

**Minutes of Meeting
Commissioners' Debriefing
February 9, 2015
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein and Commissioner Dan Green met to discuss the following agenda items. Also present were 9-1-1 Director Lieutenant Matt Street, Undersheriff Dan Mattos, Buildings and Grounds Director Shawn Riley, Parks and Waterways Director Nick Snyder, Grants Management Office Director Jody Bieze, Civil Deputy Prosecuting Attorney Jamila Holmes, Information Systems Network Administrator Grant Kinsey, Administrative Assistant Nancy Jones, and Deputy Clerk Mary Enquist.

- A. Call to Order:** Chairman Stewart called the meeting to order at 2:07 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Green asked that Item #5 NEOGov Software Presentation needed to be pulled from the agenda, as Human Resources Director Skye Reynolds needed more time for preparation and would like to discuss the item at a later date.

Commissioner Green moved to pull item #5 from the agenda. Chairman Stewart seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye

The motion carried.

- D. New Business:**
 - Facilities Discussion**
 - Grants Management Office**

Buildings and Grounds Director Shawn Riley said that before the Grant Management staff can move into the previous Public Defender's office, the carpet will need to be replaced. Mr. Riley asked the Board to approve using the money for the carpet replacement from the 5-year plan account. The Board asked Mr. Riley to present a proposal of the cost to replace the carpet. Mr. Riley said that it will be 6 weeks before the Grant Management staff can move.

Information Systems Network Administrator Grant Kinsey said that the building is not network ready because the wireless and wire cabling went to the Public Defender's new building. Mr. Kinsey said he had just enough to setup the Grant Management staff. The Board asked Mr. Kinsey to include the cost to install the network to the previous Public Defenders' building in the FY2016 budget .

Public Defender Parking

Mr. Riley said that the Public Defender’s staff is requesting an additional 6 spaces in the parking lot along with the 8 parking spaces they currently have in the cage. The Board gave Mr. Riley permission to assign an additional 4 parking spaces to the Public Defender’s staff.

Human Resources Office Update

Mr. Riley said that the Human Resources office remodel is almost complete but the contractor has been unable to finishing the flooring because of the port strike. Flooring will be delayed between 10 and 14 days, so if this project is not completed by February 23, 2015, the General Contractor will owe the County \$250 per day because of the liquidated damages clause. Mr. Riley asked that the Board waive the liquidated damages fee and not hold the general contractor accountable for a situation outside his control.

Commissioner Green moved to direct the legal staff to draft a waiver to eliminate the liquidated damages clause with the General Contractor on the Human Resources remodel based on the flooring material delay. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Justice Building Heating and Cooling

Mr. Riley said he wanted to make the Board aware of the heating and cooling problem in the Justice Building. He said that it is going to develop into a very costly repair and that he has been temporarily fixing the problem.

KCSO Requests

Printer Maintenance Agreement

9-1-1 Director Lieutenant Matt Street brought forward a monthly printer maintenance agreement estimate requested by the Board. Lieutenant Street said that the difference between a maintenance agreement and a non-maintenance agreement is \$255. The Board said that they do not want to purchase a maintenance agreement for the new copier located at the 9-1-1 Center.

Damaged Vehicle Request

Undersheriff Dan Mattos left the meeting at 2:15 p.m. and was not able to update the Board on the vehicle replacement request. Commissioner Green said that the Board has received the Sheriff’s request but they are not appropriating any money at this time.

Forfeiture Account Requests

The Board discussed the request from the Sheriff regarding the Drug Forfeiture Account. Commissioner Green said that the request had already been signed and approved.

Grants Management Office Discussion

Service Extension Agreement Language

Grants Management Office Director Jody Bieze said that First Transit, who is the current para transit provider, is requiring that she provide them specific language for the extension of service until February 28, 2015. She said one of the requests is for language to include

the Grants Management staff paying all bills from October, 2012 to January, 2015. Ms. Bieze said that the Grants Management staff has held back paying First Transit invoices because First Transit has been unresponsive providing documentation to substantiate the invoices. Ms. Bieze said that the Grants Management staff did receive some information February 9, 2015 but that she had not had the opportunity to look through the documents. The Board directed Ms. Bieze to correspond with First Transit and ask them for additional time to respond until she can look over the documentation that she just received to see if it was complete.

Ms. Bieze said that there had been 3 Para Transit buses involved in accidents that were not reported to the County, and that one accident totaled \$12,000 in damages. She said the County has no documentation regarding these accidents.

