

**Minutes of Meeting
Commissioners' Debriefing
August 11, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Airport Director Greg Delavan, and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

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: Commissioner Green advised that a discussion needed to be added on the Airport Tenant Sewer Fee Increase notification letter, as it needs to be mailed out this week. Commissioner Green moved to amend the agenda and add a discussion of the Airport Tenant Letter for the Sewer Fee Increase. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

D. Old Business: No old business was discussed.

E. New Business:

Chairman Tondee stated that a written notice needs to be given to terminate the lease at the current building occupied by Buildings and Grounds. The lease requires a thirty (30) day termination notice and Buildings and Grounds Operations Manager Shawn Riley advised that they will vacate the space no later than September 30, 2014.

Commissioner Green moved that the Board authorize Chairman Tondee to submit written notice to the owner of the Buildings and Grounds building, advising them that the County will vacate this space no later than September 30, 2014. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Commissioner Green stated that a response is due to the Federal Aviation Administration (FAA) by August 18, 2014, as to whether or not the County would accept the grant funds that were awarded for the Airport Sustainability Master Plan. Chairman Tondee explained that this plan could be beneficial for creating a commitment of the community partners and stakeholders. He advised that he would like to see a refined scope, which could potentially reduce the amount of grant funds that are expended to develop this plan. Commissioner Green shared that he was not favorable to expending \$300,000 for this project and may be willing to consider a proposal for a lesser amount. Airport Director Greg Delavan informed the Board that a decision is not required by August 18, 2014, and the Board could take some additional time to consider this project once Commissioner Nelson is available. The Board directed Mr. Delavan to submit a refined scope and timeframe for the project to the Board before the Commissioners' Debriefing to be held on August 18, 2014.

The Board reviewed the letter that will be mailed out to all Airport tenants to advise them of the increase in sewer fees. The Board approved this letter for distribution.

Mr. Delavan exited the meeting at 2:36 p.m.

Commissioner Green presented the proposed floor plan for the office that is being considered for the Public Defender's Office. The Board reviewed the floor plans and agreed that additional improvements may be needed to accommodate the Public Defender's staff. Commissioner Green agreed to take the Board's recommendations back to the building owner and request a refined layout that includes dimensions for the Board to consider.

Mr. Riley exited the meeting at 3:00 p.m.

The Board discussed the letter received from the Coeur d'Alene Tribe requesting an appointment to the Coeur d'Alene Tribe Lake/River Board. The Board agreed to send an email to the members of the Planning and Zoning Commission to determine who has an interest in serving on this Board.

Chairman Tondee advised that he would like to discuss the Community Development Block Grant Survey that was received from the Idaho Department of Commerce. The Board discussed the survey questions and prepared the response that will be submitted on behalf of the Board.

Commissioner Green moved that Chairman Tondee submit the survey response on behalf of the Board. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

The Board discussed the tracking method for Public Defender expenditures for capital cases. Commissioner Green advised that he had received a recommendation from Finance Director David McDowell that the Board receive estimates of the expenditures for these cases and that the funds are allocated by the Board. The Board agreed that it is difficult to estimate the amount of monies that will be expended on each case. The Board will advise Mr. McDowell that they would like to just track the expenditures for each of the cases.

Board of County Commissioners' Administrative Assistant Nancy Jones joined the meeting at 3:15 p.m.

Chairman Tondee explained that the Public Defender's Office has requested that Mayli Walsh be added as an approver for accounts payable transactions on Logos. The Board agreed to this request provided that Public Defender John Adams is aware that he is responsible for all transactions approved by Ms. Walsh. Ms. Jones advised the Board that changes were made, per the Board, for the Transit Accounts Payable approvals. Ms. Jones informed the Board that any future approval level changes related to the Grants Management Office or Transit would have to either be done in tandem or would require changes within Logos, as the two (2) departments are under one (1) grouping in the system. The Board acknowledged this information and agreed to the assigned Public Defender's approval change.

- 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 3:20 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
