

**Minutes of Meeting
Commissioners' Debriefing
September 30, 2016
9:00 a.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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Dena Darrow, Staff Accountants Julina Hildreth and Kimberli Riley, KCSO Captain Lee Richardson, Buildings & Grounds (B&G) Director Shawn Riley, Human Resources (HR) Director Skye Reynolds, Generalist-Compliance Cecilia Sweet, Grants Management Office (GMO) Director Jody Bieze, Deputy Public Defender Chris Schwartz, Administrative Supervisor II Jamie Woods, Elections Manager Carrie Phillips, BOCC Administrative Supervisor Nancy Jones, Senior Secretary Alethea Carpenter, and Deputy Clerks Randi Davis and Lisa Music.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:00 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. New Business:**

Jail De-Annexation Update

B&G Director Shawn Riley presented a need for a Memorandum of Understanding (MOU) between the County and the City of Coeur d'Alene concerning water, sewer, and utilities at the Jail. Chairman Green said it was important to prevent the County's water use from being capped in the future. He added the County would need to address the Sheriff's legal concerns before furthering the process of de-annexation. Chairman Green directed Mr. Riley to contact the City to see whether there was a current MOU in place.

Citizen Tina Kunishige entered the meeting at 9:05 a.m.

Elections Building (3rd Street) Meeting Rooms

Mr. Riley discussed two meeting rooms in the Elections building on 3rd Street in Coeur d'Alene. He said meeting rooms 6 and 7 were presently available for County public meetings. Mr. Riley suggested taking room 7 off the list of available County meeting rooms because of lack of use and accessibility. The Board was supportive of removing meeting room 7 from the list.

Elections Manager Carrie Phillips exited the meeting at 9:14 a.m.

Jail Maintenance Budget Discussion

Mr. Riley requested approval to transfer approximately \$9,000 in Fiscal Year (FY) 2016 from line item 15.1.650-8517 to line item 15.1.650-9025 for FY2017. He said the funds would be used to install a generator for the Detectives Division. The Board supported the transfer of funds.

Americans with Disabilities Act (ADA) Compliance Review

Mr. Riley discussed the ADA compliance findings from the Department of Justice (DOJ) concerning all County courtrooms and parking lots. He said the judges' parking lot on the administrative campus would need to be re-done to decrease the slope. Mr. Riley discussed courtroom remodels involving jury and attorney boxes, bench lifts, and restrooms. Commissioner Marc Eberlein asked whether a partial permit could be obtained for restroom remodels in the Justice Building, and Mr. Riley confirmed it could. Mr. Riley discussed a potential citation the County could receive regarding Juvenile Justice Courtroom 14.

Commissioner David Stewart asked whether the courthouse was in the historical registry. Mr. Riley confirmed he would contact the historical society for remodel regulations. He said the County would receive a voluntary compliance agreement draft from the DOJ in December 2016 with suggested deadlines for compliance. Mr. Riley suggested bringing the County into ADA compliance one building at a time. Commissioner Eberlein asked whether the DOJ would provide funds, and Mr. Riley confirmed there were funding mechanisms available. Commissioner Eberlein stated that Mr. Riley should be the coordinator for all remodels, and Chairman Green and Commissioner Stewart agreed. Chairman Green said he would notify County employees through email of upcoming remodels.

Chief Deputy Clerk Pat Raffee, HR Director Skye Reynolds, and Compliance-Generalist Cecilia Sweet exited the meeting at 9:31 a.m.

Jail Expansion Requests for Qualifications

Mr. Riley requested permission to post the Request for Qualifications (RFQ) for the Jail expansion general contractor in the Coeur d'Alene Press on October 7 and 14, 2016. He said results would be brought to the business meeting on November 8, 2016. Commissioner Eberlein supported posting the RFQ, and Chairman Green agreed. Chairman Green added he supported inviting a representative from the Sheriff's Office to be present when the contractor was selected.

CDA Tribe Letter of Support Request

Chairman Green presented a request from the Tribe for a letter of support from the County to obtain grant funding.

Indigent Defense Grant Allocations

Chairman Green said the state had given the County funds to bring it into compliance with Idaho's Principles of an Indigent Defense Delivery System. He pointed out that the funds were not a grant, but a one-time subsidy. Chairman Green presented a letter from Public Defender John Adams with requests on how the funds could be used. Commissioner Stewart stated that he would not support the items Mr. Adams requested that were ongoing expenses because they would not be continuously covered

by the funding. Commissioner Eberlein asked whether the requested employment positions were loaded dollar amounts, and Administrative Supervisor II Jamie Woods confirmed they were.

KCSO Captain Lee Richardson exited the meeting at 9:53 a.m.

Staff Accountant Julina Hildreth asked whether the funds would need to be tracked. Chairman Green stated that the funds should be considered state revenue sharing since it was not a grant. He said the receipt of the funds would not currently increase the Public Defender's budget for FY2017.

Mr. Riley, GMO Director Jody Bieze, Deputy Public Defender Chris Schwartz, Ms. Woods, Finance Director Dena Darrow, Staff Accountant Kimberli Riley, and Ms. Hildreth exited the meeting at 10:08 a.m.

Hayden Area Regional Sewer Board (HARSB) Update

Chairman Green said HARSB projected reaching capacity earlier than anticipated because of new area development. He said the Joint Powers Board was considering amending its agreement to allow its entities to buy back capacity at a determined price. Chairman Green recommended the County not sell any of its current capacity, and Commissioner Stewart agreed.

Legislative Luncheon

Chairman Green discussed the annual legislative luncheon that would take place on November 17, 2016. He encouraged the Board to consider topics for discussion at the luncheon. Clerk Jim Brannon asked whether Chief Deputies were invited, and Chairman Green confirmed they could be present in place of an Elected Official.

- D. 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 10:20 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
