

**Minutes of Meeting
Commissioners' Debriefing
February 21, 2014
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 were Chief Deputy Prosecutor Barry Black, Civil Deputy Prosecuting Attorney Pat Braden, Kootenai County resident Frank Davis, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:07 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Commissioner Green asked for an item to be added, allowing him to provide a briefing of Airport issues, in anticipation of his pending vacation.

Commissioner Nelson moved to add an Airport status report to the agenda. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

D. New Business:

Commissioner Green initiated a discussion regarding jail cost projections, and he provided the Board with updated rate schedule information that was submitted by Rocky Mountain Corrections (RMC). This report increased the bed rent to \$23.85 per bed, in response to design changes initiated by the Sheriff's Office. Commissioner Green reviewed the information and addressed revenue projection concerns, stating that an initial project shortfall would be offset by potential bed rent revenue, resulting in a net expenditure reduction of up to \$347,031.50 from current costs. Further, Commissioner Green noted that the projection costs had a fifteen percent (15%) vacancy factor figured into the calculations. The Board discussed potential cost and revenue alternatives, square footage considerations, and issues regarding the pending declaratory judgment. Chairman Tondee recommended directing RMC to move forward with gathering information, including updated construction costs and property acquisition options. Chairman Tondee gave his opinion that a final determination will not be possible until additional information (including location and final cost per bed) is available. The Board debated whether or not a letter of direction was appropriate, as it would be non-binding, and because they have not yet received a declaratory judgment. The Board ultimately agreed that Commissioner Green should work with Legal to draft a letter to RMC, asking them to move forward at this time while also setting parameters for items that will be necessary for final project approval.

Buildings and Grounds Operations Manager Shawn Riley joined the meeting at 2:25 p.m.

Chairman Tondee initiated a discussion regarding a property owner in Kidd Island Bay who is considering donating his property to a public agency. The Board discussed related information that was supplied by Parks and Waterways Director Nick Snyder. In addition, they debated the benefits and drawbacks associated with land donations and reviewed a map of the property. The Board determined that this particular property would not benefit the County. Commissioner Green stated that he would contact the property owner, and that staff would be directed to draft a letter, as well, to decline the donation offer.

Mr. Frank Davis left the meeting at 2:30 p.m. Civil Deputy Prosecuting Attorney Pat Braden and Chief Deputy Prosecutor Barry Black left the meeting at 2:35 p.m.

Buildings and Grounds Operations Manager Shawn Riley came to present the Board with a janitorial service request. The company providing janitorial services is currently paid monthly, without a contract in place, and had recently requested an annual service contract. The attendees discussed renewal options, typical service fees charged for similar services by other local companies, and the level of service being provided by the company.

Commissioner Green moved to initiate an annual janitorial service contract, with direction to Mr. Riley to work with Legal to draft a contract with a \$5,000 increase over the existing monthly rate, as well as a twelve (12) month County renewal option. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

The attendees went on to discuss two (2) bids that were received for electrical service and repair at the jail. Mr. Riley noted that one (1) of the bids did not address an item that was specified by the engineer in the project scope (lightning protection).

Civil Deputy Prosecuting Attorney R. David Ferguson arrived at 2:48 p.m.

The attendees discussed options for moving forward with the bid award, as well as the intended scope of the project. Civil Deputy Prosecuting Attorney R. David Ferguson stated that he followed up with the engineer and determined that the item in question was considered as an optional upgrade. The Board noted that the pending vault repairs at the jail may overlap with this project, resulting in a change of scope. The Board determined that the vault repairs should move forward at this time. When that project is completed, the engineer will be asked to reevaluate the service and repair needs, and this project should go back for bid. Mr. Riley asked how much involvement he should have in the process, as the Sheriff's staff typically directs projects on their site. The Board stated that Mr. Riley is considered to be the staff expert on Buildings and Grounds issues, including repairs, and that he should stay fully involved in this process.

Mr. Ferguson left the meeting at 2:58 p.m.

Mr. Riley provided the Board with copies of the responsive bids that were received in association with the jail vault repair project. The Board discussed the differences between the bids and the scope of the project. Further, the attendees discussed potential funding sources for this project, including replacement reserve funds and justice contingency funds. Mr. Riley also noted that this repair might be covered by the Idaho Counties Risk Management Program (ICRMP).

