

Minutes of Meeting
County Surveyor Discussion
October 3, 2013
10:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were County Surveyor Bruce Anderson, Assessor Michael McDowell, Chief Deputy Assessor Rich Houser, Mapping Manager Joseph Johns, and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 10:06 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

The attendees gathered to discuss the impending retirement of County Surveyor Bruce Anderson (who will be leaving the County at the end of the year), and to begin formulating a transition plan for his successor. Assessor Michael McDowell stated that, due to the nature and complexity of the position, it would be beneficial to hire a new surveyor by the end of November, in order to allow for a period of knowledge transfer and training. Mr. Anderson indicated that he would remain available to answer questions after his departure from the County, noting that it would be difficult to transfer twenty-three (23) years of knowledge in such a short period of time. Mr. McDowell noted that, according to statute, the person hired as a replacement must be a licensed land surveyor. Mr. Anderson stated that the current job description is an accurate portrayal of the assigned duties of the position.

At Chairman Tondee's request, Mr. Anderson presented an historical overview of the County Surveyor position and how Idaho Code applies to that role. Further, Mr. Anderson detailed the responsibilities that are required, beyond those stipulated by law. Mr. Anderson explained that he regularly assists with projects for numerous internal departments, including the Airport, Buildings and Grounds, Legal, Information Services, Community Development, Solid Waste, Parks and Waterways, 9-1-1, Sheriff's Office, Treasurer's Office and the Assessor's Office (GIS, Appraisal and Mapping). Therefore, the ideal job candidate should have multi-tasking experience, as well as a background with team projects and abilities beyond surveying skills. Specific projects, such as those with Parks and Waterways and the Assessor's Office, were highlighted and detailed.

The attendees discussed whether the current placement of the position, which is under the direction of the Assessor, should be considered for adjustment (to Community Development) during this transition. Mr. Anderson shared that only two (2) other Idaho Counties have full time surveyors, and that Ada County has encompassed the position within their engineering team. Mr. McDowell reviewed how processes have been streamlined, in order to improve efficiency and increase controls with regard to property mapping. The goals of the mapping, appraisal, and planning functions of the County were discussed and compared, with regard to how the surveyor supports each operation. Mr. McDowell and Mr. Anderson explained the advantages of having a dedicated County Surveyor to assist with various projects instead of using independent contractors. The attendees discussed the budgetary considerations of hiring a replacement prior to Mr. Anderson's retirement, the necessary timeframe for announcing and interviewing for the position, and the potential of creating an interview panel with representatives from multiple departments. The Board asked Mr. McDowell to move forward with the hiring process, with the intent of hiring a replacement during the month of November.

- E. **Old Business:** There was no old business discussed.
- 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 10:41 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk