

**Minutes of Meeting
Commissioners' Debriefing
November 18, 2013
2:00 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 was Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:29 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:

The Board discussed the status of the Hayden Lake 'no-wake zone' proposal. Commissioner Green informed the group that the Hayden Lake Property Owners' Association is in support of an ordinance that would set the level (to institute 'no-wake' guidelines) at approximately 21.39 feet. The Board debated the conditions that should be met in order for a no-wake order to come into effect. Chairman Tondee noted that this ordinance should only take effect when water levels create a dangerous situation and/or the potential for property damage, which would be in line with the existing ordinance for Lake Coeur d'Alene. Commissioner Green agreed to work with Parks and Waterways Director Nick Snyder to determine the parameters of the ordinance and then to establish the best method of creating spillway markers that clearly define the associated water levels.

Commissioner Nelson shared that she had reviewed the Auditor's budget to actual report through September 30, 2013. The Board reviewed the three line items that reflected overages, noting that the largest overages were generally related to benefit payouts for individuals who had left County employment. Commissioner Nelson stated that she would be meeting with Chief Deputy Clerk Pat Raffee to review individual line items. The goal of that review will be to determine areas where the budget should be increased or reduced, based on historical data. The Board specifically discussed budgeted totals related to grants, as well as conflict attorney and Public Defender budget totals.

Finance Director David McDowell joined the meeting at 2:58 p.m., at the request of the Board, in order to discuss information regarding proposed FY2014 raises for the Elected Officials. Mr. McDowell explained that the pay report had been drafted with all available funds being utilized, and with the pay rate of the Clerk, the Assessor, and the Treasurer being equalized, in line with previous budget years. It was noted that Clerk Cliff Hayes had indicated that he did not want a raise, and that Prosecutor Barry McHugh had requested a smaller raise than what had been proposed. Commissioner Nelson noted that, as with other County wages, Elected Official salaries could fall below market averages, if not adjusted periodically, and that this could cause issues for future Boards. Further analysis revealed that the proposed totals reflected an average raise of three percent (3%) for the Elected Officials. The Board determined that six of the Elected Officials should, instead, receive raises of two-and-one-half percent (2.5%), which would serve to meet the equalization goals of the Board. The Assessor and Treasurer will effectually receive no raise in FY2014, and Mr. McHugh will receive a reduced salary increase, as per his request. Mr. McDowell agreed to change the salary report to reflect these changes, and Chairman Tondee will follow up to ensure that a Resolution is drafted for Board approval at an upcoming Business Meeting.

Mr. McDowell exited the meeting at 3:15 p.m.

The Board discussed potential topics for the State of the County Address, which is scheduled to be held on Tuesday, February 11, 2014. Potential topics included impact fees, the Kootenai County sesquicentennial and County seal, compensation and the salary survey, and recent and future projects, including the construction of the Ancillary Services Building, the jail proposal, and the Unified Land Use Code. Further, the Board discussed the timeframe for completion of their speeches, the associated PowerPoint presentation and the order of presentations. The Board will continue discussing this item over the next several weeks.

Commissioner Nelson informed the Board that Human Resources Director Skye Reynolds is reviewing County-wide use of temporary employees, and working to determine whether or not a Request for Proposals (RFP) is needed for the County temporary service provider contract. Commissioner Nelson will be following up with Ms. Reynolds to determine if some departments might need to hire part or full time employees instead of using temporary employees. Further, Commissioner Nelson and Ms. Reynolds will be working with Legal to discuss whether or not an RFP is necessary.

Commissioner Nelson presented a Transit Department organizational chart, detailing the current projects and responsibilities of that department. This information was provided by Federal Transit Administration (FTA) Grant Administrator Christine Fueston. Upon review, Commissioner Nelson asked for additional information, including project time frames, grant periods and expirations, and a prioritization of projects. The updated report will be completed and presented to the Board before the end of the calendar year. Commissioner Nelson asked the Board to review the available information, in preparation for that meeting, so that the Board's priorities and concerns are presented in a consistent and detailed manner. The roles and responsibilities of the FTA Grant Administrator were discussed, and the Board deliberated whether or not it might be constructive to hire an intern to assist Ms. Fueston. Commissioner Nelson informed the Board that, effective immediately, Ms. Fueston will be invited to attend the monthly Department Head meeting, in order to promote better communication. The Board agreed that this would be beneficial. In closing, the Board discussed the need to centralize grant forms and reports through use of the 'G' drive and within the Grant Management Office.

- 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 3:59 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk