

Minutes of Meeting
Commissioners' Debriefing
May 5, 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 Buildings and Grounds Operations Manager Shawn Riley, Airport Director Greg Delavan, 9-1-1 Shift Supervisor Cheryl Hallgren, and 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:** No changes were made to the agenda.
- D. Old Business:** No old business was discussed.
- E. New Business:**
Buildings and Grounds Operations Manager Shawn Riley advised the Board that two (2) requests were received for permission to use the County parking lot. The attendees discussed that a request was made to use the parking lot as a staging area for the Motorcycle Awareness Parade, but that event was already held and they had used the parking lot prior to the Board discussing the request. The second request was made by the Cub Scouts for a car wash to be held on May 24, 2014. The Board agreed to deny the request made by the Cub Scouts due to potential liability to the County. Mr. Riley was directed to contact the Cub Scouts and notify them of the decision that was made by the Board.

Mr. Riley exited the meeting at 2:40 p.m.

Chairman Tondee explained that the Next Generation 9-1-1 Task Force will be focused on the technical components for implementing Next Generation 9-1-1 and that the County has been asked to provide two (2) members to serve on the task force. The Board discussed candidates which included 9-1-1 Communications Services Manager Robert Kesson and Information Systems Network Administrator Grant Kinsey to serve on this committee. Only two (2) members from Kootenai County will be on the task force and the Board agreed to contact the City of Coeur d'Alene and the City of Post Falls to see if they would like to make recommendations for the Board's consideration.

Ms. Hallgren exited the meeting at 2:51 p.m.

Chairman Tondee stated that one (1) position is available on the Kootenai County Area Transportation Team and that currently that position is filled by Community Development Director David Callahan. The Board agreed that a discussion should be held with Mr. Callahan to determine if he is the appropriate individual to be serving on this Board or if Airport Director Greg Delavan would be better suited to fill this position.

Commissioner Nelson advised that all of the questions submitted by Kootenai Metropolitan Planning Organization Facilitator Marsha Bracke in regard to the Airport Master Plan have now been answered. Panhandle Area Council Executive Director Greg Cook has drafted responses to questions four (4) through nine (9), which will be submitted with the responses from the Board. Commissioner Nelson sent the Board's responses to Ms. Bracke.

Mr. Delavan exited the meeting at 3:22 p.m.

Commissioner Nelson presented the proposed signage for the Ancillary Services Building. This lettering will be the same as the lettering on the Administration Building. The Board approved the lettering as proposed for the Ancillary Services Building.

Commissioner Nelson advised that the contract between Kootenai County, Court Appointed Special Advocates (CASA) and Anderson Walsh PLLC is ready for review by the Board. The contract between Kootenai County and the University of Idaho was also ready for review. Chairman Tondee agreed to review and take action on both contracts.

Commissioner Nelson informed the Board that the next large sesquicentennial budget expenditure will be postage. Commissioner Nelson advised that some city officials have decided to plan events in conjunction with the County. Commissioner Nelson is working with Adult Misdemeanor Probation to plan an employee bike ride and barbeque to celebrate employees and their families in June 2014.

The Board discussed the findings made by CliftonLarsonAllen and the actions that still need to be taken. Commissioner Nelson advised that change of verbiage for the Fund Balance Policy is complete. Sheriff Ben Wolfinger and Finance Director Dave McDowell will be updating the Board on the Sheriff's external bank accounts by May 15, 2014. An internal audit has been completed on the Airport and responses to the audit findings are due on May 8, 2014, which should also address the findings made by CliftonLarsonAllen. Human Resources has been obtaining deferred compensation forms for all employees. Mr. McDowell is addressing the capital assets and Commissioner Nelson agreed to follow up with him on this item. The Board discussed the upcoming internal audit of the Iron Rangers which will be conducted in the fall of 2014.

Commissioner Nelson advised that Human Resources Director Skye Reynolds is requesting a cell phone stipend. The Board discussed the stipend policy and agreed that more information needs to be obtained from Ms. Reynolds to determine if the stipend is appropriate.

The Board reviewed the proposed Board of County Commissioners department budget. Administrative Assistant Nancy Jones was directed to add \$42,000 to the budget for the Conflict Attorney Supervisor and then to submit the budget to the Auditor's Department.

Commissioner Nelson presented a list drafted by the Community Action Committee for Vision 2030. This list included several items that indicated that the Board was the lead partner or supporting partner of proposed projects. The Board discussed that they were not aware of these projects and were not in support of some of the items. Commissioner Nelson agreed to contact the committee and advise them that the Board has no knowledge of committing support to these projects.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(c)* to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency (Solid Waste Department). 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.

Executive Session was entered into at 4:08 p.m. and exited at 4:18 p.m. No decision was made by the Board.

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 4:18 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
