

Waterways Advisory Committee Minutes

Thursday February 15, 2024, 1:00 p.m.

Commissioners Conference Room – 3rd Floor

1500 Hwy 2, Ste. 338, Sandpoint, ID 83864

Does anyone present need assistance to hear, see or participate in these proceedings?

Members Present: Ray Pipella, Molly McCahon, Doug McGeachy, Jim Brausen (Zoom), Pete Hughes

Members Absent: Tom Trulock, Forrest Schuck

Others Present: IDL Employees –Ryan Zandhuisen, Mike Ahmer (Zoom); Randy Stolz; Kerry DeLair

Molly called the meeting to order at 1:00 p.m.

- 1) Public Comment - None
- 2) Action Item – Discussion / Decision

A. Regulatory Buoy Process Final

Ray made a motion to approve the Bonner County Waterways Regulatory Buoy application process to the commissioners, changing #7 to include this application costs Bonner County a \$75 in publication fees to IDL, any donations to help with this cost appreciated. Doug seconded the motion. All in favor. Motion carries.

Discussion followed regarding buoys and making a list to include permit numbers and when the buoys are put out by Waterways. Briefly discussed the numbering of navigation lights along the river. Will collect and compile the information for permits of all current buoys and how they are numbered to discuss at next meeting.

- 3) Business – Discussion / Recommendation

A. County Registration Flyers

Discussed layout and recommendations for minor changes to flyer as well as implementation of the proposed registration campaign. Discussed having a sub-committee meeting, Pete advised that his assistant, Kerry, could help with the flyers.

- 4) Business – Discussion / Recommendation

A. Bylaws

Molly was unsure if it was appropriate yet, but she did not recall adopting bylaws and was unsure how to change the resolution. It was noted that the current resolution has the Director of Waterways listed as Chair now that there is a Director, do we want to keep that format and how often should we meet? Pete gave brief explanation regarding process to change resolution. Ray noted they should decide if they want to change more than just the meetings but Pete's position as well. Molly suggested reading the Resolution section by section for discussion.

Ray mentioned eligibility requirement from registered boat owner be changed to water enthusiast. The others agreed. He then mentioned that when they got a letter about a position, previously they had no say

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so, there was a brief discussion on whether they should have a say so regarding applicants. Ray wants this to be in the resolution. Further discussion on LOI's. They want these to come to them and they want applicants to include their experience with waterways and why they want to be on the committee. They want to have more input in choosing new members. Doug discussed membership in terms of appointment, and it is reasonable that applicants come before them for discussion and recommendation. When they get applications never know how much of a water enthusiast the applicant actually is. They need to have direct use or experience in some way related to waterfront facilities and should include in LOI the reason why they desire to serve and their current interest in waterways and waterfront facilities. They want to remove the boat ownership piece and change language of "Any citizen, resident or property owner of Bonner County owning a registered boat in Idaho..." to "Any citizen, resident or property owner of Bonner County active in the water community..."

Molly read Section 2.A of the Resolution. Discussion followed regarding this section:

Discussion regarding the vacant position in Hope, Ray and Molly noted that Gwen and Asia might have had someone in mind for vacancy. The process for fill the position was started but unsure of end result, Molly will follow up.

They focused on the eligibility requirements and LOI's from applicants. Doug suggested the requirement to own a registered boat should be removed as the waterways involve more than just boating activity. Ray mentioned that when a LOI is received, previously they had no say so and would they in the future. Doug thought that it was up to the Commissioner if they wanted input from them in this. Ray would like to add this as part of the new resolution, that they have input on who sits on the board to determine if they are a water enthusiast. Molly noted that the LOI's go to the Commissioners, and they are included. Doug did not think it unreasonable to request that applicants go before them for a discussion and for their recommendation. Molly discussed that their intent is to be making recommendations related to waterways facilities both park and on the water so the members making those recommendations need to have direct use or experience in some way related to waterfront facilities. Doug suggested that maybe adding that an applicant should submit an LOI to the BOCC indicating the reason they desire to sit on the board and their interest in waterways.

They would like to remove the requirement of owning a registered boat. Pete suggested changing the verbiage to: "...Any citizen, resident, or property owner of Bonner County who is active in the Bonner County water community..."

There was a brief discussion on how to make the changes to a resolution.

Molly read Section 2.B of the Resolution. Discussion followed:

Molly said she understood that Pete is comfortable with not being the Chair and feels it is a conflict of interest for him to be the Chair. The Director being Chair conflicts with Sections 1.E and 2 of the Resolution. The Director should not be part of the board and is not in the list of members. Ray corrected that's gone now. Molly advised that no, it's in the current Resolution.

Pete explained that he had stepped down from being Chair when he was just the manager as it did not align with the bylaws. After 9 months of negotiations, he became the Director, which was right after Molly was voted in as the Chair. He was asked why he was not chair, and he was not, and it then became his responsibility to bring it up to the board to see what everyone wanted to do about it. At the same time that the monthly meetings were changed to quarterly it was added that the Director of Waterways was to

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be Chair. They were changed at the same time then, so there is no reason they could not be changed back at the same time. He then said that it personally doesn't matter to him if he is the Chair or not and feels that his position as a BC employee and the Director of Waterways he sits outside of the board and brings his stuff to them, and the board advises me; it has always been a question to him why he would sit on the board and be advised by the board. Further discussion regarding the Chairman position followed.