Ms. Bieze also pointed out cost discrepancies, including that First Transit reported vehicle maintenance costs of \$76,749 in FY2014, but Grants Management staff's analysis showed cost of the vehicle maintenance was \$51,424 in that fiscal year.

Transition to Service Provider

Ms. Bieze formally let the Board know about the transition from First Transit to MV Transportation.

Exempt Employee Annual Salaries

Commissioner Eberlein said that every eleventh year there is a problem with the exempt employee salaries because of twenty-seven pay periods within the calendar year instead of twenty-six pay periods. Commissioner Eberlein suggested that exempt employees should be paid twenty-four times per year, on the 1st and the 16th of each month. He recommended that this idea be introduced to the Elected Officials. Commissioner Green said the Board had already requested the Human Resources department to bring various options on this matter.

NEOGov Software Presentation - PULLED

Parks and Waterways Discussion

Bayview Park Easement Agreement

Parks and Waterways Director Nick Snyder the easement from the Navy at the Bayview Park Playground will be resolved, and that the Navy agreed to waive their \$10,000 fee to process the easement, in exchange for a \$500 consideration for the property's value. Mr. Snyder said the Navy would like the County surveyor to survey the playground section to ensure the accuracy of the property boundary in preparation for the easement documents, and that there was a possibility of a 25 to 50 year agreement in this matter..

Sun Up Bay Encroachment

Civil Deputy Prosecuting Attorney Jamila Holmes updated the Board on the Sun Up Bay encroachment of the trailer park on the County's property. The Board directed Ms. Holmes to have the property owners schedule a meeting with them and to bring some specific ideas to discuss.

Kidd Island Bay Discussion

Ms. Holmes said that property owner Mr. Salsbury is asking for a permanent egress easement to the County’s property because he owns a Recreation Vehicle and can’t drive into his garage without crossing the County’s property. She said the previous Board had approved a lot line adjustment. However, the current Commissioners agreed they are not interested in offering Mr. Salsbury a permanent egress easement.

Noxious Weed Board Application Recommendation

Mr. Snyder said that the Noxious Weed Board had received an application from Linda Ely, who has the qualifications to be appointed to an open position on the Noxious Weed Board. Mr. Snyder recommended that the Board appoint Ms. Ely.

Commissioner Green moved to appoint Linda Ely to the Noxious Weed Board. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

~~**Executive Session pursuant to Idaho Code §67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated (Baycroft vs. Kootenai County) – PULLED**~~

Plotter Maintenance Expenditure

Administrative Assistant Nancy Jones asked the Board to approve an invoice from Abadan Reprographics in the amount of \$160 for the maintenance of the Mapping Plotter located in the Assessor’s office. The Board directed Ms. Jones to pay the invoice.

HARSB Representation (alternate)

Ms. Jones said that an alternate representative needs to be appointed to the HARSB Board, in case Commissioner Green is unable to attend a meeting.

Commissioner Green moved to appoint Commissioner Eberlein as the alternate representative to the HARSB Board. Chairman Stewart seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Shredding Service Discussion

Ms. Jones said that there was a previous discussion with the Board about having shredding bins brought to the BOCC floor and she looked at the current contracts with the County.

Ms. Jones said there is one contract that is with the Data Destruction Company. The cost will be either \$10 or \$15 per tip and if the Board approves the cost, Ms. Jones will contact the legal staff to work up the contract paperwork. The Board approved the shredding cost.

Logos Level Approvals

Ms. Jones said she received an email from Grants Management Office Director Jody Bieze requesting that her new staff be setup in Logos. Ms. Jones said previously Department Heads were permitted to request access changes through the IS Department without Board approval, and she requested Board direction on how they would like to proceed. The Board directed Ms. Jones to route the new user Logos list to them for their review and initials.

- 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 Stewart opened item #7 §67-2345(1)(f) and asked to continue the Commissioners' Debriefing meeting until Tuesday, February 10, 2015 at 1:15 p.m.

Commissioner Green moved to continue the Commissioners' Debriefing Meeting to Tuesday, February 10, 2015 at 1:15 p.m. to address Item # 7 the Executive Session pursuant to Idaho Code § 67-2345(1)(f). Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye

The motion carried.

Chairman Stewart continued the meeting until Tuesday, February 10, 2015 at 1:15 p.m.

Chairman Stewart adjourned the meeting at 4:17 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____

Mary Enquist, Deputy Clerk
