

**Minutes of Meeting
Commissioners' Debriefing
February 23, 2015
2:30 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 Buildings and Grounds Director Shawn Riley, Staff Accountant Kimberli Price, and Deputy Clerk Mary Enquist.

- A. Call to Order:** Chairman Stewart called the meeting to order at 3:26 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** Chairman Stewart said there were changes to the agenda. Item #6 was pulled to a date uncertain and Item #7 Grants Management Office/Invoice for New Computers was added.

Commissioner Green moved to pull Item #6 BNSF Funding for Aquifer Protection District to a date uncertain and add #7 Grants Management Office/Invoice for New Computers to the agenda. 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.

- D. Old Business:** There was no old business discussed.

- E. New Business:**

Janitorial-Jesters

Buildings and Grounds Director Shawn Riley said that the County is temporarily without janitorial service and Jesters Janitorial will be the temporary service cleaning only the bathrooms and common areas. Mr. Riley said each department is responsible for their garbage for a few weeks until the janitorial service goes out to bid and a new contract takes effect.

Update Regarding Paper Product Dispensers

Mr. Riley said there is a free upgrade for paper product dispensers from the Walter E. Nelson Company. Mr. Riley said new bathroom paper dispensers will be installed, at no cost to the County, with a projected savings of 18% by using recycled paper products.

Funding Sources for Projects

Mr. Riley updated the Board on how he processed special projects funding.

Human Resources Director Skye Reynolds entered the meeting at 3:45 p.m.

Tuition Reimbursement Policy Update

Human Resources Director Sky Reynolds discussed the draft Tuition Reimbursement Policy with the Board. Ms. Reynolds said there has been some concern about over-spending in the budget and that she was asked to look into having a repayment agreement for people who access tuition reimbursement.

The Board will present the revised Tuition Reimbursement Policy at the next Elected Officials Meeting on February 25, 2015 to get their input.

Discussion Regarding T-O Engineers Invoices

Chairman Stewart discussed the professional services invoice regarding T-O Engineers. The Board would like to see more clarification of the charges before they approve the invoice for payment.

BNSF Funding for Aquifer Protection District PULLED

Grants Management Office/ Invoice for New Computers

Commissioner Green said that the invoice from Coeur d'com Communications, Inc. is for two new computers for the expanded Grants Management Office staff. Commissioner Green said that Grants Management Office Director Jody Bieze is asking who is going to pay for the two new computers, since they were not included in her budget.

After discussion, the Board decided that they will approve over-spending in the Grants Management Office budget for the two new computers.

- 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 Stewart adjourned the meeting at 4:07 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