Molly noted that if the Director is the Chair on the board it conflicts with 1.E. Doug noted that it says there are 7 members, and the Director is not listed, but if the Director is the Chair, that would make an 8th non-voting member as it is currently written. Pete advised that the board has this option and can choose to bring it to the Commissioners for a change. Ray provided input that the Commissioners had changed this before, and they left the board silenced. Pete noted that he spends a lot of time talking to the board and bringing a lot of his plans and ideas to the board for recommendation and it seemed funny to be sitting on the board and bringing all of that to the board. He mentioned that he is perfectly happy being out here and bringing his stuff to the board.

Ray thought "...The Bonner County Parks and Waterways Director shall serve as Chairman of the committee..." needs to be removed from section B. Doug discussed that it seemed that Pete would be better in an advisory capacity because there is so much advice on how his department should proceed on projects etc. If they remove him as Chair, it would probably be a good idea to have him as an advisory member of the board, and that the Chair would be elected among the members of the board with nominations and a vote, just like was done with Molly. Pete thought that sounded good and Molly asked where that would be listed.

There was a discussion among the board about how changes are brought to the BOCC and what changes have to go before the Commissioners. Molly noted that it had been resolved with Pete not being on the board anymore. Ray agreed with this. Pete recommended that if this was just a discussion and recommendation, then they should take these changes and bring them to the next meeting as an action item and vote on them, then give them to Jessi and she would take them to the BOCC. Ray mentioned that during the meetings, the board members had no input about what was going to be an action item and what would be in the meeting; he feels that a week or two prior to the meeting an agenda goes out and that all members have input as to what goes on the agenda. Pete noted that each agenda has future meeting topics that each member could add a future topic at the end of the meeting. Doug suggested that since they all know when the next meeting is, to just email any items to be added and the priority of the meeting would be Molly's responsibility.

Discussion on the current process for meetings: Jessi reminds Pete and Molly and requests an agenda, there is then back and forth. Molly has been unclear on how to include the rest of the board in the process and if she should. It should also be noted that if a member does not attend, there is nothing that goes out to the members for the next meeting date, and no minutes go out right away. Discussion regarding the minutes, with Molly noting that Jessi implied that since they are not a regularly scheduled monthly meeting that minutes aren't required somehow for a special meeting. Brief discussion on minutes for special meetings as opposed to regular minutes.

Molly noted that as Chair, she will need those minutes well before to be reminded of what should be on the agenda. She voiced that these processes are not clearly established, Ray added that this is a high priority action item. Molly wants the resolution officially approved at the Commissioner level in order to move forward, but the administrative processes aren't in the resolution, she was unsure if they needed to be added or if they should be in the by-laws. Doug suggested that it would be helpful if Molly got the notice for an upcoming meeting and to set the agenda so that she could send the members an email asking

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for input with a deadline and then she would decide what the priorities are. Molly noted that the current process is that Jessi is asking Pete, and he is putting the agenda together, but she is copied so she can weigh in. Discussion on changing this process. Ray wanted to know who in the future will be doing the agenda. Molly asked if Pete wanted to change that process, so she is creating the agenda. Ray interjected that would be right since Pete is just an advisor, Pete noted that he just serves as middleman, Doug did not think that Pete needs to take on those responsibilities. Further discussion on what the processes should be. Ray asked if there would be a motion.

Molly ran through how it would be: following each meeting, which is currently monthly special meetings, the chair will email the board with next meeting date and request they send agenda items to her. Doug suggested he and Pete could create a calendar event, maybe online. Ray reminded them that the meeting used to be the third Thursday at 9:00 am, but in the last 3-4 years, that time limited their time to an hour. Ray wants to see that it is at the same day/time, Molly said they can do that once the resolution is changed. Doug noted that it looks like right now the regular meetings are scheduled for the third Thursday quarterly. Molly asked when they would like the Chair to send out a reminder email for agenda items, Doug suggested at least two weeks prior. Jim wondered when the minutes will come out so they will know what agenda items still need approved. Molly said in her reminder email she can include the draft minutes. The clerk let the board know that there are minutes for every meeting, they just are not approved until the regular meeting and that the minutes get finished based on the BOCC calendar.

