

**Minutes of Meeting
Commissioners' Debriefing
January 27, 2014
2:30 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 was Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:30 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Nelson requested that three (3) items be added to the agenda: Request from Steven Matheson to Review the Treasurer's Books, Letter of Support for Public Access to Rathdrum Mountain, and Letter of Support for Idaho Department of Health and Welfare and the Placement of a Crisis Center in Kootenai County. Commissioner Nelson explained that these items were of a time sensitive nature.

Commissioner Green moved to add the three (3) items as requested by Commissioner Nelson to the agenda due to time constraints. Commissioner Nelson seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

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

- E. New Business:** Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(f)* to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated for two (2) items: Rose Lake Cemetery and Boyd vs. Kootenai County. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Executive Session was entered into at 2:34 p.m.

Civil Deputy Prosecuting Attorneys Jamila Holmes and Pat Braden, Parks and Waterways Director Nick Snyder, and County Surveyor Rod Jones joined the meeting at 2:34 p.m. to discuss Rose Lake Cemetery.

Ms. Holmes, Mr. Snyder, and Mr. Jones left the meeting at 3:15 p.m.

Community Development Director David Callahan joined the meeting at 3:15 p.m. to discuss Boyd vs. Kootenai County.

Mr. Braden and Mr. Callahan left the meeting at 3:20 p.m.

Executive Session was exited at 3:20 p.m.

Commissioner Nelson explained that a request was made by Steven Matheson to have access to inspect the Treasurer's Books. The Board discussed this request and agreed that there is no reason to deny the request.

Commissioner Green moved to authorize Chairman Tondee to sign a letter granting Mr. Matheson's request to inspect the Treasurer's Books. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Commissioner Nelson advised that the City of Rathdrum has asked the Board to draft a letter to the Post Falls Highway District supporting public access to Rathdrum Mountain. The Board agreed that this would be appropriate.

Commissioner Nelson stated that Idaho Department of Health and Welfare Behavioral Health Administrator Ross Edmonds has requested \$5.2 million dollars from the State of Idaho to establish three (3) new mental health crisis centers in Idaho. He has recommended that one (1) of these centers be established in Kootenai County and would like a letter of support from the Board for the placement of this facility within Kootenai County. The Board agreed that a letter supporting this facility is appropriate.

Commissioner Nelson explained that there seems to be some confusion about the use of the new Official County Seal. Some departments have been using an incorrect copy of the seal and Commissioner Nelson expressed the importance of having the departments wait until they receive the official copy. The Board discussed the need for a consistent appearance for letterhead that incorporates both the new County Seal, as well as the Department Seal. Commissioner Nelson made a recommendation to use North Idaho College graphic design students to design the department letterheads, but Chairman Tondee and Commissioner Green made a recommendation to have the Reprographics Department work on this project. The Board agreed that a timeline for implementation of the seal needs to be determined so that clear direction can be given to the Elected Officials and Department Heads.

Commissioner Nelson stated that a uniform standard needs to be implemented for the Weekly Payables process. A Level One (1) and Level Two (2) approving authority will be established for each department. The Level Two (2) approving authority will be assigned by the Board and will be an Elected Official or Department Head. The Level Two (2) approving authority can assign an alternate Level Two (2) approving authority for back-up as well as Level One (1) approving authorities and alternate authorities, which will also need to be approved by the Board. Applications System Manager Carrie Cole will conduct one-on-one trainings with each of these individuals. This new process will become effective as

of April 1, 2014. The Board agreed that they may need to review the process for approving P-Card Purchases to see if this approval process will work for these payables as well.

The Board reviewed Advisory Board openings that still need to be filled. They discussed the possibility of taking a second look at previous applicants to see if they would be willing to fill open positions on the Waterways, Noxious Weeds, Historic Preservation and Aquifer Protection District Advisory Boards.

Commissioner Green gave an update on the Airport Long Term Parking Fees and advised that a Resolution has been located that gives the Board latitude to determine parking fees for the Airport on a case by case basis. No additional action is required by the Board at this time.

Commissioner Nelson gave an update on the Engineers Scope of Work on the new jail facility and explained that the Work Release Program and Labor Program will need to be evaluated as well. Sheriff Ben Wolfinger has advised Commissioner Nelson that fifty percent (50%) of the Clegg Work Release Building will need to be included in the Parachute Plan Study. Commissioner Green advised that he has some additional information on this topic and the Board agreed that, due to time constraints, this topic would be discussed further at a meeting later in the week.

Commissioner Green moved to continue the Commissioners' Debriefing meeting to Tuesday, January 28, 2014 at 9:30 a.m. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

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 4:15 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
