

**Minutes of Meeting  
Commissioners' Debriefing  
October 27, 2014  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Accounting Manager Grace Blomgren, County Assistance Manager Todd Rickard, and Deputy Clerk Daniel Robertson. Commissioner Dan Green was excused.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:08 p.m.

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

**C. Changes to the Agenda:** Chairman Tondee requested to add discussions about the Airport Director and the Airport Environmental Impact Study to the agenda.

Commissioner Nelson moved to add discussions about the Airport Director and the Airport Environmental Impact Study to the agenda. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**E. Business:**

Chief Deputy Clerk Pat Raffee stated that Personnel Policy 120, Section 3.10 is the only section in the Personnel Policy Manual that addresses compensation for training. However, she stated that this section does not address a specific training need within the Clerk's division, as it assumes that the trainee will permanently replace the trainer and is in the same department as the trainer. She said that the Auditor's office has only one (1) employee who knows how to perform a job function that in Fiscal Year 2014 (FY14) processed \$131 million in tax payments to forty-five (45) taxing districts. She stated that another employee, in a different department of the Clerk's division, has relevant experience and could be cross-trained in this function as a back-up. Ms. Raffee requested that the Board approve use of the Clerk's FY15 budget funds to pay these two (2) employees a bonus at the conclusion of the six (6) month training period.

Chairman Tondee inquired as to why Ms. Raffee was requesting the Board's approval, as the funds are already available in the Clerk's budget. Ms. Raffee responded that she had been advised by Human Resources and Legal that the Board would need to approve this use, since it was not addressed in the Personnel Policy Manual. Chairman Tondee and Commissioner Nelson stated that the Board's approval was not necessary, but that they were favorable to this training plan and use of funds. Chairman Tondee also advised Ms. Raffee to consider revising the job description for the back-up position in order to determine if it can be rated at a higher grade.

Ms. Raffee, Finance Director David McDowell, Accounting Manager Grace Blomgren, and County Assistance Manager Todd Rickard exited the meeting at 2:21 p.m.

The Board discussed a list of three (3) expired contracts and whether these contracts would be renewed. Commissioner Nelson stated that Human Resources Director Skye Reynolds had indicated that the contract with the American Red Cross for first aid training would not be renewed. The Board discussed the contract with Dish Network for the Public Defender's Office, which would also not be renewed.

Chairman Tondee called a recess at 2:26 p.m.

Chairman Tondee called the meeting back into order at 2:29 p.m.

The Board discussed changes to be made to two (2) draft memorandums. They also discussed the letter which had been sent to the Idaho Department of Environmental Quality (DEQ). Commissioner Nelson inquired whether a Memorandum of Understanding (MOU) would be implemented with DEQ. Chairman Tondee responded that a MOU would not be required.

Chairman Tondee stated that Federal Aviation Administration (FAA) Representative Gary Gates had called to discuss the Airport Environmental Impact Study. Mr. Gates had reviewed the public's comments and recommended putting the project on hold until the comments could be addressed. Chairman Tondee reported that the FAA also reviewed the Airport Master Plan and Airport Layout Plan and Mr. Gates had indicated that there were inconsistencies between those plans. Chairman Tondee continued that Mr. Gates had stated that he was available to meet with the Board by conference call to discuss the comments and inconsistencies. Commissioner Nelson suggested making the conference call from the airport, where drawings and plans would be readily available for reference. The Commissioners also discussed options for holding a facilitated meeting with airport stakeholders and Mr. Gates.

Chairman Tondee stated that the scope of work for the Airport Sustainability Plan has been received from the FAA. He said that the Board could review the scope at the Commissioners' Debriefing scheduled for November 3, 2014, and could make a decision on it at the November 4, 2014 Business Meeting. Commissioner Nelson agreed to this proposal.

Chairman Tondee said he had a meeting scheduled with the Interim Airport Director Phil Cummings for the next morning (October 27, 2014) to discuss Mr. Cummings' responsibilities and the airport staff's concerns. The Commissioners discussed options for helping Mr. Cummings transition into the role of Interim Director.

**F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Chairman Tondee adjourned the meeting at 2:48 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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