

Minutes of Special Meeting
Grants Management Office
August 24, 2015
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda item. Also present was Deputy Clerk Theresa Atchley.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 9:01 a.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:**
Commissioner Dan Green requested this meeting to discuss the direction of the Grants Management Office (GMO). He submitted a historical recap of the GMO from inception in 2011 to present day.

Chairman Stewart said the County could save money by reducing staff in the GMO as salaries had increased in the department. He submitted a document from the Auditor's office that reflected GMO salaries and said that the office has a fiscal impact to the County of \$144,000 annually. He said according to the Auditor's office only 2.4 million dollars in grants were being managed by the GMO and the County is subsidizing the department at the expense of the taxpayers. He added that all of the grant administration fees paid to T-O Engineers for Airport projects were reimbursed by the Federal Aviation Administration.

Commissioner Green said the biggest grant user was the Airport and the County was missing an opportunity to recapture some grant writing and administration fees that were currently being paid to T-O Engineers. He said in-house grant writing salaries were reimbursable and could be used as grant match. He questioned Airport Director Greg Delavan's five-year summary stating that only \$2,524 was paid to T-O Engineers for grant administration services. Commissioner Green submitted a County Logos accounting report detailing \$348,034.48 paid to T-O Engineers for grant administration services listed under various category titles.

Chairman Stewart said that Mr. Delavan said grant administration fees were not reimbursable if managed in-house. Commissioner Green said that GMO Director Jody Bieze had provided information from the Airport Improvement Programs Handbook that stated administrative costs for a Kootenai County employee's time that was directly related to administrative tasks that are required to complete an Airport Improvement Program project were allowable costs if tracked properly and specifically.

Commissioner Eberlein mentioned \$480,000 that the County had paid in grant matching and said if the \$348,034.48 paid to T-O Engineering could be applied to the matching it would be a great savings to the County.

Chairman Stewart paused the meeting at 9:38 a.m. for a break and resumed the meeting at 9:40 a.m.

The Commissioners continued to discuss the discrepancies between the Logos report and the information provided by Mr. Delavan. They debated the size of the GMO, the possibility of recapturing grant dollars, and risk to the County. The Commissioners also discussed the use of T-O Engineers for grant writing purposes vs. engineering services.

Commissioner Eberlein exited the meeting at 10:09 a.m.

Commissioner Green said a future meeting was needed to discuss the use of T-O Engineers for grant writing and if the County would consider an attempt to recapture some grant dollars on future projects.

- 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 10:10 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
