

**Minutes of Meeting  
Commissioners' Debriefing  
January 13, 2014  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Prosecutor Barry Black, Fleet Management Task Force Chairman Stu Miller, Civil Deputy Prosecuting Attorneys Pat Braden and Jamila Holmes, and Deputy Clerk Nancy Jones. Chairman Todd Tondee was excused.

**A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 2:00 p.m.

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

**C. Changes to the Agenda:** The Board noted that Item #8, Payables, should have been removed from the agenda and would not require discussion at this time.

Commissioner Nelson moved that Item 8, Payables, be removed from the agenda at this time. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson:       Aye  
Commissioner Green:       Aye  
Chairman Tondee:       Excused

The motion carried.

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

**E. New Business:**

**Preliminary Fleet Management Task Force Recommendation**

Civil Deputy Prosecuting Attorney Jamila Holmes noted that the Fleet Management Task Force is considering a broad scope of recommendations, with a list of proposals to be presented in a few months. At this time, Ms. Holmes and Sheriff's Lieutenant Stu Miller, Chairman of the Fleet Management Task Force, came forward with a preliminary recommendation to proceed with a Request for Proposals (RFP) for a County fuel agreement. Lieutenant Miller explained that the City of Coeur d'Alene shared their current fuel agreement with the task force, and it was determined that significant cost savings could be realized by County use of a similar contract. Based on historical information, Lieutenant Miller estimated that the County could save approximately fifty (50) cents per gallon, totaling about \$100,000 per year. Ms. Holmes stated that the task force hoped to take action on this item immediately. The attendees discussed contract options and which departments might net the greatest savings. Current processes and procedures were reviewed, and Ms. Holmes agreed to discuss mass transit contract considerations with Federal Transit Administration (FTA) Administrator Christine Fueston. Chairman Pro Tem Green noted that the option of using P-Cards for fuel purchases could be beneficial and he asked Ms. Holmes to incorporate that option, if possible. The Board gave Ms. Holmes direction to proceed immediately with the RFP process.

Ms. Holmes and Lieutenant Miller left the meeting at 2:13 p.m.

**Advisory Board Resolution Language**

Civil Deputy Prosecuting Attorney Pat Braden asked the Board to consider a draft Resolution that would standardize the attendance policies and terms of office (including term limits and appointment dates) for all BOCC Advisory Boards. The attendees discussed the draft, and the Board showed support for having all terms expire on December 31 of each year. Mr. Braden agreed to review Idaho law to ensure that no groups (such as the Planning Commission or Fair Board) are subject to statutory appointment dates that are in conflict with that direction. Further, Mr. Braden agreed to review the by-laws of each listed advisory board to ensure that the new date will not conflict with those existing guidelines. Chairman Pro Tem Green stated that staff would be directed to send a letter to the Chairperson of each board, detailing the purpose and scope of the Resolution. In closing, Mr. Braden noted that he also has prepared a Resolution for the 9-1-1 Advisory Board, to establish that they will now report to the Sheriff (not to the Board), and that the by-laws of that advisory board will be amended to reflect that, as well.

Mr. Braden and Chief Deputy Prosecutor Barry Black left the meeting at 2:21 p.m.

**Hauser Lake Watershed Association**

Chairman Pro Tem Green explained that the Hauser Lake Watershed Association submitted an easement request, which would allow them to run a water line across a parcel of County property. The Board determined that the association should be directed to draft the easement and submit it to the County for legal review. Chairman Pro Tem Green stated that he would ask Mr. Black to follow up on this item.

**Kootenai County Area Transportation Team Position Submission**

Commissioner Nelson explained that Community Development (CD) Director David Callahan was asked to serve as the County representative on the Kootenai County Area Transportation Team (KCATT), and that Mr. Callahan has expressed an interest in filling this role (which was previously held by former CD Director Scott Clark). KCATT is a planning board under the direction of the Kootenai Metropolitan Planning Organization (KMPO). Chairman Pro Tem Green spoke to the positive feedback he has received, both within and outside of the County, regarding Mr. Callahan’s outgoing attitude and accessibility, and noted his appreciation for Mr. Callahan’s willingness to fill this position with KCATT.

