

**Minutes of Meeting
Commissioners' Debriefing
May 11, 2015
3:30 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, Parks & Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Grants Management Office Transit Program Specialist Todd Tondee, and Deputy Clerk Mary Enquist.

- A. **Call to Order:** Chairman David Stewart called the meeting to order at 3:37 p.m.
- B. **Introductions:** There were no introductions.
- C. **Changes to the Agenda:** There were no changes to the agenda.
- D. **Old Business:** There was no old business discussed.

E. **New Business:**

Justice Building HVAC

Buildings and Grounds Director Shawn Riley said he has brought two proposals per the Board's request regarding the Justice Building's heating, ventilation and air conditioning systems (HVAC) for mechanical and electrical engineering services. Mr. Riley said Coffman Engineers' proposal was \$59,000 plus \$10,000 for new lighting and JTL Engineering's proposal was \$63,500, included the new lighting. Mr. Riley said the HVAC upgrade will provide air into Courtrooms Six, Seven and Eight in the Justice Building and that the project would occur in FY16 by the time everything was ready. Mr. Riley asked how the Board wanted him to proceed. Commissioner Green recommended that Mr. Riley obtain a third proposal in accordance with Idaho Code §67-2805(2)(a) and bring it back to a future Commissioners' debriefing. The other Commissioners agreed with Commissioner Green's recommendation.

Maintenance Shop Air Conditioning

Mr. Riley asked the Board to approve air conditioning installed at the Jail Maintenance Shop by SMK Services for \$5,750. After a brief discussion, Commissioner Green recommended that Mr. Riley route a memorandum to the Board for approval. Chairman Stewart agreed to approve it but Commissioner Eberlein said he would not sign it.

Riverstone Association Annual Meeting

Grants Management Office Transit Program Specialist Todd Tondee said the Riverstone Association's Annual Meeting will be held on May 14, 2015 and asked the Board approve him to vote on behalf of the County at the meeting. Commissioner Green said he approved of Mr. Tondee representing and voting on behalf of the County for this specific meeting, and Chairman Stewart agreed.

Commissioner Green moved to appoint Grants Management Office Transit Program Specialist Todd Tondee authority to represent the County and vote on its behalf at the Riverstone Association Annual Meeting. Chairman Stewart seconded the motion. There being no further discussion, Deputy Clerk Enquist called roll.

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

The motion carried.

Real Estate Purchase Discussion

Commissioner Green moved to go into Executive Session §67-2345(1)(c) *to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.* Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called roll:

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

The motion carried.

The Board entered Executive Session at 4:09 p.m. Parks & Waterways Director Nick Snyder joined the Board in Executive Session.

The Board exited Executive Session at 4:15 p.m.

Commissioner Green moved to direct Parks & Waterways Director Nick Snyder to contact the person discussed in the Executive Session about some real estate. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called roll.

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

The motion carried.

Off-Highway Vehicle Update

Commissioner Green said that Parks & Waterways has received a \$10,000 grant from the Idaho Department of Parks & Recreation to complete a marketing survey for interest in a potential development of an Off-Highway Vehicle Park in Kootenai County. Mr. Snyder said he has already received the money and set up an account code with the Auditor’s office, and wanted the Board’s approval to begin the outreach to explore interest in such a project.

Commissioner Eberlein asked Mr. Snyder how maintenance of an Off-Highway Vehicle Park would be funded. Mr. Snyder said money would come from grants by Idaho’s Department of Parks & Recreation.

Commissioner Green said since we have the \$10,000, he supports Mr. Snyder moving forward with the marketing survey. The other Commissioners agreed.

Equal Employment Opportunity Report

Human Resources Director Skye Reynolds distributed a draft of the 2015-2016 Kootenai County Equal Employment Opportunity (EEO) Policy Utilization Report to the Board. She explained that EEO issues are reviewed every two years, and that she will bring the report to the Business Meeting on May 12, 2015 for their approval. She just wanted the Board to have the report ahead of time.

F. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

With no further business, Chairman Stewart adjourned the meeting at 4:28 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
