74-206(1)(D) Records Exempt from Disclosure.

On October 1, 2018 an Equipment and Supply Sharing Meeting with EMS and the fire departments was held pursuant to Idaho Code §74-204(2).

ATTEST: Michael W. Rosedale



Glen Bailey, Chairman

9 Oct 2018

Date

By 

Deputy Clerk