



# KOOTENAI COUNTY

## BOARD OF COMMISSIONERS

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### Agenda

#### **Business Meeting**

May 30, 2023

2:00 PM

451 N. Government Way, Administration Building, Meeting Room 1A/B

**A. Call to Order**

**B. Moment of Silence**

**C. Pledge of Allegiance**

**D. Changes to the Agenda (Action)**

Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

**E. Approve Meeting Minutes (Action)**

1. 05/02/2023 FY24 Budget - BOCC Departments Minutes
2. 05/09/2023 Airport Minutes
3. 05/11/2023 Justice Center Expansion Minutes
4. 05/16/2023 Commissioners' Status Update Minutes
5. 05/16/2023 Business Meeting Minutes

**F. Approve Consent Calendar (Action)**

6. Treasurer's Cancellation of Taxes - Solid Waste Fees For AIN/PIN:  
215685/MZZ34W253440
7. Treasurer's Cancellation of Taxes - Solid Waste Fees For AIN/PIN:  
170685/MZZ06W01233B

8. Treasurer's Cancellation of Taxes - Solid Waste Fees For AIN/PIN: 141767/MSR000000170
9. Treasurer's Cancellation of Taxes - Solid Waste Fees For AIN/PIN: 331968/MZZ05W05123C
10. Assessor Yield Tax Charge Correction
11. Board of Canvassers - Consolidated Election - May 16, 2023
12. Memorandum - Parks & Waterways Fee Allocation for Assessor Sale of Boat Launch Passes
13. Cell Phone Stipend Request
14. Human Resources PAF/SCF Report for 2023 PP12 Week 1
15. BOCC Signatures for Indigent Cases: 5/18/23-5/24/23

**G. Approve Payables List (Action)**

16. Payables List for May 22-26, 2023

**H. Business**

- |   |                           |
|---|---------------------------|
| 17. Bid-Award Bid#2023-04 / Transport Hauling Services / Solid Waste (Action)   | John Phillips             |
| 18. Board Approval Request: Opioid Settlement- Direction on spending & acknowledgement of change in reporting administrator / Auditor (Action)        | Julina Hildreth           |
| 19. 3 YEAR ANNUAL FINANCIAL STATEMENT AUDIT CONTRACT - FY 2023 TO FY 2025 / Eide Bailly / Auditor (Action)  | Keith Taylor              |
| 20. FY2023 Financial Audit Engagement Letter Approval, Eide Bailly, / Eide Bailly / Auditor (Action)  | Keith Taylor              |
| 21. Board Approval Request: Invoice Payment Per Policy 930/ May 16th, 2023 Consolidated Election/ K&H Integrated Print Solutions / Elections (Action) | Asa Gray                  |
| 22. New Master Service Agreement & Statement of Work / Language Line Services, Inc. / 9 1 1 (Action)  | Lt. Ryan Higgins          |
| 23. Board Approval Request: Accreditation Application fees / Coroner (Action)   | Dr. Duke Johnson- Coroner |

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|-----|--|-----------------|
| 24. | Grant Application / Kootenai County Public Transportation - Section 5307 - Fixed Route / Para Operations / Federal Transit Administration (FTA) \$1,129,554 / In Kind Match In-Kind \$816,326 / Resource Management Office (Action)        | Chad Ingle      |
| 25. | Grant Application / Kootenai County Public Transportation - Section 5307 _ 6283-2023-3 _ Automatic Data Processing Software / Federal Transit Administration (FTA) \$80,000 / In Kind Match \$20,000 / Resource Management Office (Action) | Chad Ingle      |
| 26. | RV Park Phase IV Construction / Change Order #4 - \$672.50 / Stewart Contracting, Inc. / Resource Management Office (Action)   | Dorian Komberec |
| 27. | Board Approval Request: Retention Release / RV Park Construction - Phase IV / \$18,788.83 / Resource Management Office (Action)  | Dorian Komberec |
| 28. | Grant Application / Kootenai County Public Transportation Preventive Maintenance - Section 5307 / Federal Transit Administration (FTA) \$80,000 / In Kind Match \$20,000 / Resource Management Office (Action)                             | Chad Ingle      |
| 29. | Board of Community Guardian - Case Management Agreement / Kootenai Health / BOCC (Action)  | Dave Levine     |
| 30. | Resolution 2023-56 / Sole Source Procurement Fighting Creek Landfill Plastic Sheeting / Solid Waste (Action)   | John Phillips   |
| 31. | Board Approval Request: Natural Resource Advisory Board Request Support Letter to Restoration Partnership Regarding Submitted Projects June 1, 2023 deadline / BOCC (Action)   | Jamie Sturgess  |
| 32. | Assessor Update (Discussion)   | Bruce Mattare   |
| 33. | Status Update Pending (Discussion)   | Leslie Duncan   |

