

Minutes of Meeting
Airport Discussion
April 28, 2015
3:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Grants Management Office Director Jody Bieze, Airport Director Greg Delavan, Airport Advisory Board member John Adams, Administrative Assistant Mary Hopkins, Clerk Jim Brannon, Staff Accountant Debbie Stoner, and Deputy Clerk Meshell Missler. Also present was T-O Engineer JR Norvell.

A. Call to Order: Chairman David Stewart called the meeting to order at 3:34 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes to the agenda.

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

E. New Business:

Grants Management Office Director Jody Bieze presented the Board and attendees with a handout which detailed the County's Grants process adopted in 2012 and distributed numerous times to the Board and all County department heads. She said the process needs to be a collaborative effort between the Grants Management Office (GMO) and the Legal department on behalf of the Board and for the County's benefit. Ms. Bieze said she has encouraged individual meetings with departments heads who have any questions about the process.

Ms. Bieze gave a brief explanation of why the County decided there was a need for a GMO; and she explained this position was specifically designed to protect the County's interests and to alert the Board of any financial obligations or specific requirements of a grant and any potential liabilities.

Ms. Bieze explained that when the County is the recipient of federal funds, the County is held liable and responsible; and that the County is agreeing to the grant terms and also stating that the County has internal controls in place in order to adhere to the grant requirement to manage federal funds.

Ms. Bieze sought the Board's help having all County departments follow the adopted policy. Ms. Bieze requested that all grant documents be uploaded to the G: Drive on the network, so all documents could be accessible by the Legal, Auditor and GMO departments. Ms. Bieze also requested notice be given to the GMO preceding the concept phase, not at the end phase of the grant process. She said it was unrealistic to expect a two week turnaround on a grant that's been in process for two to three years.

Commissioner Eberlein said he forwards to Ms. Bieze everything he receives related to grants.

Commissioner Green said that it was appropriate to include Ms. Bieze in all grant correspondence.

Ms. Bieze said the Airport was the only County department not complying or working with the GMO, even after multiple requests. She gave three detailed examples where the Airport's unwillingness to include the GMO affected the County's Federal and State mandated obligations.

Airport Director Greg Delavan said the Airport had been doing its own grants for 20 years and before the GMO he had submitted grant information to Colleen Allison. Ms. Bieze clarified that Ms. Allison's task was to complete grant applications, and that the GMO process was for the management and analysis of each grant as to what the financial requirements and performance obligations were and to update the Board on these specifics, so the Board could decide if it was the best direction for the County to accept the terms of each specific grant.

Administrative Assistant Mary Hopkins said there have been many discussions about this topic but she has never received a clear definitive check off list showing the start to finish process.

Commissioner Eberlein said this was not a big problem, the County just needs to upload all the grant related information to the G: Drive and make the information accessible. Ms. Bieze agreed.

Ms. Hopkins said she has years and years of correspondence with some of the Airport's grant projects. But she agreed that uploading documents to the G: Drive was working and she said she was cleaning up the files and budgeting for a better quality scanner which will help the process in FY2016.

Commissioner Green said the reason the previous Board started a specific GMO was so the Director was the central person who could answer all questions no matter what stage the grant was in.

Chairman Stewart asked for Mr. Delavan's side of the story.

Mr. Delavan said if Ms. Bieze would let him know specifically where the Airport has fallen short he would address it. Mr. Delavan asked why he was being told this in a meeting rather than earlier.

Ms. Bieze said the GMO process has been in place for a few years and she has made multiple requests to be kept in the loop but the Airport continues to leave her out of the process. Mr. Delavan said he would not send her the grant applications until he gets bids back. Ms. Bieze requested to be kept in the loop no matter what phase the grant was in and offered to help him in any way she could. Mr. Delavan said he could not send her anything early as things change so rapidly after the pre-bid meetings. He reiterated that he did not know where he is falling short of the process.

Ms. Bieze said grant applications are typically signed off by the Board, so before bids are received the Board should approve the grant project.

Mr. Delavan said details in the design phase sometimes change and asked why those changes would matter to the GMO. He stated when it comes to Airport designs he has a better understanding than Ms. Bieze does.

Ms. Bieze restated the process:

- All grants should start with GMO before application is made
- GMO review (a two-week time period)
- GMO provides analysis to the Board so they can decide if the County is to move forward
- GMO will make sure the Auditor's office and Legal department are also notified

Ms. Bieze said when all the approvals are in place, at that time the grant should be placed on the Business Meeting agenda, and that all departments would know it has been reviewed and approved.

Commissioner Eberlein said if Ms. Bieze would like every grant document, he would like Mr. Delavan to just send her every document.

