

**Minutes of Meeting
Commissioners' Debriefing
June 30, 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 Office of Emergency Management Manager Sandy Von Behren, Grants Compliance Officer Jody Bieze, Airport Director Greg Delavan, Information Systems Director James Martin, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 2:00 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: The Board considered adding a discussion about the Riverstone Property acquisition to the agenda, as the property closing was scheduled for June 30, 2014. Commissioner Green moved that a discussion on the Riverstone Property acquisition be added to the agenda. 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.

D. Old Business: No old business was discussed.

E. New Business:

Civil Deputy Prosecuting Attorney Jamila Holmes updated the Board on the Kidd Island Bay lot line adjustment. Ms. Holmes advised that the lot line adjustment has been made, but that Mr. Salisbury was not to receive easement access from the County property onto his property. The Board confirmed with Ms. Holmes that they did not grant any additional access for Mr. Salisbury at the time the agreement was made. Ms. Holmes will make Mr. Salisbury aware that additional access will not be granted.

Ms. Holmes exited the meeting at 2:06 p.m.

Administrative Assistant Nancy Jones joined the meeting at 2:07 p.m.

The attendees discussed the Board of Equalization (BOE) procedures. Chairman Tondee inquired about applications that are made with missing information and questioned if staff should be scheduling appeal hearings for these individuals. The Board also inquired whether appellants could be required to provide the County's authorized representative form. Civil Deputy Prosecuting Attorney R. David Ferguson advised that the Board can request proof of authorization for all representatives, but that it was not necessary to require the County's standard form. If proper authorization is not provided by the representative the appeal can be denied. Mr. Ferguson stressed that all BOE procedures should be fair and equitable for all of the participants.

Ms. Jones and Mr. Ferguson exited the meeting at 2:31 p.m.

Office of Emergency Management Manager Sandy Von Behren stated that she discussed the All Hazard Mitigation Plan with Tetra Tech. Tetra Tech is aware that this is an update to the All Hazard Mitigation Plan and they verified that the price that was quoted is the correct price. Ms. Von Behren explained that Tetra Tech is the most qualified bidder and requested permission from the Board to move forward with negotiating a contract. The attendees discussed available funds in the Office of Emergency Management's budget to fund this project and Ms. Von Behren indicated that she would be able to use funding from other sources. The Board authorized Ms. Von Behren to move this project forward.

Federal Transit Administration Administrator Christine Fueston joined the meeting at 2:43 p.m.

Ms. Von Behren exited the meeting at 2:45 p.m.

Information Systems Director James Martin explained to the Board that the Eastside Fire District has not been paying for access to the Spillman Program. Currently they call in to the 9-1-1 Dispatch Center to obtain any information that they need. The Board agreed that Eastside Fire District should be contributing to the program the same as the other agencies and directed Mr. Martin to inform them that they will need to purchase at least one (1) license to continue to access information.

Mr. Martin exited the meeting at 2:56 p.m.

Commissioner Nelson wanted to ensure that the Board had reviewed the comparisons of the Airport Master Plans and were in agreement as to the response that would be provided to Kootenai Metropolitan Planning Organization (KMPO) Facilitator Marsha Bracke. The Board agreed that they were only able to comment on the impact to Kootenai County and could not comment on the impact to the other agencies.

Airport Director Greg Delavan exited the meeting at 3:09 p.m.

FTA Administrator Christine Fueston advised that the Riverstone Property was scheduled to close today, but the Coeur d'Alene Tribe was not available. Ms. Fueston explained that Riverstone West, Inc. would still like the County to deposit their funds and sign the sales paperwork. The Board asked Ms. Fueston if she had received a letter from FTA approving the most recent environmental report and authorizing the County to move forward with the purchase of the property. Ms. Fueston stated that she had an email response from FTA, which the Board reviewed. Chairman Tondee inquired as to why Ms. Fueston did not submit the most recent environmental report for FTA to review. Grants Compliance Officer Jody Bieze explained to the Board that she had provided Ms. Fueston with an email that contained specific details and questions for FTA which ensured that the County's concerns were addressed. Ms. Bieze questioned why this letter was not submitted to FTA. The Board directed Ms. Fueston to submit the letter that was drafted by the Ms. Bieze to get an opinion from FTA.

