

**Minutes of Meeting
Commissioners' Debriefing
September 2, 2014
3:00 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 Airport Director Greg Delavan, Solid Waste Director Cathy Mayer, Humane Society Director of Development Victoria Nelson, Office of Emergency Management (OEM) Manager Sandy Von Behren, Buildings and Grounds Operations Manager Shawn Riley, Undersheriff Dan Mattos, Captain John Holecek, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 3:05 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

Kootenai County Sheriff's Office (KCSO) Captain John Holecek came before the Board to discuss the Sheriff's Maintenance Budget. Captain Holecek explained that approximately \$90,000 remained in the Fiscal Year 2014 (FY14) maintenance budget. He made a request that the Board approve use of those funds to complete various repairs at the Sheriff's Office, at an estimated cost of \$68,000. The Board reviewed a list of the proposed projects and determined that this would be a reasonable use of these funds. Buildings and Grounds Operations Manager Shawn Riley noted those projects that could not be completed prior to the end of the fiscal year and would require a carryover.

Commissioner Green moved authorize the maintenance items included on the Sheriff's memo dated August 27, 2014. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Airport Director Greg Delavan came to discuss the current status of the lease agreement between the Airport and the Kootenai Humane Society (KHS). Mr. Delavan provided a handout detailing the lease history and he talked about previous attempts to bring the lease in line with market rates. The current (month-to-month) lease was negotiated about ten (10) years ago and totals about \$6,700 per year. A new lease, at current market rates, would total \$16,790 per year for the 2.3 acre parcel. Humane Society Director of Development Victoria Nelson acknowledged that the increase would be difficult for the non-profit organization, but stated that she was willing to take the proposal before the KHS Board for consideration. Chairman Tondee encouraged Ms. Nelson to seek guidance from her Board and then engage in negotiations with the Airport so that a new annual lease can be drafted and brought before the Board of Commissioners. The Board asked Mr. Delevan to have a draft lease ready for review by October 1, 2014.

Mr. Delavan and Ms. Nelson left the meeting at 3:20 p.m.

Mr. Riley explained to the Board that, due to an engineering oversight, no air conditioning (A/C) unit was installed in the cabinet shop of the new Ancillary Services Building. Mr. Riley asked the Board to approve the purchase and installation of an A/C unit, noting that the installation would be engineered at no cost to the County. Mr. Riley confirmed that duct work would have to be installed, as well. The Board directed Mr. Riley to coordinate with Finance Director David McDowell to ensure that the project would be left open for carryover to FY2015 and to negotiate costs with the contractor and engineer. The cost for purchase and installation was estimated at between \$8,000 and \$10,000.

Mr. Riley left the meeting at 3:25 p.m.

OEM Manager Sandy Von Behren came before the Board to ask the Board to sign a Notice of Intent to participate in the pursuit of a Hazardous Materials Grant. This would be a joint effort between Kootenai, Bonner, and Boundary counties. Ms. Von Behren stated that an in-kind match in the amount of \$3,000 would be required from each participating county. Further, she confirmed that this is a new proposal and she detailed the advantages to participation, which largely revolve around development of a geographical emergency response plan. Bonner County has agreed to take on the administrative role of coordinating the grant participation and contributions. The Board directed Ms. Von Behren to bring a letter of intent forward at an upcoming Business Meeting.

Ms. Von Behren left the meeting at 3:31 p.m.

Commissioner Green 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; *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, or staff member, or individual agent; *Idaho Code* §67-2345(1)(c), to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency (Rose Lake); and 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 (Public Defender Administrator Contract). Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Executive Session was entered into at 3:32 p.m. with Solid Waste Director Cathy Mayer and Civil Deputy Prosecuting Attorney Jamila Holmes in attendance. Ms. Mayer and Ms. Holmes exited the meeting at 3:47 p.m.

Human Resources Director Skye Reynolds joined the Board in Executive Session at 3:53 p.m.

Civil Deputy Prosecuting Attorney Darrin Murphey joined the Board in Executive Session at 3:56 p.m.

Ms. Reynolds and Mr. Murphey left the meeting and the Board exited Executive Session at 4:32 p.m.

Regarding the Executive Session held pursuant to *Idaho Code* §67-2345(1)(c), Commissioner Green moved to terminate the existing real estate purchase and sale agreement between Kootenai County and Lane Hagerty and to direct Ms. Mayer to obtain a property appraisal on an alternate property. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Chairman Tondee explained that Jobs Plus is working with a company that is considering a business expansion that would bring about 200 new jobs to the area. Chairman Tondee explained that, under the Reimbursement Incentive Act, tax exemptions or similar abatements can be offered to encourage companies to initiate or expand operations in efforts to create new jobs. The Board was asked by Jobs Plus President Steve Griffiths to consider writing a community contribution letter to detail the match that would be offered by the County, pursuant to *Idaho Code* §602-*nn*. The Board acknowledged that this approval would need to be renewed each year in order to meet statutory requirements. Commissioner Nelson recommended that Legal should review any proposal prior to signing. Chairman Tondee agreed to draft a letter and work with Legal to ensure appropriate wording, noting that this is a time-sensitive issue. This item will be brought back before the Board, either at the next Debriefing or at a special meeting of the Board, if necessary due to time constraints.

The Board reviewed four (4) letters of interest that were submitted by individuals interested in participating on the Coeur d'Alene Tribe Lake/River Board. The Board determined that each of the nominees met the basic criteria for consideration and they directed staff to forward the letters of interest to the Tribe.

Commissioner Nelson asked the Board to consider rotating the BOCC department liaison assignments. The Commissioners discussed the potential advantages and disadvantages of this proposal. Commissioner Green and Chairman Tondee were not in favor of rotating departments at this time.

The Board discussed the Quantum Solutions furniture proposal for the new Human Resources space (in the current Reprographics space). Commissioner Nelson agreed to verify the proposal with Mr. Riley and bring this back before the Board at the next scheduled Debriefing.

The Board reviewed a request from the Idaho Historical Society to present referrals to their board. The Board determined that this request should be forwarded to the Historical Preservation Commission (HPC) for response. Deputy Clerk Jones agreed to present the letter to the HPC at their next meeting on September 3, 2014.

Commissioner Green explained that the Board had received a request for letters of support for the statewide Special Assistant United States Attorney (SAUSA) funding proposal. The Board considered the request and Commissioner Green and Chairman Tondee determined that they would each submit a letter of support.

Chairman Tondee gave staff direction for the remaining three (3) agenda items (3rd Quarter Report, Office of Emergency Management Update, and Legislative Lunch) to be carried forward to the agenda for next week's Debriefing, to be held on September 9, 2014.

- E. Staff Reports:** There were no staff reports.
- F. 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 5:01 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Nancy Jones, Deputy Clerk
