

**Minutes of Meeting
Commissioners' Debriefing
November 3, 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 Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Assessor Mike McDowell, Human Resources Director Skye Reynolds, Sheriff Ben Wolfinger, Interim Airport Director Phil Cummings, Civil Deputy Prosecuting Attorney R. David Ferguson, and Deputy Clerks Courtney McKinnie and Daniel Robertson. Citizen Tina Kunishige was also in attendance.

A. Call to Order: Chairman Tondee called the meeting to order at 2:02 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Commissioner Nelson requested to remove the Executive Session from the agenda because she needed to leave the meeting by 4:15 p.m.

Commissioner Green moved to remove the Executive Session from the agenda. Commissioner Nelson seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

D. Old Business: Commissioner Nelson reviewed the Local Option Sales Tax item which is on the agenda for the Legislative Luncheon scheduled for November 19, 2014. She said that she had asked Legal to review a similar bill in Florida. She stated that most of the opposition to this tax was coming from car dealerships, as their sales are for high dollar values. She said that Florida's bill only taxes on the first \$5,000 of a sale, which, if modeled locally, would help to alleviate the car dealers' concerns. She also asked the other Commissioners to review an educational flyer prepared by Charlotte County, Florida. The Commissioners agreed that a one percent (1%) Local Option Sales Tax would help to fund projects while alleviating the need for bonds. Assessor Mike McDowell indicated that the Legislators had objections to local sales tax control. The Board discussed these objections.

E. New Business:

The Commissioners reviewed the request made by Sheriff Ben Wolfinger to use the one point five percent (1.5%) pay increase which was withheld from his salary to correct pay compression problems in his department. Chief Deputy Clerk Pat Raffee clarified that about \$10,000 in pay increases had been withheld from all of the elected officials' salaries. Commissioner Green said that he was in favor of allocating these withheld funds to the elected officials' merit pool funds. Commissioner Nelson indicated that her preference was to ask each elected official to bring a justification before the Board to request transfer of these funds. She inquired whether these funds were already in the elected officials' budgets, and Finance Director David McDowell replied that the funds were in the Commissioners' budget. Commissioner Green opined that each elected official would be able to come up with a justification to use the funds. Chairman

Tondee stated that he was not in favor of having each elected official provide a request and justification for using these funds.

Commissioner Green moved to allocate the one point five percent (1.5%) pay increases withheld from the elected officials' salaries into the respective elected officials' merit pool funds. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Nay

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

The attendees discussed the pay for the exempt employees for Fiscal Year 2015 (FY15), as these employees are paid an annual salary and calendar year 2015 will have twenty-seven (27) pay days rather than twenty-six (26) pay days. This extra pay day in a calendar year occurs once every eleven (11) to twelve (12) years. David McDowell said that the budget is calculated based on the number of days worked in a year.

Human Resources Director Skye Reynolds read the definition of a pay period in the Personnel Policy Manual as: "A pay period is composed of two consecutive payroll weeks. A payroll week runs from 12:00 a.m. Sunday of one week through 11:59 p.m. Saturday of the same week." She also read the compensation policy as: "Kootenai County compensates employees in accord with decisions by the Board of County Commissioners as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance." She explained that the policy does allow for the Board to take measures to adjust pay when necessary, and that the policy would not need to be amended to take corrective action in this case. She presented two (2) options for the Board to consider:

- Follow the precedent set in 2004 and keep the exempt employees' bi-weekly pay the same. Ms. Reynolds explained that the response from the affected employees would be largely positive, but that some may be pushed into a higher tax bracket, as their annual salaries would increase. She said that this would have no budgetary impact, as the budget is based on the number of days worked.
- Reduce the exempt employees' bi-weekly pay by three point seven percent (3.7%) so that their annual salaries remain the same. Ms. Reynolds indicated that the employees would be likely to react negatively to this decision, and that the budget would be reduced as a result.

Ms. Reynolds recommended that the Board keep the bi-weekly pay the same. Commissioner Nelson requested clarification on whether the policy would need to be changed. Ms. Reynolds replied that she and Legal had reviewed the policy and did not believe it would need to be amended.

Commissioner Green expressed concern about the exempt employees' salaries increasing in a twenty-seven (27) pay day year, as he would consider this a bonus over the annual salary. He suggested that every year would have the same number of pay days if the policy were amended to issue pay twice per month. He asked the other Commissioners if they would be amenable to adjusting the pay schedule as such. Ms. Reynolds agreed that adjusting the pay schedule could prevent this concern, and advised that such a policy change would take effect in a future budget

year. Chairman Tondee said that more research and analysis would need to be done before making such a decision.

Commissioner Nelson inquired about the concerns, which had been raised by Clerk Jim Brannon in a previous meeting, regarding recouping salary when an exempt employee who vacates his or her position. Ms. Raffee advised that the position often remains vacant for some time, and therefore it was likely the County would recoup the salary.

The Board directed staff to keep the bi-weekly pay rate for the exempt employees unchanged.

Ms. Raffee, Ms. Reynolds, and David McDowell exited the meeting at 2:37 p.m.

The Commissioners discussed the Airport Sustainability Plan Scope of Work. Commissioner Nelson indicated that this was the revised Scope of Work suggested by the Federal Aviation Administration (FAA). Chairman Tondee said that this document lacks timeline controls. He also said that the Airport Master Plan and the Airport Layout Plan, both of which this Scope of Work references, may be changing. Commissioner Nelson indicated that the FAA was anticipating the Board's answer on this Scope of Work at the teleconference meeting scheduled for Wednesday, November 5, 2014. Interim Airport Director Phil Cummings said that this was a pilot project for the FAA, who had sought out the Coeur d'Alene Airport. Commissioner Green indicated that his answer would be contingent on the timeframe and cost to complete the project, and Mr. Cummings said that he would contact TO Engineers to obtain their estimates for these numbers before the teleconference with the FAA. The Board agreed that these estimates would be needed before a decision could be made.

Mike McDowell exited the meeting at 2:51 p.m.

The Board discussed the hiring process for the Airport Director position. Commissioner Nelson stated that the Airport Advisory Board had expressed interest in being involved in the process, and that a meeting was scheduled with them for Wednesday, November 5 to discuss their involvement. The Board asked Mr. Cummings about what the process had been when former Airport Director Greg Delavan had been hired. Mr. Cummings indicated that the hiring committee, which included himself and members of the Airport Advisory Board, had developed a list of qualifications. Human Resources had delivered a list of the applicants who met those qualifications and the committee made the final decision. The Board decided that it was premature to discuss this further until the meeting with the Airport Advisory Board took place.

Chairman Tondee reviewed the Informed Consent Request by the legal firm Hawley Troxell regarding attorney John Cafferty. Chairman Tondee indicated that the City of Hayden was interested in hiring Mr. Cafferty regarding their concerns with the Airport Master Plan, and that Mr. Cafferty would need the Board's consent to contract with the City of Hayden as he had previously worked with and for the County. Mr. Cummings advised the Board against approving this request, but the Board agreed that Mr. Cafferty was not privy to any confidential information regarding the Airport Master Plan. Civil Deputy Prosecuting Attorney R. David Ferguson agreed with the Board's conclusion.

Commissioner Green moved to authorize Chairman Tondee to sign the Letter of Informed Consent with Hawley Troxell. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

The Commissioners reviewed Trinity Group Homes' request for intergovernmental review. The Board decided that this request was within the City of Hayden's jurisdiction, and that they did not need to take action on this.

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 3:05 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
