

**Minutes of Meeting
Commissioners' Debriefing
June 24, 2013
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 Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Building and Grounds Operations Manager Shawn Riley, T-O Engineers Project Manager Ben Weymouth, Civil Deputy Prosecuting Attorney John Cafferty, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:29 p.m.

B. Introductions: There were no introductions made.

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

D. New Business:

Building and Grounds Operations Manager Shawn Riley came before the Board to discuss two jail paving contracts that will be brought before the Board at the June 27, 2013, Business Meeting. One contract will be associated with the paving project, itself, and the other would allow for an engineer to be hired to handle oversight of the project. Mr. Riley asked the Board to consider his request that an engineer be in place at the time of project initiation. The project is scheduled to begin mid to late July, and the contractor (Interstate Paving) is expecting an engineer to be in place at that time. Mr. Riley detailed the structural, electrical, project flow, and ongoing evaluations that would be the responsibility of an engineer. The group discussed work quality guarantees, project timelines, and general liability indemnification requirements. T-O Engineers Project Manager Ben Weymouth noted that the contractor will hold an insurance guarantee as part of the contract, and explained the advantages of having an engineer on site for a project of this nature. Mr. Riley informed the Board that engineer costs would total approximately eight percent (8%) of the total project cost. The entire project is slated to be completed within three (3) weeks. Mr. Weymouth verified that the engineering contract was drafted as a "time and materials/not to exceed" contract that would only require a change order if an unexpected situation caused a significant change in scope from the original bid.

Chairman Tondee brought forward a Request for Proposals (RFP), which was drafted by the Auditor's Department to invite qualified accounting firms to submit proposals for annual financial audit services. Finance Director David McDowell explained that changes had been made to address questions regarding the project qualifications, technical/software specifications, and requirements for references, previous experience and liability insurance minimums, as well as to include equal opportunity language that had been requested by the legal department. The Board requested that the RFP acknowledge the role of the Board in the process and the goal of the audit to meet statutory requirements. Mr. McDowell noted that the overall objective is to have the audit presented to the Board within four months of the close of fiscal year (in about January), so the Board has timely, valid information for formulating financial decisions for the balance of the fiscal year. The RFP will be submitted to approximately six (6) to seven (7) firms. The contract with the chosen firm would be for the FY2013 audit (with fixed price commitment options for 2014 and 2015). The Board requested that the attached Criteria Rating Form be removed from the RFP and used for internal purposes only, and Chief Deputy Clerk Pat Raffee recommended scheduling an additional meeting to allow for interested Department Heads or Elected Officials to review and comment on the form. The Board agreed to schedule a meeting to review the form and to discuss the best process for final firm selection.

The Board discussed the private jail proposal that was recently presented by Rocky Mountain Corrections, including consideration of revenue sources and leasing concerns. Chairman Tondee stated that “per bed” lease rates should be considered at a rate of no more than forty five dollars (\$45) per day. Mr. McDowell agreed to have the Auditor’s Department review the proposal to determine whether the revenue estimates provided are supported by additional research. Civil Deputy Prosecuting Attorney John Cafferty asked for direction with regard to legal review of the proposal, and the Board requested specific review of section six (6), which addressed lease and insurance specifications. The group agreed that a Sheriff review would be beneficial, in order to ensure reasonable commitments that would lead to long term savings. Ms. Raffee stated that the Auditor’s review should be complete by the end of July. Mr. Cafferty agreed to have additional copies of the jail proposal delivered to Mr. McDowell.

Commissioner Nelson explained that Juvenile Detention Director JT Taylor had requested \$8,000 of lottery funds, which would be held in reserve to address audit costs associated with Prison Rape Elimination Act (PREA) compliance guidelines. The Board determined that audit costs would not be an appropriate use of lottery funds, and Commissioner Nelson agreed to meet with Mr. Taylor to discuss alternative funding options.

E. Old Business:

The Board discussed a request from BDPA to determine what information should be included in the final draft of the Salary Survey. Commissioner Green expressed frustration that the report was to include forty four (44) comparison companies, but that only nineteen (19) chose to participate. Commissioner Green shared his opinion that moving forward with the final draft would serve little purpose, as the implementation suggestions may or may not be employed. Commissioner Nelson expressed an interest in moving forward, in the interest of reviewing the requested comparisons of Idaho companies only. The Board decided to ask Interim Human Resources Director Wade Larson for input, and to discuss the issue again at the next scheduled Commissioners’ Debriefing.

Commissioner Nelson shared that she recently spoke with Airport Director Greg Delavan regarding the status of the fuel flowage fee increase. Mr. Delavan indicated that, while the Airport Advisory Board did approve the fuel flowage increase in January, implementation will require Legal to draft a Resolution (or possibly an Ordinance) for BOCC approval. The Board had not been aware of this requirement, and they agreed that Mr. Delavan should follow up with Legal to determine the next step in the process.

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 4:07 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk