

**Minutes of Meeting  
Commissioners' Debriefing  
December 5, 2012  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorneys Pat Braden and John Cafferty as well as Deputy Clerk Pamela Bogaert.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:09 p.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes made to the agenda.

**D. Old Business:** There was no old business discussed.

**E. New Business:**

After reviewing the documents provided by the Worley Historical Society regarding the Worley School, Civil Deputy Prosecuting Attorney John Cafferty recommended that the Board proceed cautiously in the transfer of the Worley School to the Worley Historical Society. The Board tasked Mr. Cafferty with determining the safest route to facilitate the transfer while protecting the County's interests. Further, Mr. Cafferty agreed to disseminate the information in a letter to the Worley Historical Society and the Worley School District prior to the Plummer-Worley School District's Board meeting that is scheduled for December 10, 2012.

Commissioner Green advised the Board that the Hayden Area Regional Sewer Board (HARSB), at a recent public hearing, voted and passed the Capitalization Fee Increase. This increased residential rate will be \$84.11, from the previous \$65.15, and will go into effect on January 1, 2013 for new connections to cover future available capacity. It is required that the increase be approved by each of the entities, by letter and/or copies of minutes, and forwarded to HARSB. The Board agreed to schedule approval of Commissioner Green's vote at the next Business Meeting to be held on Tuesday, December, 2012 at 2:00 p.m.

Civil Deputy Prosecuting Attorney Pat Braden advised the Board that the current contract with Sterling Codifiers charges the County \$500 per year for the website hosting of the electronic version of the current Kootenai County Code and \$20 per page for a total of 15 books. Mr. Braden agreed to advise the Board regarding downsizing the number of books required as well as updating the contract. Mr. Braden also recommended that the Board ask Information Systems to place a link to the Code on the front page of the County's website for ease of access.

Commissioner Nelson informed the Board that she will be meeting with Grant Writer Jody Bieze, Civil Deputy Prosecuting Attorney R. David Ferguson and Administrative Secretary Lori Cogley to update and clarify the yearly application process for continuation of tax exempt status. A centralized database will be addressed at that time.

Commissioner Nelson informed the Board that she received a letter from Dan Harbeke, of Union Pacific, asking for County contact information and requesting a meeting with the Board to discuss any issues the Board may have with Union Pacific. The Board could not determine any issues they might wish to speak with Mr. Harbeke about and declined to accept a meeting.

Chairman Tondee reported he has requested that Architects West provide a list of all fees incurred to date for the new Building & Grounds building and parking lot renovation. Chairman Tondee also reported that the Jail repaving project, originally budgeted at \$162,000, has increased to over \$300,000 due to unforeseen issues and advised that he is working with TO Engineers, Inc. to amend the scope of the project.

The Board received a letter requesting their comments regarding the amendment to the Post Falls Urban Renewal District to extend the termination. The Board agreed to remain silent on the issue.

Commissioner Green advised the Board that the Veterans Services Office has elected to retain the current name on their checking account, but will change the billing address. Also, Commissioner Green recommended that, since Veterans Services Officer Scott Thorsness is a County employee, he should not be approved to be a signatory on the account.

The Board agreed to discuss the issue of restructuring and/or remodeling of their department, as well as possibly hiring a third administrative staff member, at a meeting to be scheduled for Friday, December 7, 2012.

Commissioner Nelson received a letter from the Idaho Association of Counties (IAC) requesting that the Board, with the Prosecuting Attorney's approval, adopt a resolution by December 15, 2012 regarding 911 cell phone fees.

Commissioner Green noted that the Shared Employee Agreement between the Office of Emergency Management and the Sheriff's Department is being reviewed by the Sheriff.

Commissioner Green is working on the clarifying the General Harassment verbiage for the Personnel Policy Manual and will also be recommending that Compensation Time must be used within the pay period. Chairman Tondee noted that current policy allows up to 40 hours of accrued Compensation Time and must be taken used within a reasonable time period.

**F. Staff Reports:** There were no staff reports.

**G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 3:39 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Pamela B. Bogaert, Deputy Clerk