

**Minutes of Meeting
Commissioners' Debriefing
August 18, 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, Major Neal Robertson, Grants Compliance Officer Jody Bieze, Airport Director Greg Delavan, Parks and Waterways Director Nick Snyder, Civil Deputy Prosecuting Attorney Jamila Holmes, 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: Chairman Tondee requested that a discussion about the Federal Transit Administration (FTA) 5307 Urbanized Area Formula Program Grant fund transfers be added to the agenda as it required the Board's immediate attention.

Commissioner Green moved to amend the agenda to add a discussion about the FTA 5307 Fund Transfers. 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:

Buildings and Grounds Operations Manager Shawn Riley advised that the Sheriff's Office has requested designated parking at the Administration Campus. These spaces will be used by the Deputies that are assigned to the Administration Campus. The Board agreed that one (1) space in front of the Administration Building and one (1) space in the judge's parking lot will be designated for this use. Mr. Riley advised that he will post signs indicating that these spaces are for Kootenai County Sheriff parking only. Deputies Michael Douglass, Matthew Edmunds, and Andrew Nye are currently assigned to the Administration Building.

Mr. Riley asked the Board to consider purchasing new furniture for the Ancillary Services Building, which will be used by Reprographics and Buildings and Grounds. Mr. Riley provided the Board with drawings and advised that the estimated cost for this furniture would be approximately \$18,000. The Board advised Mr. Riley that they were not opposed to the purchase of a conference room table and six (6) chairs, but Chairman Tondee and Commissioner Green did not support the purchase of all new furniture. The Board directed Mr. Riley to replace any furniture that is no longer useable with existing surplus furniture inventory.

Mr. Riley exited the meeting at 2:25 p.m.

Parks and Waterways Director Nick Snyder advised the Board that the party encroaching on the property owned by the County in Cataldo has not removed his belongings from the property as requested by the Board. Civil Deputy Prosecuting Attorney Jamila Holmes recommended that the Board discuss this item further, but under Executive Session.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(f)* to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated (Cataldo Property Encroachment). 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 2:27 p.m.

Mr. Snyder and Ms. Holmes joined the Board in Executive Session.

Executive Session was exited at 2:50 p.m. No decision was made by the Board.

Mr. Snyder and Ms. Holmes exited the meeting at 2:51 p.m.

The Board agreed that the Sheriff's shift differential pay, which is given to all of the Sheriff's staff, is not really differential pay. Commissioner Nelson advised that Human Resources Director Skye Reynolds has been reviewing the County's current policy as compared to the policies of other Counties and will be presenting a new draft policy for the Board's consideration. It was decided that the Board will continue this item to the next Commissioners' Debriefing to be held on August 25, 2014.

Major Neal Robertson exited the meeting at 3:01 p.m.

Grants Compliance Officer Jody Bieze informed the Board that the Idaho Department of Transportation has notified the County that the transfer of funds that took place between Kootenai County and Pocatello for \$200,000 must be approved by the Federal Transit Authority (FTA). Ms. Bieze explained that these funds which were transferred to Kootenai County from Pocatello are considered 5307 Urbanized Area Formula Program Grant transit funds. Ms. Bieze presented two (2) draft letters for approval, signing and mailing by the Board. The Board approved the draft letters as presented by Ms. Bieze and directed the Board's staff to prepare these letters for mailing.

Ms. Bieze exited the meeting at 3:07 p.m.

Airport Director Greg Delavan presented the Board with the revised scope of work for the Airport Sustainability Plan and the Sustainability Planning Pilot Program Requirements for consideration. The attendees discussed further revisions to refine the scope, the timeline for completion, and the amount of grant funds that will be expended on this project. The Board agreed to accept the grant funds for this project, but directed Mr. Delavan to restrict spending to less than \$200,000. The Board also requested that Mr. Delavan review his budget to ensure that he has matching grant funds available in Fiscal Year 2014.

Commissioner Green moved that the Board direct staff to contact the Federal Aviation Administration (FAA) and advise them of the County's intention to move forward on the Airport Sustainability Grant with the refined scope and project completion no later than October 2015, noting that the project expenditures should not exceed \$200,000. 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 briefly discussed the upcoming Sesquicentennial event at the Fair.

F. Staff Reports:

Commissioner Green provided a staff report on the progress of the Public Defender's space design.

Commissioner Nelson advised that she believes the funds have been removed from the Airport's budget to match grant funds and recommended that Mr. Delavan confirm this information with Finance Director Dave McDowell.

Chairman Tondee informed the Board that he was contacted by Mike Reasor the owner of Cannon Hill Industries. Mr. Reasor was inquiring about a wood chipper that was approved in the Fiscal Year 2015 budget and had stated that he was unaware of the County's decision to perform these services in-house. The Board discussed that former Solid Waste Director Roger Saterfiel had informed the Board that Mr. Reasor had been advised and was aware of the change. Chairman Tondee stated that he will follow-up with Solid Waste Director Cathy Mayer to see if the equipment has been purchased and further discussion will take place a future debriefing to be determined.

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
