

**Minutes of Meeting
Commissioners' Debriefing
December 7, 2015
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, Benefits/Risk Management Specialist Dorothy Cross, Buildings & Grounds Director Shawn Riley, Airport Deputy Director Phil Cummings, Administrative Supervisor II Jamie Woods, and Deputy Clerks Alicia Lynch and Cecilia Sweet. Also present was citizen Tina Kunishige.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:32 p.m.

- B. Changes to the Agenda:**

Chairman Green requested the Bergman Estate-Tax Cancellation be pulled from the agenda as Civil Deputy Prosecuting Attorney Pat Braden could not appear to present the item to the Board.

Commissioner David Stewart moved to postpone the discussion of the Bergman Estate-Tax Cancellation to the Commissioners' Debriefing meeting on December 14, 2015. Commissioner Marc Eberlein seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

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

The motion carried.

- C. Business:**

~~**Bergman Estate Tax Cancellation**~~ *Pulled*

Generator Discussion

Buildings & Grounds Director Shawn Riley presented an opportunity for the County to purchase 60 kilowatt (kw) generators from GSA Auctions in Atlanta, Georgia. He requested the Board consider purchasing one or two generators from this Auction for use at the County Jail's Detective Division and the Work Release Center. He explained that the Jail has a 350kw generator to which the Detective Division was not connected, but a transfer switch was already installed. Mr. Riley explained that adding a generator at the Work Release Center requires the construction of a concrete pad, a transfer switch, and an electrical hookup. Mr. Riley added that Buildings & Grounds has a 30kw generator at the Airport that was used as needed around the County; if the Board agreed to use the 30kw for the Detective Division then only one additional generator would need to be purchased. He stated that this additional expense was not budgeted by Buildings & Grounds or the Airport for the FY2016 budget.

Airport Deputy Director Phil Cummings stated the condition of the generators up for auction were nearly new with low hours of use. He added that the Airport Shop has a small generator but the main Airport functions have no backup power. He stated that the Airport was already set up for a generator. Mr. Cummings added to Mr. Riley's request an additional 60kw generator with a trailer for use at the Airport.

Chairman Green stated this was not a critical issue but said he was open to purchasing additional generators at auction, but that he was against accumulating a surplus of inventory. He suggested allocating a budget of \$20,000 to purchase additional generators.

The Board directed Mr. Cummings to purchase the generators with the allotted \$20,000 and to draft a memo for the Board's approval.

Mr. Cummings exited the meeting at 2:52 p.m.

Public Defender Office Remodel

Chairman Green stated he did not support the remodeling of the Public Defender office as it had been renovated to their specifications in recent years.

Mr. Riley explained that the owner of the building requested additional documentation, permits, and blueprints, which would increase the cost from \$3,000 to an estimated \$6,000- \$7,000.

Administrative Supervisor II Jamie Woods advocated keeping staff on the same floor for the cohesion of their workflow.

Commissioner Stewart stated he would support the removal of cabinetry and shelves as well as the lobby wall addition, but he would not support adding a wall that had been removed previously in an office.

The Board decided against the Public Defender Office Remodel.

Facilities Master Plan Discussion

Chairman Green provided a summary of the Board's decisions made at the Buildings & Grounds meetings held on November 18, 2015, and November 23, 2015.

The Board directed Mr. Riley to advertise for Requests for Qualifications (RFQ) for the Post Falls DMV addition, Kootenai County Extension Office construction, Evidence Storage Facility remodel, and the Justice Building addition.

Mr. Riley requested using one architect for all of the projects aside from the Jail, since otherwise he would be working with multiple contractors. The Board said they would take his suggestion under advisement.

The Board discussed the relocation of the onsite maintenance building at the Jail at length, and directed Mr. Riley to issue a separate RFQ for the Jail Pod Expansion.

Chairman Green clarified that the Board was conducting research and getting cost estimates, but at this time had made no decisions to move forward with any projects.

The Board decided they needed more information from the City of Coeur d'Alene regarding the shared Parking Solutions proposal before making a final decision.

Storm Repair Update

Mr. Riley updated the Board on the windstorm repairs. He stated that Idaho County Risk Management Program (ICRMP) hired a contractor to repair damages to the fairgrounds' clubhouse roof, but further water damage has since been found. He said the decking beneath the boathouse at Templin's was bowing, and he was sending in a team of divers to investigate the extent of the damage. Mr. Riley added that Buildings & Grounds would replace the awning that was destroyed outside of the Juvenile Detention Center.

Clerk Jim Brannon entered the meeting at 3:23 p.m.

Mr. Riley exited the meeting at 3:23 p.m.

Affordable Care Act Administration

Human Resources Director Skye Reynolds brought to the Board's attention an error made by Human Resources regarding an offer of vision and dental insurance to four employees who did not qualify for those benefits under the Affordable Care Act. She explained that the new system did not separate vision and dental from the medical benefits for those employees who only qualified for medical benefits.

The Board directed Ms. Reynolds to retract the benefits offered in error.

Ms. Reynolds and Benefits/Risk Management Specialist Dorothy Cross exited the meeting at 3:26 p.m.

Natural Resource Advisory Board Request

Chairman Green stated that the Natural Resource Advisory Board had requested a clerk to be present to record the Advisory Board meetings. He said that the County was too short staffed to cover all of the Advisory Board meetings.

Commissioner Eberlein raised a concern that the secretary of an Advisory Board could not fully participate in the meeting as they would have before being asked to clerk the meeting.

Chairman Green clarified that recording devices were available, and all meetings are being recorded for public record. He said that Administrative Supervisor Nancy Jones would provide a recording device to the Natural Resource Advisory Board.

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 Green adjourned the meeting at 3:31 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
