

Minutes of Meeting
Fairgrounds
May 9, 2016
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 item. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Keith Taylor, Buildings & Grounds Director Shawn Riley, and Deputy Clerk Alicia Lynch. Also present were North Idaho Fair General Manager Dane Dugan, Fair Board Chair Gerald Johnson, Vice Chair Zach Bane, and members Linda Rider, Dave Fair, and Dave Nussear.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:30 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Old Business:** There was no old business discussed.
- D. New Business:**

Review of Draft Resolution

Chairman Green reviewed proposed changes to the draft resolution. He clarified that projects and procurement did not cover day-to-day purchases such as toilet paper; he said the intent was Buildings & Grounds Director Shawn Riley would review large capital items.

Fair Board Chair Gerald Johnson requested that for clarification procurement and projects be defined in the draft resolution. The Board agreed to separate projects and procurement in the next draft.

Ms. Rider suggested changing the designee from the General Manager specifically to a Fair Board designee. Commissioner Stewart supported the change because the responsibility would be on the Fair Board and not the General Manager. Mr. Riley expressed concerns that if the designee was not one individual then there would be inconsistent procedures. Chairman Green preferred the General Manager for a consistent contact. Commissioner Eberlein supported a Fair Board designee, but he stipulated that he would expect the Fair Board to be consistent and should this liberty be abused the Commissioners would appoint the General Manager as the designee. The Board decided to change the language to Fair Board designee.

The Commissioners discussed whether additional language was needed to describe the Fair Board's function in non-fair related business; they determined additional language was not necessary.

Ms. Rider inquired what the Board's expectations were from the Fair Board regarding *regular review of accounts and internal controls*. Chairman Green replied that the Fair

Board should be prepared to produce a clear statement of their finances whenever called upon to do so and to allow County audits of their procedures.

- E. 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 2:55 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
