

**Minutes of Meeting  
Transit and 'G' Drive Overview  
December 10, 2013  
3:30 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 Federal Transit Administration (FTA) Administrator Christine Fueston, Civil Deputy Prosecuting Attorney John Cafferty, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 3:33 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:**

FTA Administrator Christine Fueston came before the Board to discuss the timeframes, deadlines, and compliance considerations regarding transit projects and responsibilities. The attendees held significant discussion about the proposed transit center project, including the amended scope of the project, the timing for completion, and the importance of maintaining clear communication between the County, FTA, and the Coeur d'Alene Tribe.

Ms. Fueston provided the Board with a comprehensive list of the short-term (three months or less), long-term (six months), and on-going projects that she is currently managing, including:

- Short Term Projects
  - Complete closeout of current reporting period
  - Ensuring year-end grant compliance
  - Scope changes to transit center project and funding considerations
  - Complete Request for Qualifications (RFQ) for paratransit services
  - Grant application review for FY2013 grants
- Long Term Projects
  - Complete RFQ for transit center design and engineering
  - Pursuit of discretionary funding for transit center project
  - Complete RFQ for transit center maintenance
  - Follow up of quarterly reports and grant compliance items
  - Review vehicle procurement needs
- On-going Projects
  - Management of paratransit operations
  - Management of fixed route operations and maintenance needs
  - Perform grant funding and risk management oversight
  - Budget monitoring and forecasting
  - Contract administration

The attendees discussed the scope of transit administration responsibilities and the potential advantages to obtaining an intern to assist with basic office functions. The Board asked Ms. Fueston to work with Grant Compliance Officer Jody Bieze to establish understanding of similar grant process responsibilities that could be delegated to a single, shared staff member. Further, the Board asked Ms. Fueston to create a general list of duties that could be delegated to an intern or similar assistant, and to research FTA funding options that might be available to hire support staff on a part or full time basis. Ms. Fueston agreed to have this information available in early January.

**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 4:43 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk