

**Minutes of Meeting  
Commissioners' Debriefing  
December 29, 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 Parks and Waterways Director Nick Snyder, Accounting Manager Grace Blomgren, Administrative Assistant Nancy Jones and Deputy Clerk Mary Enquist. Also present were citizens Tina Kunishige and Coeur d' Alene Press Reporter David Cole. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:00pm.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

**Vacation Rollover Discussion**

Parks and Waterways Director Nick Snyder requested a discussion regarding vacation rollovers for two (2) employees: Administrative Assistant Ranell Schwartz and Maintenance Operator II Jesse White were unable to take time off during the busy summer season leaving them with more than 240 accrued vacation hours at year end. Mr. Snyder requested that both employees be able to utilize their accrued vacation time before the end of January 2015. Mr. Snyder also stated that going forward all Parks and Waterways employees will be advised to use their vacation time to avoid losing accrued time.

Administrative Assistant Nancy Jones requested that Administrative Assistant Teri Johnston be allowed to carry over twelve (12) hours of accrued vacation time.

Commissioner Nelson moved to carry over accrued time in the amount of six and a half (6 1/2) hours for Ranell Schwartz, twenty-three (23) hours for Jesse White and twelve (12) hours for Teri Johnston. Commissioner Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Nelson:	Aye
Chairman Tondee:	Aye
Commissioner Green	Excused

The motion carried.

Chairman Tondee advised that this exception is a one-time allowance and all employees would need to utilize accrued vacation time next year within the allowed time frame per county policy.

**County Property Tax Cancellation Review**

The Board reviewed the final numbers for the county property tax cancellations submitted by Ms. Jones, who said that final numbers for these taxes and fees have been confirmed by Chief Deputy Treasurer Laurie Thomas with \$34,156.91 to be cancelled and \$1,331.18 to be paid.

**Advisory Board Final Review**

Ms. Jones advised the board of reappointment terms up for review. The advisory board appointments for Planning and Zoning, Snowgroomers, Noxious Weed Control and Parks and Waterways will be discussed in the Business meeting on December 30, 2014. Ms. Jones said statute requires a two (2) year term for the advisory boards however, the length of these terms needs to be corrected so all advisors' terms do not expire at the same time. Ms. Jones recommended an extension be allowed to correct the length of these terms.

- D. 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 2:17 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Mary Enquist, Deputy Clerk

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