

Minutes of Meeting
Grant and Transit Discussion
January 28, 2014
1:00 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 Federal Transit Administration (FTA) Grant Administrator Christine Fueston, Grants Compliance Officer Jody Bieze, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 1:05 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:

The Board met with Federal Transit Administration (FTA) Grant Administrator Christine Fueston and Grants Compliance Officer Jody Bieze to discuss grant processes and the overlap of responsibilities between the Transit Department (Transit) and the Grant Management Office (GMO). The attendees discussed specific FTA grants and the role that each department performs to ensure compliance. Specific areas of discussion included:

- Americans with Disabilities Act (ADA) grant requirements
- Disadvantaged Business Enterprise (DBE) grant requirements
- Process improvements for Citylink bus stop site determinations
- Compliance requirements that are duplicated by Transit, GMO, the Coeur d'Alene Tribe (Tribe), and the City of Coeur d'Alene (City)

Ms. Bieze expressed concern regarding ADA and DBE requirements that are completed by third parties, such as the Tribe and the City, as her office does not have the ability to track their progress. Ms. Bieze suggested that duplicating these processes in the GMO could be justifiable, as the department is ultimately responsible for compliance. Ms. Fueston described the administrative process (e.g. reporting requirements) and the implementation and progress requirements (e.g. follow up procedures, physical inspection of busses and stops) of various FTA grants. The attendees questioned which mutual procedures might be delegated to only one office and whether or not a shared employee might be beneficial.

The Board directed Ms. Bieze and Ms. Fueston to each complete a list of the general FTA compliance procedures that each of their offices are currently performing. In addition, the Board asked that both of them note specific tasks that could be delegated to a shared employee, and the number of hours that each of those items would require for completion and follow up. The group agreed to meet again during the second week in February to review the compiled information.

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 1:59 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Nancy A. Jones, Deputy Clerk
