

**Minutes of Meeting
Commissioners' Debriefing
July 28, 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 Grants Compliance Officer Jody Bieze, Buildings and Grounds Operations Manager Shawn Riley, Human Resources Director Skye Reynolds, Parks and Waterways Director Nick Snyder, Undersheriff Dan Mattos, Major Neal Robertson, Civil Deputy Prosecuting Attorney Pat Braden and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:04 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Civil Deputy Prosecuting Attorney Pat Braden requested that the Board remove Executive Session pursuant to *Idaho Code* §67-2345(1)(f) (Steigers versus Palaniuk). This item will be discussed during the Indigent Hearings, which will be held on July 29, 2014. Mr. Braden explained that this item is a County Assistance Indigent issue and that the Indigent Hearing is an appropriate time for this discussion.

Commissioner Green moved to continue the Executive Session §67-2345(1)(f) for Steigers versus Palaniuk to the Indigent Hearings to be held on July 29, 2014. 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:**

Mr. Braden exited the meeting at 2:05 p.m.

Grants Compliance Officer Jody Bieze presented the Self Evaluation Questionnaire, Accessibility Checklist, and Buildings Inventory List that will be forwarded to the Elected Officials for completion in regard to the Americans with Disabilities Act (ADA) grant compliance. Ms. Bieze advised that this review is required for the County to be in compliance with ADA. Ms. Bieze also inquired about the County's Service Animal Policy, which she has had difficulty locating. The Board directed Ms. Bieze to work with Legal Services to draft a Resolution clarifying the County's position on service animals and to bring that document before the Board for consideration.

Ms. Bieze exited the meeting at 2:10 p.m.

The Board considered reallocating the Sheriff's maintenance budget to the Buildings and Grounds Department. The Board agreed that the monies in the Sheriff's budget will still be used for the Sheriff's maintenance needs, but that the expenditures and projects will be reviewed and approved by Buildings and Grounds Operations Manager Shawn Riley. Maintenance staff at the Sheriff's Office will remain under that management of the Sheriff's Office. Undersheriff Dan Mattos and Major Neal Robertson recommended to the Board that these funds should remain under the Sheriff's Department and that the Sheriff's Office was more than willing to work with Mr. Riley on maintenance and repair projects as needed. The Board felt that, as Mr. Riley is the Operations Manager and has the most expertise in this field, that it would be most efficient and cost effective for Mr. Riley to oversee this budget item. The Board informed the attendees that this should be a relatively minor change as the Board currently relies on Mr. Riley for input on maintenance and repair projects.

Commissioner Green moved that the Sheriff's maintenance budget be transferred to the Buildings and Grounds department for oversight and expenditure approval, with the Sheriff's maintenance staff to remain under the management of the Sheriff's Office. Commissioner Nelson seconded the motion.

There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Nay

The motion carried.

The Board considered Mr. Riley's recommendations for upgrades at the Sheriff's Department. Mr. Riley advised that the flooring in the Office of Emergency Management space needs to be replaced as it is a safety concern. Mr. Riley also recommended replacing the flooring in the Civil Department as it is in poor condition. The rest of the flooring should be replaced as scheduled in the five (5) year maintenance plan. Mr. Riley advised that the Civil Department should be painted when the flooring is replaced, and stated that the Buildings and Grounds department could do the painting. All other upgrades should be done in stages so as to have the least amount of impact on operations. The Board inquired about the Sheriff's request to have the building re-cabled. Mr. Riley informed the Board that additional bids should be sought for this project and that Information Systems should be consulted to determine the priority of this project. The Board directed Mr. Riley to obtain the bids and consult with Information Systems and bring his recommendations before the Board for further consideration.

Civil Deputy Prosecuting Attorney Jamila Holmes joined the meeting at 2:48 p.m.

Human Resources Director Skye Reynolds stated that she has received clarification from Mercer Health and Benefits LLC, that the County meets the criteria to delay compliance with the Affordable Care Act's employer-shared-responsibility rule. Under this rule, the County is required to provide health insurance to employees that work thirty (30) or more hours per week. The delay will allow the County to postpone implementation of this rule until November 1, 2015.

Commissioner Green moved that the Board follow the recommendations as made by Mercer Health and Benefits LLC, to postpone implementation until November 1, 2015. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley call the roll:

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

The motion carried.

Ms. Reynolds exited the meeting at 3:08 p.m.

Commissioner Nelson inquired about the need to accurately track the amount of overtime that is being expended to staff the 9-1-1 Center. Commissioner Nelson explained that patrol deputies are receiving overtime for working at the 9-1-1 Center and that these expenditures are not being tracked through the same cost center as the overtime that is being paid to 9-1-1 Staff. Commissioner Nelson shared her concern that this tracking method will prevent accurate accounting of the overtime dollars that are being expended for staffing the 9-1-1 Center. The attendees discussed the necessity for tracking these expenditures and Undersheriff Mattos advised that the patrol deputies are a short term solution and are working a minimal amount of hours at the 9-1-1 Center. The Board directed Undersheriff Mattos to track this information, so that there is an accurate accounting of the monies that are being expended to staff the 9-1-1 Center.

Chairman Tondee advised that he has discussed the options of using the Work Release Center as an evidence storage facility with the Sheriff's Office and that Undersheriff Mattos is looking into the improvements and associated costs. Commissioner Nelson shared that she is opposed to converting the Work Release Center into a storage facility, even temporarily, and recommended that a study be done to determine the best use for this building. Commissioner Nelson requested that the Sheriff's Office provide a cost analysis based on square footage for the existing Work Release Center, as well as the new building that the Sheriff's Office had requested. Undersheriff Mattos was directed to bring the information back before the Board for consideration.

