

**Minutes of Meeting**  
**Restricted Fund Balance Discussion**  
**May 1, 2013**  
**3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Finance Director Dave McDowell, Chief Deputy Clerk Pat Raffee, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 3:11 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Finance Director Dave McDowell presented a recommendation to the Board as to potential fund balance transfers and allowed utilization of restricted funds. Suggestions were made in regard to the Airport Fund Balance, with acknowledgement of Grant specific requirements and limitations. The Board noted that the actions now being considered by the Board are more intentional and directed than those executed by previous Boards. The group discussed potential advantages, disadvantages, and strategic considerations related to the usage of restricted funds. Chief Deputy Clerk Pat Raffee questioned the status of an Airport self-sufficiency plan. Chairman Tondee stated that Airport Director Greg Delavan has applied for a Federal Aviation Administration (FAA) grant that will study that issue, but that the study and plan implementation will not be complete for several years. Mr. McDowell noted that restricted funds may be used for operations or capital, subject to the parameters and limitations associated with each line item. In addition, Mr. McDowell stated that the purpose of the meeting was only to review and discuss the recommendation, as presented. Mr. McDowell added that additional information should be considered prior to formulating specific usage of these assets. Mr. McDowell explained that the goals of proactive deliberation are to promote effective decision making, and to help avoid premature or prohibited use of capital. The group discussed specifics in regard to the Emergency Medical Services (EMS), Parks and Recreation, and District Court restricted funds.

Commissioner Nelson moved to add an item to the agenda to address general budget processes. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson:       Aye  
Commissioner Green:       Aye  
Chairman Tondee:         Aye

The motion carried.

Commissioner Nelson asked questions about the process associated with individual line item adjustments between budget years. The group discussed the need for ongoing budget trend analysis, and the role of the Auditor's Office in adjusting individual budget items. Chairman Tondee noted that trend data is useful, but that it should be used in conjunction with discussion between the Board and the Elected Officials and Department Heads.

Mr. McDowell asked the Board for any additional questions about the Fund Balance Appropriation recommendations. The Board indicated initial approval of the recommendation to release approximately \$1.5 million dollars of restricted funds, with specific expenditures to be determined at a later date.

**F. Staff Reports:** There were no staff reports.

**G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk