

**Minutes of Meeting  
FTA System Discussion  
October 7, 2014  
4:00 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 and Deputy Clerk Daniel Robertson.

**A. Call to Order:** Chairman Tondee called the meeting to order at 4:05 p.m.

**B. Introductions:** There were no introductions made.

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

**D. Old Business:** There was no old business discussed.

**E. New Business:**

**Discussion of the Kootenai County Transit Activities**

The attendees met to review the Federal Transit Administration (FTA) System presentation slideshow prepared by Grants Compliance Officer Jody Bieze. The Organization Charts and Staffing Plans portions of this slideshow will be sent to the FTA in order to satisfy the review findings, while the entire slideshow will be used to educate other organizations participating in the Transit System. The following items were discussed:

- Edits to make to the slides for clarity, organization, etc.
- The nature of the relationships between the County and other members of the Transit System
- Different funding sources and recipients for transit services, including the allowed services under the different funding sources
- Organizational charts for the County and other members of the Transit System
- Options for current and future staffing plans for the Transit Office

**Discussion of the Administrative Assistant Advertising**

The attendees discussed options for advertising for the Administrative Assistant position for the Transit Office. Ms. Bieze reported that the position classified in the budget at a lower grade than desired. The review process for the position has not been completed. The Board advised Ms. Bieze that the position can be advertised at the appropriate range once the review and grading process is complete.

**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 5:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Daniel Robertson, Deputy Clerk

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