Molly added that the next step would be the clerk sending her the minutes within a week or two of the meeting. Ray thought that Molly could then send out the minutes with when the next meeting would be and ask if anyone wanted to add to the agenda. Molly wants all of this written out. Randy Stolz made a comment advising them to be careful if they are making bylaws. Molly said it could be an administrative process, but the resolution is by law, and it will be fully approved. Molly reiterated that she will immediately sending an email to the board, as Chair, letting them know when the next meeting is, that they can add to the agenda, and the minutes will come out within a week or two from the clerk and the Chair will send a reminder within two weeks of the last meeting with the draft minutes. The Chair will write the agenda and send it to Jessi and Jessi will get it on the website and to the board, Pete will be included in that process. Molly will write this up and have it for the next meeting. Ray asked if Pete's assistant could be in this loop as well, Kerry provided her email address. Molly also would like to have a packet to include all documents for the meeting available digitally before the meeting. Ray reminded the board that they requested a Zoom for all meetings, and Commissioner Williams would get a dedicated Zoom set up. Pete noted that Technology was working on that. Doug noted that if all of the documents were provided to Jessi in a packet, she could get it sent out prior to the meeting. Further discussion surrounding the established Zoom link and the creation of the agenda. Molly is hoping that this will get the administrative process streamlined.

Molly wanted to get back to the rest of the resolution, Ray noted that there probably was not time and Doug advised he could make the changes that were discussed. Molly asked if the rest of the agenda items be moved to the next meeting. Ray wanted to discuss launch fees before adjournment as he is concerned, they will miss this summer to roll this out, especially when they need the funds. Pete said he could put together a timeline, but he needs to discuss the budget, which is under agency reports.

5) Business – Discussion / Recommendation

A. Launch Fees

Ray wants this to be implemented for this summer as WWAC needs the funds. Molly feels this will need more input and discussion prior to moving forward, summer seems too soon; this should be the only item

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on an agenda to discuss and perhaps invite others to the meeting. Ray questioned how many meetings it will take to get the launch fees handled with the board and if they will have to have public input. Pete briefly explained the process to hold a public hearing. Randy Stolz contributed to this explanation. Ray wondered if this could get done by summer, and if they could get time for a public meeting and what they need to achieve to get to that point. Molly added that all agencies are dealing with the same issues: parking, funding, facilities, fees, or no fees, etc. She thinks this is something that needs more in-depth conversation than what they have had at this time. She does not feel that realistically summer seems too soon, but it is a really important conversation to have, it should be its own meeting with nothing else on the agenda and invite others to that meeting. Further discussion regarding the process and timeline for launch fees.

6) Miscellaneous Business

A. Agency Reports –

Pete noted that the Waterways budget will need to go before the BOCC; is over budget at this time as they do not get revenues until around the 6 months of the year. He discussed expenditures and how much they are over budget. He will need to find a way to supplement the budget until the state fees begin coming in, typically around May. He will discuss with Auditing where he could get funding to pay for bills that are coming in. He does not understand how it worked in the past and now all of a sudden it doesn't, and he pointed out his budget was cut this year. He will ask the board for reserve funds. Ray was confused why this information had not been shared in the past and the last time Pete shared, he shared that the County had reduced the budget and he wanted to know what the purpose was of Pete's coming to them with this now. Pete wanted to let the board know as this information that they need to know based on the resolution. Pete explained how the budgets of fee-based departments work. This is all tied to launch fees and other sources of revenue. Cost, users, and expected services are all going up, if the money does not increase, neither do services. The department is very dependent upon grant funds. He did not think it would be a bad idea that the board to attend the budget meetings. Further discussion regarding the budget and salaries that affect the budget. Molly wanted to know if there was a reason for the budget cut, Pete explained the cut. Ray wants to know what options there are. Molly wants to be supportive but is unsure how it works. Pete discussed some bills that are coming in and what he will need to bring to the Commissioners. Doug clarified anticipated revenue and how it is not guaranteed revenue, it is just a guess as it is dependent on the season.

Molly asked if they were interested in changing or proposing or recommending the structure of the budget to avoid this lack of funds, what would the process be for that, and how it can be in the general budget and how to fund the department. Pete questioned if she was asking about the budget in general and she clarified on the structure of how the department currently receives revenue from the County, so that the department is not dependent on revenue, that the County funds the department out of their general revenue. Discussion regarding the budget and revenue continued. Ray feels that the number should have been increasing over the years and Molly pointed out that this could be avoided if the County would fund the department from the general fund and unless the budget structure changes, the department will experience this every year.

Molly wants to start this conversation about the budget with the Commissioners, so they do not have to have this same conversation every year. Ray wants to know what Pete's options are currently. Pete explained that he will need to propose a transfer to go before the BOCC; Pete agreed that the board should be a part of this as it is too much for just one person. Doug discussed campaigning more ways to promote additional revenue, including boat registration in the state and launch fees, and he pointed out

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that using general fund money is solely the choice of the Commissioners, especially as this is a fee/user-based budget. Pete explained that the grant funds were to be used for specific projects, not general use.

Molly feels that they as a board should be writing to the Commissioners making recommendations regarding the Waterways budget. There was general agreement that they should play a part in this. Ray proposed another meeting to further discuss this issue.

Ray was adamant that the room be available for two hours for their next regular scheduled meeting. The clerk advised that two hours are not guaranteed.

- B. Future Meeting Topics
 - High priorities: Launch fees, the budget, and the resolution
 - Having monthly meetings

Scheduled next monthly meeting for March 21, 2024, at 1:00 p.m.

7) Adjournment

Meeting Adjourned at 3:25 p.m.

Deputy Clerk: Alisa Schoeffel

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