

**Minutes of Meeting
Strategic Planning
February 21, 2014
9:30 a.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 Airport Director Greg Delavan, Parks and Waterways Director Nick Snyder, Information Systems Director James Martin and Network Administrator Grant Kinsey, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 9:39 a.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 attendees gathered to review and discuss the progression of the Kootenai County Strategic Plan, as it relates to the long term plans for the Airport, Parks and Waterways, and Information Systems.

Information Systems (IS) Director James Martin and Network Administrator Grant Kinsey presented an updated copy of their anticipated expenditure spreadsheet. This report details potential capital costs for technical improvements in the County between 2014 and 2025. Mr. Martin noted that a new spreadsheet had been added to the report. This new report provides a more comprehensive overview of County technical needs by incorporating cost information of both the administrative and Sheriff's facilities. The Board had previously requested this information, as it gives a clearer view of annual amounts that may be budgeted for large capital expenditures. The Board discussed the potential advantage of creating a process, similar to that used for local improvement districts, which would allow for all County departments to contribute toward IS needs that benefit multiple departments. The attendees also discussed the necessity of upgrading all systems to Windows 7, as those machines using Windows XP will no longer be supported by Microsoft.

Airport Director Greg Delavan spoke about the general initiatives of the Airport Strategic Plan, and he asked Mr. Martin and Mr. Kinsey about potential IS upgrades at the Airport that may be grant-funded. Mr. Delavan provided an update regarding the Army Reserve building, which is scheduled to be vacated and transferred to another federal agency, and he explained that the building will likely be given to the United States (US) Forest Service. Mr. Delavan detailed the significant upgrades that the building needs (including transfer from a septic system to the sewer system), and how the cost of those upgrades may direct which agencies are able to take ownership. In response to Board questions, Mr. Delavan explained the circumstances that could allow the Airport to obtain the building. Further, Mr. Delavan stated that he is attempting to obtain a copy of the land lease for the property. The lease is believed to have been a 100-year US government lease that was signed about sixty (60) years ago. If that is the case, the Airport may not be able to charge lease fees after the property transfers. (The Department of Defense Army Reserve is not paying rent at this time.) However, Mr. Delavan is looking at alternatives for the new lease and stated that the property should net revenue of about \$2,000 per month. Federal Aviation Administration (FAA) representatives are willing to help research options for federal government leases on Airport-owned property.

The Board inquired about the status of the Airport Business Plan updates and the scope for the FAA grant that Mr. Delavan has been pursuing. Mr. Delavan stated that he submitted the scope to the Board for review. The Board agreed that this matter will require a separate meeting, and asked Mr. Delavan to work with staff to schedule a meeting for the week of March 10, 2014.

Parks and Waterways Director Nick Snyder presented to the Board a report that provided an overview of funding sources for his department. Mr. Snyder stated that he has developed a simple strategic plan for both the Parks and Waterways and Noxious Weeds Departments. These documents were designed to provide a general direction for capital improvements, vehicle and equipment replacement, and long-term goals, without specific steps for completion. The plans were designed to serve as a five (5) year budgetary plan for each department, with more complex projects detailed in a separate report. Mr. Snyder also stated that he has a working document to develop a ten (10) year plan, but that he has not previously provided it to the Board, as it is a 'working document' and includes fluid data. The Board asked that Mr. Snyder provide a copy of this for their review. The Board also gave Mr. Snyder direction to move forward with drafting an analysis of potential moorage fee revenues.

The Board closed with a brief review of other areas of the Strategic Plan, including the current status of the plans for the County Sesquicentennial, impact fees, the Buildings and Grounds construction project, and the Fleet Management Task Force.

- 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 11:08 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Nancy A. Jones, Deputy Clerk
