

**Minutes of Meeting
Commissioners' Debriefing
December 9, 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 was Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:16 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:

Reprographic Space

Commissioner Nelson shared a request from Adult Misdemeanor Probation (AMP) Director Kevin Creighton regarding potential use of the current Reprographics Department. Mr. Creighton recommended that, when the space becomes available, it could be used for the attorneys and support staff that are currently housed in the Public Defender annex. Mr. Creighton suggested that this would increase efficiency and possibly provide needed meeting space for client interviews. Commissioner Nelson noted that it might be possible to structure the space to meet this need and to house Human Resources, as well. The Board went on to discuss how the renovation of this area could be affected by advancement of the Facility Master Plan and the best methods of maximizing square footage during renovation. The Board agreed that leased space will likely be required to meet the needs of the County over the next few years, regardless of whether or not the Facility Master Plan progresses. Commissioner Green offered to gather some previously researched lease information for the Coeur d'Alene North Commercial Building, and to make it available for Board review and consideration.

Hayden Lake No-Wake Zone

In previous discussions, the Board had considered setting the no-wake zone levels at six (6) inches above the spillway. Commissioner Green shared that he has recently discussed this issue with Parks and Waterways Director Nick Snyder. Mr. Snyder indicated that the Hayden Lake Property Owners' Association would prefer that no-wake zone guidelines are initiated at any time that water begins flowing over the spillway. Mr. Snyder recommended taking a tour of the lake in the Spring, once the water rises to the spillway level, in order to better analyze the issue.

Conflict Public Defender Process

Commissioner Nelson spoke regarding the process used to select individuals to serve as conflict attorneys for Kootenai County. Commissioner Nelson explained that a committee has been established to analyze each applicant's qualifications and to make recommendations toward process improvements. The primary suggestion at this time is for the County to ask attorney Clayton Andersen to serve as the designated supervising conflict attorney. In this role, Mr. Andersen would review conflict attorney billings and field complaints, while maintaining his own conflict caseload. Mr. Andersen would charge a separate rate for those tasks related to administrative oversight. The committee also recommended initiating use of a billing affidavit that would require all conflict attorneys to take an oath verifying that

the bill being submitted is an accurate reflection of the number of case hours worked. In the opinion of the committee, this would add a level of accountability to the process. The Board discussed these recommendations, as well as potential conflicts that could arise from having a conflict attorney acting in a supervisory role over other associates. Commissioner Nelson noted that, per Legal, the Judicial Selection Committee is not considered to be an advisory board and, as such, is not subject to open meeting laws. Further, Commissioner Nelson agreed to schedule a January meeting with Judge Simpson, in order to allow the Board to gather further information regarding these recommendations.

Proposed Fairgrounds Renovations

Commissioner Nelson presented drawings that have been proposed for Fairgrounds upgrades, in association with next year's Kootenai County Sesquicentennial celebration. The Fair Board intends to use the celebration as the theme of the fair in 2014. In conjunction with that theme, they are hoping to update the front gate and ticket area. In addition, they are proposing creation of 'Heritage Plaza', which will include an in-ground monument to memorialize the sesquicentennial, as well as pillars that provide information on the importance of tourism, timber, and mining in Kootenai County. The Fair Board is conducting fund raising activities to support these efforts. The dedication is scheduled at 10:00 a.m. on August 20, 2014.

Compliance and Business Meeting Applications

Commissioner Nelson brought forward a discussion of the grant application approval process. Commissioner Nelson explained that she met with Grant Compliance Officer Jody Bieze and Administrative Assistant Teri Johnston to discuss special circumstances that are associated with the approval of grant applications. The Board agreed that, effective immediately, grant applications must be submitted to the grant office for review and approval prior to being submitted to Ms. Johnston for inclusion on the Business Meeting agenda. Business Meeting requests (regarding grants) that do not include review confirmation from both Legal and the Grant Management Office will be rejected.

- 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 3:10 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk