

**Minutes of Meeting**  
**Commissioners' Debriefing**  
**July 7, 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 Parks and Waterways Director Nick Snyder, Grants Compliance Officer Jody Bieze, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Brandie Bradley.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:03 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:** No old business was discussed.

**E. New Business:**

Commissioner Green advised that the Twin Lakes Improvement Association has contacted the County about the Twin Lakes Channel Access. The request, which was made by Debra Andrews, indicated that a large amount of debris has accumulated in the narrow section of the channel which will make the channel difficult to navigate. The Twin Lakes Improvement Association would like to know if the County would be willing to administer and manage the clean-up project if the Association was able to fund the project. The Board discussed that the Association should consider hiring an outside contractor to administer and manage the project. Commissioner Green advised that he would follow-up with Ms. Andrews to provide some direction.

Parks and Waterways Director Nick Snyder exited the meeting at 2:12 p.m.

Grants Compliance Officer Jody Bieze informed the Board that additional grant funding has been offered to Kootenai County for Fire Mitigation. Ms. Bieze explained that one (1) bid was received in response to the Request For Bids for a Fire Mitigation Project Manager. The amount for these services will be \$25,000. Ms. Bieze stated that the Project Manager will be responsible for ensuring that all fuels activities are conducted in accordance with grant requirements and regulations. The Board authorized Ms. Bieze to move forward with negotiating a contract for a Fire Mitigation Project Manager.

Ms. Bieze and Civil Deputy Prosecuting Attorney Jamila Holmes exited the meeting at 2:15 p.m.

Commissioner Green stated that Community Action Partnership had requested that the County waive the fees to access property information through the level two (2) enhanced search package from the Assessor's website. Community Action Partnership uses this information to verify home ownership for low income families that apply for weatherization on their homes. The Board was agreeable to waiving the fees.

Chairman Tondee advised that substantial completion of Phase I and Phase II of the parking lot rehabilitation has been completed.

Commissioner Green moved that the Board authorize Chairman Tondee to sign the substantial completion forms for Phase I and Phase II of the parking lot rehabilitation. 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.

The Board discussed closing out the contract with Kestrel West. The Board agreed that Chairman Tondee would draft a letter to Kestrel West advising them of the County's intentions to close out the contract.

Chairman Tondee informed the Board that there is a portion of the Rose Lake Collection Site that is already zoned as commercial and that, as long as the County stays within this zone, a conditional use permit will not be needed. Chairman Tondee advised that Solid Waste Director Cathy Mayer agreed that the available commercial space will meet the needs for the intended use of this site. A public meeting will still be held in order to meet the requirements of the purchase and sales agreement.

The Board addressed the following questions that were presented by the Auditor's Office in regard to the Purchase Card Audit:

How willing are the County Commissioners to expand the card usage within their departments? *The Board agreed that they are very willing to expand usage and have already begun encouraging their departments to use the card whenever possible.*

How willing are the County Commissioners to share the rebates with other Elected Officials? *The Board agreed that the Elected Officials did not express an interest in receiving a portion of the rebates when the inquiry was made at the Elected Officials meeting that was held on June 25, 2014.*

How willing are Elected Officials to expand Purchase Card usage within their departments? *The Board agreed that the Elected Officials appeared to be willing to expand this project when this item was discussed at the Elected Officials meeting which was held on June 25, 2014, but could not answer this question on their behalf.*

How willing is the County Clerk to expand staffing to support the Purchase Card program? Is that an appropriate role for the Clerk? If not, for whom would it be an appropriate role? *The Board agreed that this question would need to be answered by the Clerk.*

How willing are departments to use their resources to expand vendor participation? Is this an appropriate role for each department's personnel? *The Board suggested that the Auditor's Office is best suited to determine which vendors are accepting the Purchase Card and which departments are or are not paying that vendor with the Purchase Card and to relay the information to the departments as needed to enhance Purchase Card usage. The Board has encouraged the departments to inquire about Purchase Card acceptance when using new vendors or making purchases.*

How willing are Elected Officials to set Purchase Card spending benchmarks and stand by them? *The Board agreed that it would be difficult and unrealistic to set benchmarks for spending.*

How willing are the County Commissioners to spend money on software enhancements in the short term to increase returns in the long term? How much are they willing to invest? *The Board agreed that they are willing to spend funds to enhance software provided that a proposal and time frame for enhancements to be completed are provided to the Board.*

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(b)* to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Commissioner Green 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 2:33 p.m.

Administrative Assistant Nancy Jones joined the Board in Executive Session at 3:10 p.m.

Executive Session was exited at 3:26 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

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk

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