

Minutes of Meeting
Airport / Parks & Waterways Grant Discussion
May 27, 2015
1:00 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 Airport Director Greg Delavan, Administrative Assistant Mary Hopkins, Parks & Waterways Director Nick Snyder, Adult Misdemeanor Probation Director Kevin Creighton, Clerk Jim Brannon, Grants Management Office Director Jody Bieze, and Deputy Clerk Grace Blomgren.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 1:00 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:**

Commissioner Marc Eberlein sought clarification on the Grants Management Office (GMO) processes, and to confirm that Parks & Waterways and the Airport departments understand and are comfortable with the processes. Commissioner Green asked Parks & Waterways Director Nick Snyder if he has any issues with the GMO process. Mr. Snyder said he has been following the same basic process since 2006 except now he includes the GMO in his communications. He said the timeline from grant application to approval for Parks & Waterways grants is approximately one (1) year and Mr. Snyder writes all of his own grants. Most of the Parks & Waterways grants are state funded where Airport grants are primarily federally funded, he noted.

Commissioner Green said that all grants should funnel through the GMO, like a central processing center. After the GMO has completed their process, the grant is returned to the department and to the Auditor's office. Airport Administrative Assistant Mary Hopkins asked for clarification on the process the GMO is requesting. Ms. Hopkins feels that there are different policies and procedures for other departments and she would like to see the procedures in writing. Chairman Stewart said the Airport grants are more unique and that he would like to see the Airport bypass some of the GMO processes being requested of them. Commissioner Green said that the GMO helps limit County liability, and that while not all grants are the same, they have similarities. Mr. Green continued that funneling all grant information through the GMO helps build uniformity and reduce liability.

After viewing a flow chart provided by Grants Management Office Director Jody Bieze, Chairman Stewart felt that the GMO should be reflected as subordinate to the Airport and to Parks & Waterways, not the other way which is how he viewed the chart. Commissioner Green said the chart is not a hierarchy; it is simply a process chart. Ms. Bieze said the chart is referred to as a "functional flow chart" and that it depicts the GMO function to provide program, financial and monitoring oversight to limit County liability. She said the GMO wants to enhance the grant process flow while minimizing exposure, and to coordinate with the Auditor's office, the Legal department, and the department originating the grant. Commissioner Eberlein agreed, saying he views the GMO task as minimizing County liability much like the Legal department does.

Commissioner Eberlein asked Airport Director Greg Delavan to weigh in. Mr. Delavan said he feels that the GMO has created delays over issues that have no liability. Mr. Delavan said he has no problem with the GMO reviewing the Airport staff's grant work, but that when the GMO gets between the Airport and the Auditor's office or the Legal department, delays are created in the grant being approved and accepted. Commissioner Green said that the GMO should be questioning and challenging grant provisions so that any issues are worked out before the Commissioners discuss the grant at a Business Meeting. He said disagreements between the GMO and the Airport during a business meeting were problematic. Commissioner Green restated that the GMO was created to develop a consistent process for handling grants, providing oversight, and protecting the County's liability.

Chairman Stewart asked Mr. Delavan what involvement he would like GMO to have in the Airport's grants. Mr. Delavan said he had no problem with the GMO overseeing the grants and advising the Commissioners but he would like the GMO to have minimal involvement and communication with Airport project consultants who are paid on an hourly basis. Mr. Delavan noted that Airport projects include engineer estimates based on the scope of work, that the estimates are then approved by the Federal Aviation Administration (FAA). He said no hours are budgeted for communication with the GMO, and such costs would be considered ineligible for grant funding by the FAA. Commissioner Eberlein asked Mr. Delavan how much time had been spent with consultants reviewing grants, and Mr. Delavan estimated that on Grant AIP042 ten to fifteen ineligible hours had been spent.

Commissioner Green explained that once the Commissioners put their signatures on a new grant, they are agreeing to the terms and conditions required by the funding agency. Working with the departments, the GMO will review contractual requirements prior to accepting any grant, and will bring to the Commissioners' attention any issues that require more analysis or further action. Commissioner Green asked if concerns should be presented at a Business Meeting or available for review two weeks prior to the Business Meeting. Commissioner Eberlein said he prefers reviewing any concerns prior to a Business Meeting.

Commissioner Green said the challenge for the Commissioners is risk that is unknown. He said determining how to assess and identify risk is the Commissioners' collective job. Commissioner Eberlein said he'd like to see the GMO keep their focus on real risks, not potential ones. Mr. Snyder offered examples of big compliance issues like Davis- Bacon, tracking dollars, and completing jobs as specified is where the oversight focus should be. Commissioner Green agreed with Mr. Snyder.

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 2:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Grace Blomgren, Deputy Clerk
