

**Minutes of Meeting
Commissioners' Debriefing
October 20, 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 Sheriff's Personnel Technician Marcia Heglie, Human Resources Director Skye Reynolds, Grants Compliance Officer Jody Bieze, Benefits/Risk Management Specialist Dorothy Cross, Coeur d'Alene Press Reporter Jeff Selle, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:00 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** Commissioner Nelson provided an update about the upcoming Legislative Luncheon. She has received the documents from Chairman Tondee and Commissioner Green and is working with Clerk Jim Brannon on obtaining his documents.
- E. New Business:**

Human Resources Director Skye Reynolds updated the Board on the County's Wellness Program. She stated that open enrollment ended on October 17, 2014, and that eighty-three percent (83%) of eligible employees participated. Forty-six (46) eligible employees are outstanding from last year and Ms. Reynolds inquired as to how the Board would like to address employees that request an extension for enrollment. The Board stated that these should be reviewed on a case-by-case basis and they would need to provide a valid reason for requesting an extension. Ms. Reynolds also stated that there has been an increase to the number of employees that are participating in the wellness activities. She suggested that the Board review the policy regarding smoking cessation before open enrollment for 2016.

Ms. Reynolds explained to the Board that she met with the Sheriff's Office and the Auditor's Office to discuss the deputy position numbers and how they are assigned. It was mutually agreed that background investigation is a Patrol Deputy function and the two and a half (2.5) individuals that are assigned to Background Investigations are considered Deputy Detectives. These Deputies will be assigned a 300 series position number, the work assignment will be reflected on the open position report, and a headcount report will be generated as needed. The Board agreed with this solution.

Ms. Reynolds and Sheriff's Personnel Technician Marcia Heglie exited the meeting at 2:20 p.m.

Chairman Tondee explained that \$30,000 in RouteMatch grant funds were approved by the Board in 2011 for the purchase of Intelligent Transportation System software. At the time that these funds were approved the match was thought to be a soft (in-kind) match. Grants Compliance Officer Jody Bieze has determined that as this would be a capital purchase, this should be a hard match. Ms. Bieze stated that it is now time to purchase the software and as the matching funds have not been provided, an additional \$30,000 is needed to make this purchase. Commissioner Nelson inquired as to how much was awarded by the grant and Ms. Bieze stated that \$220,000 was awarded and that the match was \$55,000. Kootenai Health paid \$25,000 to purchase one (1) module. The Board agreed to fund the match from contingency funds and directed Ms. Bieze to draft a memo to memorialize this decision.

Ms. Bieze exited the meeting at 2:39 p.m.

Commissioner Nelson explained that she discussed the service contract for the Extension Office copier with Information Systems Director James Martin. Mr. Martin advised her that as the Extension Office is under the University of Idaho the contract should be transferred to them. The Board agreed that Commissioner Nelson should contact the University of Idaho to transition this contract to them.

Commissioner Green presented a budget summary for the new office space for the Public Defender's Office. He explained that a large donation of furniture has been made by the owner of the building which reduces the amount of furniture that the County will need to purchase. The Board also reviewed the cost of the annual lease, utilities, janitorial services, cabling, and security. Commissioner Green stated that \$250,000 had been budgeted and anticipated that an additional \$12,832.87 was needed to complete the project.

Commissioner Nelson provided an update on the draft for the Facilities Master Plan messaging. She explained that she has received some additional recommendations from Prosecutor Barry McHugh, Sheriff Ben Wolfinger, and Undersheriff Dan Mattos that she would like to incorporate into the document prior to the Board's review.

Commissioner Nelson suggested that the Board send out the email about the three (3) shortened work days during the holidays. She explained that she would like to send this out early to give employees the opportunity to plan ahead and determine if they would use vacation time or work additional time within those weeks. Chairman Tondee stated that he would direct the Board's staff to draft the email.

Commissioner Nelson stated that she had made an inquiry about the Dish Network services utilized by the Public Defender's Office. She was informed that they use this subscription to view televised court cases. She presented the billing statement for the Board's review and based on the channels that were listed on the statement she recommended that the Board discontinue the subscription. The Board agreed that these services should be cancelled unless the Public Defender's Office can justify their need for these services to be continued.

Commissioner Green provided an update on the Coeur d'Alene Lake Management Plan. He stated that he met with some members of the Natural Resource Advisory Board and the Idaho Department of Environmental Quality (DEQ) about the upcoming symposium. DEQ has expressed an interest in partnering with the County regarding this plan.

Commissioner Green stated that a new simplified Joint Powers Agreement has been drafted by the Hayden Area Regional Sewer Board (HARSB). This agreement includes provisions for the installation of flow meters within the next twelve (12) months, so that HARSB can proceed with charging the entities based on the actual usage. He further stated that Equivalent Residence Units cannot be purchased for future use and would only be available for purchase when the purchaser connects to the system. The final agreement will be brought before the Board for consideration once it has been completed.

Commissioner Green shared that Panhandle Area Council (PAC) recently signed a new Lease Agreement with Empire Airlines, which will allow them to refinance the existing Empire Airlines loan and free up funding. They have also been working on reorganization of their Board, which would allow members of the public to participate through sub-committees. Commissioner Nelson inquired about the Airport Lease with PAC and Commissioner Green explained that he did not have any additional information at this time, but offered to see what information he can gather.

Commissioner Green stated that the Snowmobile Advisory Board is proposing an ordinance that would allow all-terrain vehicles under 2,000 pounds to use the groomed trails in Kootenai County, provided that they are equipped with tracks, skis, or runners, and a groomer sticker has been purchased. Wheeled vehicles would still be prohibited. An ordinance will be drafted, with the assistance of Legal Services, for consideration by the Board at a Public Hearing.

- 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 3:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