Commissioner Nelson moved to appoint David Callahan as the Kootenai County representative on the Kootenai County Area Transportation Team. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

- Commissioner Nelson:           Aye
- Commissioner Green:           Aye
- Chairman Tondee:               Excused

The motion carried.

**Employee Recognition Committee**

The Board briefly discussed the number of individuals that should be chosen to serve on this committee; however, it was determined that committee input was necessary. This item was tabled for discussion at an upcoming meeting between the committee and the Board.

**Veterans’ Advisory Committee**

Commissioner Nelson explained that this committee was created by Resolution; however, it has not served as an organized committee for a considerable period of time and Veterans’ Services Officer Scott Thorsness indicated that it is not needed at this time. Chairman Pro Tem Green agreed to follow up with staff to request the creation of a Resolution to officially dissolve this advisory committee.

**Disbursement of Surplus Tax Deed Funds**

Chairman Pro Tem Green explained that the Treasurer was prepared to distribute surplus funds for the parcels that sold through the tax deed process. Chairman Pro Tem Green went on to explain that a question had emerged with regard to the Marshall disbursement (regarding Parcel No. C8740001001E), because the funds are the property of an estate with four (4) heirs, one (1) of whom did not respond in a timely manner. The Board discussed the wording of the form letter that was sent and agreed that the wording should be amended to clearly delineate response requirements, in addition to referencing the applicable Idaho code. The Board agreed that the funds to this estate (in the approximate amount of \$76,000) should be made payable to the estate as a whole, so that the heirs can determine the appropriate distribution of funds. Commissioner Nelson agreed to follow up with staff so that the letter regarding surplus tax deed funds can be reworded. Chairman Pro Tem Green stated that he would inform Chief Deputy Treasurer Laurie Thomas about the Board’s decision.

Commissioner Nelson moved to authorize the Treasurer’s Office to disburse surplus funds for all applicable tax deed parcels, with staff direction that the disbursement for the Marshall Estate shall be issued in a single check, payable to all four (4) of the heirs of the estate. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

- Commissioner Nelson:           Aye
- Commissioner Green:           Aye
- Chairman Tondee:               Excused

The motion carried.

**Tax Deed Non-Sales**

Commissioner Nelson referenced the recent creation of a comprehensive list of County-owned properties, noting that procedures must be established to ensure that properties newly acquired through the tax deed process (or by other means) are added to the master list. The Board discussed that new properties may require Legal review to determine possible land uses and restrictions, or parameters for resale, and that those determinations should be clearly noted in the report. Commissioner Nelson recommended that the comprehensive list should be maintained in a single location, to ensure continuity and follow through on acquisition and sale of County parcels. Chairman Pro Tem Green suggested that the tracking could be a function of the Treasurer’s Office, as their department controls the tax deed process. Commissioner Nelson recommended that the Clerk’s Office could maintain this list, much in the same manner as they currently track County contracts. Commissioner Nelson stated that she would follow up with the Clerk’s Office regarding this item.

**Harrison Launch Site**

Commissioner Nelson shared that the Harrison Boat Launch site is unique, in that the property surrounding the launch is divided among numerous jurisdictions (including the City of Harrison, a private owner, the Idaho Department of Lands, and the Idaho Parks and Recreation Department). In addition, it is the only boat launch located within a city but maintained by the County. Commissioner Nelson explained that the City of Harrison has expressed an interest in taking over the control and maintenance of this boat launch. The Board determined that the launch should be evaluated in order to determine whether it generates a net income or loss, and that Parks and Waterways Director Nick Snyder should be asked to provide a list of advantages and disadvantages, if the launch jurisdiction is transferred to the City of Harrison. Once the financial and logistical ramifications have been established, the Board will meet with City representatives to discuss a possible transfer.

**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 2:44 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

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