Mr. Delavan said the Airport grants are handled differently than any other grants and he said they had their own process; but he had no objection if Ms. Bieze wanted to review their information. He said the Federal Aviation Administration (FAA) has a well-defined process.

Commissioner Green said he understands that some grants will have similar qualities and some will be unique but there is a County process to follow. Commissioner Green said he doesn't understand why the Airport is the only department that does not follow the process.

Mr. Delavan said the GMO process has been out for a few years and there is a new Board now, so maybe it is time to review the GMO process and see where it works and where it doesn't.

Ms. Bieze said the process is driven by regulatory requirements of the federal agencies that award grant funds. She asked that Mr. Delavan please send her the grant documentation and allow her to do her job. Mr. Delavan said he had no objection to giving Ms. Bieze all the grant information.

Ms. Hopkins said she was unclear as to what the process was and requested a check off list from start to finish. Ms. Bieze gave her a handout which defines the Grant Lifecycle from pre-grant work, through the application process, the award of the grant, the post grant award, and finally the grant closeout.

Mr. Delavan and Ms. Hopkins expressed concerns about the GMO holding up the grant approval timeline. Ms. Bieze said the Board decides what grants move forward, and that she acts as the County's Disadvantaged Business Enterprise (DBE) officer but if the Airport does not include her in grant documentation, she cannot continue to be the County's DBE officer.

Ms. Hopkins said she submits everything to the newspaper and expects everyone who is interested to read it there. Ms. Bieze recommended taking action in compliance with the DBE program which has specific requirements on how to publish. Ms. Bieze recommended following those for each grant.

After some cross-discussions, Commissioner Eberlein stopped the discussions and deferred to Chairman Stewart.

Chairman Stewart said he thought this discussion could have been handled better, and that he did not like the tone of Ms. Bieze's voice. He said he wanted to continue the meeting so he could have separate meetings one on one with everyone involved. Ms. Bieze said she preferred any conversation held with her to be with all three Commissioners present. Chairman Stewart repeated that he did not like her tone of voice, nor did he appreciate a line being drawn in the sand.

Commissioner Green said sometimes it is best to have all the parties in the room so a solution can be found and issues straighten out.

Commissioner Eberlein repeated that the Airport just needs to get all grant information to the GMO.

Chairman Stewart said that only if a majority of the Board gave direction would everything continue going through the GMO office, and that he did not think that was the direction he was going to go in the future. Chairman Stewart said he was upset by Ms. Bieze's disrespectful attitude.

Ms. Bieze said she was not being disrespectful.

Chairman Stewart said it was his opinion that Ms. Bieze was extremely disrespectful and that he had a right to his opinion.

Commissioner Eberlein said he did not perceive it as disrespect so much as frustration, that Ms. Bieze was trying to keep things in line for the County. He suggested if there were multiple documents being processed at once to copy the GMO so that the Airport and GMO could move the grant forward in parallel. He said Ms. Bieze needs to review the grant information as part of her job so the County is in compliance and avoids legal problems. He restated his support for the Airport scanning documents to the G: drive.

Commissioner Green said it was important to remember that the GMO was established by the previous Board to limit the liability of the County. Before the GMO, County departments were inconsistent with their processes on federal, state and local grants. He said the Board was trying to get all departments to use the same process.

Mr. Delavan said he would produce the documentation that the GMO needed.

Commissioner Green said the goal is to have all grant-related documentation sent to the GMO.

Commissioner Eberlein said anything to do with the financial aspects of a grant should be forwarded to the GMO.

Ms. Bieze agreed with Commissioner Eberlein. She explained the reason she questioned the construction grant funds, as \$785,000 was budgeted for a construction grant which is different from budgeting \$600,000 for construction and \$185,000 for equipment.

Chairman Stewart asked Ms. Bieze which part of the Airports grant processes she did not want to be responsible for.

Mr. Delavan responded, saying it was the DBE.

Chairman Stewart asked Ms. Bieze if she was refusing to be the DBE officer.

Ms. Bieze said she was not refusing to do anything.

Chairman Stewart said he thought that is what he heard.

Commissioner Eberlein offered that Ms. Bieze said if she did not have all the information required she could not be responsible, and that she didn't feel as though she had all the information she needed so she could be comfortable doing the DBE aspect.

Commissioner Green said the Board can assign a representative to handle tasks and when the Board authorized Ms. Bieze as the DBE Compliance Officer she became liable for what she signed. He observed she was just being cautious.

In closing, Chairman Stewart asked Ms. Bieze that he, as a Commissioner and her boss, wanted to clarify that from this point forward she would not have a conversation with him unless it is in front of the whole Board.

Ms. Bieze said that was correct.

- F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Stewart adjourned the meeting at 4:55 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Meshell Missler, Deputy Clerk