Commissioner Green moved to award to Thorco the bid for the electrical vault repair project at the Sheriff's facility, with direction for Mr. Riley to bring a contract forward for approval at an upcoming Business Meeting. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

Mr. Riley left the meeting at 3:06 p.m.

The Board then addressed a funding request from the Historic Preservation Commission. Committee Chairman Syd Albright requested funds in the amount of \$1,800, which would be used to fund an essay contest. Commissioner Green indicated that he would be willing to support this Board in community outreach efforts at a lower level of funding. Commissioner Nelson suggested that this contest could be tied to the upcoming sesquicentennial celebration. Chairman Tondee questioned the level of funding being requested in relation to the benefit to the County.

Commissioner Green moved to allocate \$300 for a Historic Preservation Commission essay contest, with \$200 cash (from Community Support funds) to be paid directly to the winner of an essay contest sponsored by the Commission, and a \$100 in-kind donation of Reprographics services (to support Commission efforts). Commissioner Nelson seconded the motion, stipulating that the contest must be held by the end of this calendar year. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

Chairman Tondee shared that Grants Compliance Officer Jody Bieze is in need of a P-Card, in order to facilitate an upcoming conference that she has been approved to attend. The Board agreed that she would receive a card with a \$1,000 transaction limit and a \$5,000 monthly expenditure limit.

Commissioner Nelson presented numerous letterhead and business card layouts that Reprographics developed for Board review. These layouts will be used to incorporate the newly adopted County Seal and create uniformity on all Board department correspondence. The Board discussed colors, fonts, and layout options for both the letterhead and business cards, and determined which choices will be used, effective immediately, for all Board departments. Commissioner Nelson stated that she would forward the chosen samples to Reprographics.

Commissioner Green shared a sense of frustration with the lack of response on pending Airport issues. Commissioner Green noted that the Hayden Area Regional Sewer Board (HARSB) maintenance agreement is in process, and that Airport Director Greg Delavan will be receiving contract amounts from HARSB in the near future. The Board discussed information that was shared earlier in the day (at the Strategic Plan meeting) regarding the sewer study and possible sewer fee increases. Commissioner Green also briefly updated the Board on the status of a snowplow issue, the Airport lease audit completion, follow up on the issue of the stolen tractor, and the Airport grant scope status. Further, Commissioner Green asked his fellow Board members to watch for Airport items that may arise during his absence, and to ensure that all items receive timely response.

E. Old Business:

Commissioner Green brought forward a proposal from Kestrel West, with regard to providing research, planning, community outreach, and execution of a Facility Master Plan campaign. The Board reviewed the proposal and noted items that require additional information, especially in regard to costs for the full process. Chairman Tondee agreed to follow up on the cost variations and included parameters for the scope of work.

Commissioner Green reviewed an earlier discussion regarding the work release program and informed the Board that he would provide additional updates as they become available.

The Board discussed the need to reassign some level assignments within the Logos (accounts payable) software system. The Commissioners reviewed assignment changes that had been completed during the week and ensured that no individual was assigned to both levels, although some employees are assigned to the same assignment level in multiple departments, to facilitate those departments with minimal staffing.

The Board reviewed options for the flags that are being ordered with the newly adopted County seal, in association with the sesquicentennial celebration and Board branding process. The Board determined that a white background would be used for the flags and that four (4) flags would be ordered (to be paid from the sesquicentennial budget).

Commissioner Green moved to enter Executive Session under *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, with regard to Sacred Heart Medical Center vs. Kootenai County and the Hauser Gun Club appeal. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Mr. Braden joined the meeting at 4:18 p.m. Chairman Tondee noted that Commissioner Nelson would be exiting the Executive Session prior to discussion of the Sacred Heart litigation, due to a conflict of interest.

The Board entered Executive Session at 4:21 p.m.

Commissioner Nelson exited the Executive Session at 4:30 p.m.

The Board exited Executive Session at 4:35 p.m.

Commissioner Green moved to accept the settlement offer stipulation from Mr. Mike Hague, attorney for the plaintiffs, stipulating that the case may be dismissed and that the County will not pursue any attorney fees. Further, Commissioner Green moved to authorize Civil Deputy Prosecuting Attorney Pat Braden to submit this agreement to the court. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Chairman Tondee adjourned the meeting at 4:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Nancy A. Jones, Deputy Clerk
