

**Minutes of Meeting
Commissioners' Debriefing
October 7, 2013
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney Jamila Holmes and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:05 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Chairman Tondee requested that an item be added to the agenda, in order to address questions about a letter that had just been received from Avista Utilities (Avista), with regard to utility work commencing on October 7, 2013.

Commissioner Nelson moved to add an item to the agenda, in order to discuss work to be done by Avista on a County-owned property in Cataldo. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

- D. New Business:** Commissioner Nelson moved to enter Executive Session, pursuant to *Idaho Code* §67-2345(1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated, with regard to a property in Turner Point. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

Commissioner Tondee noted that Civil Deputy Prosecuting Attorney Jamila Holmes would be joining the Board for this discussion.

The Board entered Executive Session at 2:10 p.m.

The Board exited Executive Session and the meeting resumed at 2:15 p.m.

Chairman Tondee asked Ms. Holmes if she would provide her opinion regarding the Avista Utilities issue. Chairman Tondee summarized the letter from Avista, explaining that trees, shrubs, and other vegetation were scheduled to be cut back in the right-of-way zone, as part of Avista's standard utility maintenance process. Any timber felled through this process would be left on site. Chairman Tondee suggested that a County representative be assigned to monitor the work and determine whether the remaining brush should be removed from the site, as well as to report whether any remaining timber might be suitable to sell or donate as firewood. Ms. Holmes agreed that it would be preferable to clear the remaining brush or timber, in order to mitigate any potential hazard or liability, and she agreed to research options

for the donation or sale of any remaining timber. Chairman Tondee stated that he would either visit the property himself or that he would request that a Buildings and Grounds representative is assigned to inspect the property upon completion of the work.

Ms. Holmes left the meeting at 2:18 p.m.

The Board considered scheduling a meeting with the Auditor, in order to discuss annual budget audit questions and concerns, prior to meeting with the third-party auditors (from CliftonLarsenAllen) at the end of October. Commissioner Nelson requested that the agenda include a discussion of the previous year's findings, and an update regarding the on-going remedies for those items. The Board agreed that the Clerk, the Finance Director, and the Treasurer should be asked to attend this meeting.

Commissioner Nelson shared that the topics for the upcoming legislative luncheon had been narrowed down to four items: Public Defender Reform, the Local Option Sales Tax Proposal, Medicaid Expansion and the Evolution of Personal Property Taxes. Items were selected based on the range of their impact and their timeline for implementation. Details of each item were briefly discussed, with regard to their potential impact to the County, as a whole. Suggested topics that were not included on the final presentation list were also reviewed and discussed.

The Board reviewed four (4) conceptual drawings that depicted various options for the main campus parking lot renovation project. Options for consideration included the inclusion of pedestrian walkways, parking stall and curb placement, and landscaping alternatives. The advantages and disadvantages of each concept were deliberated. The Board determined that Option D, which eliminated pedestrian walkways and maximized the number of parking spaces, would be the most practical option.

The Board discussed an Auditor's Office request for a summation of departmental events and accomplishments for FY2013. This information will be used as part of the Comprehensive Annual Financial Report (CAFR). The Board reviewed an initial draft that had been prepared by their staff, and deliberated the topics that should be included in the report. The Board determined that their segment should include information regarding the Strategic Plan, the plans for the Ancillary Services Building, Fund Balance Policy changes, and Facilities Master Plan updates. Commissioner Nelson stated that she would work with staff to complete the final draft of this departmental report.

E. Staff Reports: There were no staff reports.

The meeting was adjourned at 2:56 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk