

**Minutes of Meeting  
Commissioners' Debriefing  
December 8, 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 Finance Director Dave McDowell, Staff Accountants Debbie Stoner, Kim Price, and Melissa Merrifield, Interim Airport Director Phil Cummings, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Daniel Robertson. Also present was citizen Tina Kunishige.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:01 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**  
Parks and Waterways Director Nick Snyder and Coeur d'Alene Press Reporter David Cole entered the meeting at 2:02 p.m.

Parks and Waterways Director Nick Snyder reported that a swing set in Bayview Park is encroaching on the Navy's safety buffer zone due to its enclosure in fall protection material. Mr. Snyder said the Navy will not renew the encroachment license, and is instead requiring an easement with an estimated cost of \$9,000 - \$10,000 which would need to be renewed every ten (10) years. Mr. Snyder noted the swing set is dedicated to the Bayview community as they raised the funds to purchase it. After discussing options for mitigating these costs the Board directed Mr. Snyder to remove the swing set and schedule a meeting with the Bayview community to discuss options for a new location.

Clerk Jim Brannon entered the meeting at 2:12 p.m. Mr. Snyder and Deputy Prosecuting Attorney Jamila Holmes left the meeting at 2:21 p.m., and Board of County Commissioners Administrative Assistant Nancy Jones entered at 2:25 p.m.

The Board discussed the proposed contract and work order between the County and consultant Steve Domino. Board of County Commissioners Administrative Assistant Nancy Jones explained that the contradicting clauses on record retention requirements have been corrected. The Board agreed that the documents would be acceptable if the language referring to a "not to exceed" amount was removed.

Ms. Jones exited the meeting at 2:32 p.m.

Interim Airport director Phil Cummings reported that the Lakes Highway District has renewed interest in purchasing the airport land they have been leasing. Mr. Cummings noted the Federal Aviation Administration (FAA) did not support selling this land, and the Board concurred they too were still not willing to sell the parcel. The Board directed Mr. Cummings to contact the

Lakes Highway District Commissioners to schedule a meeting, as they had thought the previous agreement with the Lakes Highway District had resolved this conflict.

The Board discussed the draft letter to Ed Lowry regarding the back-billing on his airport lease, and agreed to amend the letter to add a response deadline.

The Board discussed the fixed asset inventory produced by the Auditor's staff, and agreed to have Commissioner staff draft resolutions to clean up the Board's assets from the list.

Mr. Cummings asked for clarification on what value to include on resolutions to surplus items from his department. Finance Director Dave McDowell said it should be the acquisition cost if the item was purchased, or the fair market value if the item was donated or acquired from another department's surplus.

Clerk Jim Brannon, Mr. McDowell, and Staff Accountants Debbie Stoner, Kim Price, and Melissa Merrifield exited the meeting at 2:56 p.m.

Mr. Cummings reported that the FAA requested a response on whether the Board was moving forward with the Sustainability Grant scope of work. He also said that the FAA indicated that the sustainability study and scope of work would remain valid even if the Airport Master Plan is changed as a result of the upcoming airport stakeholder meeting. The Board asked Mr. Cummings to confirm whether the Idaho Division of Aeronautics still had matching funds available, and agreed to continue discussion on this item at the budget meeting scheduled for December 11.

The Board agreed to retain the vehicle that was assigned to the previous Airport Director.

Commissioner Nelson asked the other Commissioners to consider postponing the hiring process for the Airport Director, as she was concerned about the quality of applicants and possible liability issues. Commissioner Nelson announced that she intends to abstain from voting on hiring for the position if the process continues. Chairman Tondee and Commissioner Green agreed that they would not delay the process, but neither would they hire someone who was under-qualified. They also were committed to informing a new hire of the current airport issues.

Citizen Tina Kunishige exited the meeting at 3:38 p.m.

Commissioner Nelson said she has noticed that the Board's staff is taking longer to respond to her requests, as well as to public records requests, and wondered whether there was a need for additional staff or a different time management system. Chairman Tondee said that Ms. Jones had indicated that things should slow down in January and she had provided the Commissioners with a synopsis of current tasks. The Commissioners discussed how staff response times could be improved.

The Board discussed open seats on the Aquifer Protection District Advisory Board and on the Planning Commission. They agreed to appoint both applicants to open seats on the Aquifer Protection Board, and to interview applicants for the Planning Commission. The Commissioners also discussed term limits and end dates for current advisory board seats.

The Board discussed a draft Memorandum of Agreement with the Idaho Department of Environmental Quality, and agreed to send suggested edits to Legal for incorporation into the document.

The Board discussed a request by Adult Misdemeanor Probation Director Kevin Creighton for \$3,500 to pay comp time which has gone over the 90 day usage limit. The Board agreed to direct Mr. Creighton to use salary salvage dollars to cover as much of this need as possible.

- E. 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 4:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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