Undersheriff Mattos and Major Robertson exited the meeting at 3:20 p.m.

Parks and Waterways Director Nick Snyder and Civil Deputy Prosecuting Attorney Jamila Holmes came before the Board to discuss the available resolution options for the parcel encroachment on County land by the Sun-Up Bay Resort. Ms. Holmes advised that there are three (3) mobile homes owned by Sun-Up Bay Resort that encroach on the County-owned parcel. The attendees discussed the four (4) options for resolution, which included:

- Sale of the County-owned property at auction
- A lot line adjustment and trade of the County-owned property for property owned by the Sun-Up Bay Resort
- Option for Sun-Up Bay Resort to lease the property from the County
- Require Sun-Up Bay Resort to vacate the premises and remove any items that are encroaching on the County-owned land

Ms. Holmes shared her concern that Sun-Up Bay Resort may not be the titled owners of the parcel of land that they would like to trade for the County property and advised that, if they are the owners, the piece of land would not be beneficial to the County or for public access. The Board recognized that if they choose to sell this site at public auction, that Sun-Up Bay Resort may not be the highest bidder. The Board was not agreeable to leasing this parcel as the County and public would benefit the most by sale or trade of the property, which would be added back to the tax roll. The Board directed Mr. Snyder to schedule a meeting between the owners of the resort and the Board to consider these options further.

Commissioner Nelson shared that two (2) County owned parcels that have been identified as public access sites do not have an identification number (AIN). These parcels are being reviewed by Legal Services to determine the County's obligations and retention needs. Mr. Snyder advised that the parcel on the river is an existing boat launch (Greensferry Park and Boat Launch). Mr. Snyder explained that during the summer months this is a very active boat launch and parking area. This property is classified as a public works parcel and Mr. Snyder is working with the Assessor's Office to ensure that the necessary corrections are made for this parcel. Mr. Snyder stated that the other parcel in question is a park in the center of a subdivision that has limited access for the public. Commissioner Nelson stated that Legal has advised that this parcel of land has been dedicated for public use. The Assessor's Office will be assigning an AIN number to this parcel and Legal will advise the Board about retention requirements and the County's obligations.

Mr. Snyder and Ms. Holmes exited the meeting at 3:45 p.m.

Commissioner Nelson inquired about the need for the Department Heads' attendance at the Fiscal Year 2015 Budget Public Hearing to be held on August 27, 2014. The Board agreed that the Airport, Solid Waste, Community Development, Human Resources, Prosecutor, Public Defender, and Parks and Waterways will be required to attend. All other Department Heads' attendance will be optional.

The Board discussed the merit increases and compression adjustments, which will be effective October 2015. The Board agreed that employee evaluations will need to be completed no later than September 15, 2014. Commissioner Nelson advised that she will request that the merit pool allocation amounts are provided to the Elected Officials by September 1, 2014, so that evaluations can be completed and merit increases can be allocated.

Commissioner Nelson shared that the Historical Preservation Board is preparing to launch their essay contest. The Board discussed the Historical Preservation Board's budget and Commissioner Nelson clarified that they are aware that no additional funds will be contributed by the Board for this contest. A Quonset hut has been constructed at the Fair Grounds for the History of Kootenai County display. Commissioner Nelson advised that they would be replicating the display in the Administration lobby as part of the fair display and she has funds available in the Sesquicentennial Budget to assist with this project.

The Board discussed the proposals that were made for the development of an Airport Business Plan. The Board agreed to wait for the response from the Federal Aviation Administration (FAA) to determine whether the County wants to move forward with establishing a Business Plan or a Sustainability Plan.

Commissioner Green inquired about the need to have the Airport come before the Board to report on the changes that have been made in response to the Airport Internal Auditor. The Board agreed that a meeting with the Airport should be held after August 7, 2014.

The Board discussed the upcoming Rose Lake Town Hall Discussion and agreed that the Solid Waste Department will conduct this discussion and that it is not a Board meeting. Commissioner attendance will not be required and the meeting will be listed as informational on the Commissioners' calendar.

Commissioner Green stated that the Hayden Area Regional Sewer Board (HARSB) Joint Powers Agreement will be amended to include language establishing a one (1) year deadline for the installation of flow meters to monitor each entity's monthly usage. Each entity will then be charged based on the actual amount of flow used each month.

Chairman Tondee advised that he toured the office space that is being considered for the Public Defender's Office with Public Defender John Adams, Network Administrator Grant Kinsey, and Mr. Riley. Mr. Kinsey's estimate to cable the building and install fiber optics was in excess of \$50,000. Mr. Adams shared concerns about the proximity of the building to the Administration Campus and indicated that there would be a need for dedicated parking at the court. Chairman Tondee shared concerns that the improvement costs would greatly exceed the proposed amount of \$45,000. Commissioner Green stated that the owner of this property is very willing to work with the County and shared his opinion that the improvements and cabling expenditures could be negotiable. The Board authorized Commissioner Green to proceed with negotiations on this space and bring the proposals forward for Board consideration.

Chairman Tondee presented the letter requesting Board support for On Site for Seniors. On Site for Seniors provides in-home dementia and wound care for home bound senior citizens. The Board was not familiar with this program and agreed that further information needed to be obtained before the Board could draft a letter of support.

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. 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 and Administrative Assistant Nancy Jones joined the meeting at 4:44 p.m.

The Board exited Executive Session at 5:00 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 5:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