Ms. Fueston and Ms. Bieze exited the meeting at 3:37 p.m.

Chairman Tondee presented the sales agreement for the Rose Lake Collection Site property acquisition. The Board discussed the terms of the agreement and the contingency requirements, which included a public meeting to allow for community input on the intended use of the property. It was determined that a Conditional Use Permit (CUP) will need to be obtained, but the Board discussed that this approval may not be available prior to the closing on this property.

Commissioner Green moved to propose an amended closing date for the purchase and sale agreement for the Rose Lake Collection Site and authorized Chairman Tondee to sign the agreement.

Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Chairman Tondee stated that the Court Appointed Special Advocates (CASA) Contract and the University of Idaho Extension Office Agreement have been amended with the new term dates. Commissioner Nelson made some recommendations on the CASA Contract, which included making the terms of the contract the same as the County's Fiscal Year, billing to be done by the hour, automatic annual renewal, and conflicts to be billed at the District Court judicial rate. Chairman Tondee will follow-up on the CASA Contract and the Board agreed to move the University of Idaho Extension Office Agreement forward with no additional changes.

Chairman Tondee explained that he met with the Centennial Trail Board and it was agreed that a budget increase would not be requested for Fiscal Year 2015 (FY15). Further, he shared a recommendation to have the Centennial Trail re-surveyed as mile markers are no longer accurate due to changes that have been made to the trail. The funds to survey the trail will come from the Centennial Trail Budget.

Commissioner Green moved to authorize Chairman Tondee to sign the Agreement for Professional Services which will allow for the surveying of the Centennial Trail. 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 Green moved to authorize Chairman Tondee to sign the Release and Settlement Agreement between Kootenai County (Board of County Commissioners) and Frank Davis/Allied Bail Bonds. 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.

Chairman Tondee advised that an invitation was extended to the Board for the Idaho Transportation Department meeting to be held on July 10, 2014, and July 11, 2014. This meeting will be held to discuss allocation of funds for the continuation of the bike path. The Board agreed that representation of the County is not necessary.

Commissioner Green explained that he gathered information on office space that is available in close proximity to the County Administrative Campus. Space is available at the U.S. Bank Building, Spokesman-Review Building, and Coeur d'Alene Mines Building, but the lease amounts are significantly more than the space at the Coeur d'Alene North Building. Commissioner Green was directed to review the offer that was made by the owner at the Coeur d'Alene North Building removing the four (4) free months and limiting the term to forty-eight (48) months.

Commissioner Nelson informed the Board that she had some concerns about the process that was used to appoint members to the Behavioral Health Board. Commissioner Nelson explained that new legislation that becomes effective on July 1, 2014, clearly defines the process for appointing these members and establishing terms that these members serve. The Board agreed to discuss this matter at the Idaho Association of Counties District 1 Quarterly meeting.

Commissioner Nelson advised that she would like to draft a Facilities Master Plan message memo outlining the facts of this plan. This memo would be distributed to the other Elected Officials for approval and then posted on the County website as a first step for educating the employees and the public. Commissioner Nelson stated that this message could also be used to educate future Boards. The Board was agreeable to this suggestion.

Commissioner Nelson inquired as to whether an answer or direction has been given to the Clerk's Division in response to the Purchase Card Audit. The Board agreed that this item be continued to the next Commissioners' Debriefing to be held on July 7, 2014.

Commissioner Nelson presented Revenue Analysis reports for the Airport and the Public Defender's Office. Commissioner Nelson noted that the Public Defender's Office revenues have declined and suggested that they be contacted to determine what is causing the decline. Commissioner Nelson explained that the Airport revenues have increased. The Board agreed to continue to monitor the revenues.

- 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 4:54 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