**I. Public Comment (Discussion)**

This section is reserved for citizens wishing to address the Board regarding a county related issue.

**J. Adjourn**

*To attend this meeting remotely:*

- The live meeting can be viewed at <https://www.youtube.com/KootenaiCountyIdaho>
- To participate or listen via telephone dial (339) 207-6050
- Please be sure to keep your devices on mute to limit background noise.

**May 30, 2023**

Date Started	Project	Bruce	Leslie	Bill	Status
12/9/2019	Facilities Expansion		X	X	<p>11/2 - Addition to west side of Justice Bldg. Funding from ARPA. Start CMGC RFQ process with Cory Trapp.</p> <p>11/9 - No update.</p> <p>11/16 - Leslie meeting with EOs. Will tour Ada courthouse Nov 19.</p> <p>11/23 - Toured Ada Courthouse and met with LCA. Amendment coming to cover change from stand alone building to Justice Center expansion.</p> <p>11/30 - Amendment signed and designs expected in February.</p> <p>1/11 - LCA to meet with stakeholders in Jan, then the BOCC.</p> <p>1/25 - Stakeholder meeting Jan 27.</p> <p>2/1 - LCA meeting with the BOCC Feb 18.</p> <p>2/22 - LCA working on elevations, BOCC working on funding after ARPA March.</p> <p>3/22 - LCA presenting elevations April 13. ARPA presenting by first week April.</p> <p>4/19 - RFQ publish date May 3rd, response date May 24th.</p> <p>4/26 - RFQ is with legal. Will be sent to BOCC before publish.</p> <p>5/3 - RFQ published. Bids due May 24th</p> <p>5/24 - RFQ deadline extended to June 7th</p> <p>6/7 - Two RFQs received. Scoring process in the next two weeks.</p> <p>6/14 - Waiting for responsive determination from legal then scoring will start.</p>
					<p>6/21 - Both bids responsive. Scoring this week, then interviews week of July 11.</p> <p>6/28 - Interviews for July 14th, then finalize scoring.</p> <p>7/12 - Interviews set for July.</p> <p>7/19 - Interviews were moved to August 1.</p> <p>8/2 - Interviews were held August 1. Scoring will be done Aug 4 or Aug 8.</p> <p>8/9 - Bouten chosen as CM/GC. Next step, meet with Cory Trapp &amp; Bouten to document scope of work.</p> <p>8/16 - Scope of work discussed. Choose Commissioner for</p>
					<p>8/23 - Bring forward agreement - Choose Commissioner for negotiations</p>
					<p>8/30 - Duncan chosen to negotiate with Bouten</p>
					<p>9/6 - Legal reviewing standard contract then negotiations will start.</p>
					<p>9/27 - Negotiations scheduled for October 3rd.</p>

**May 30, 2023**

Date Started	Project	Bruce	Leslie	Bill	Status
12/9/2019	Facilities Expansion (cont.)		X	X	10/4 - Bring updated cost estimate before the BOCC as legal continues with contract.
					10/18 - Update from Cory Trapp and Ken Gallegos on meeting with City of CdA.
					<p>11/1 - Contracts are close to review.</p> <p>12/6 - Bouten ready for negotiations this week or next.</p> <p>12/13 - Negotiation complete, contract next business meeting.</p> <p>12/20 - Contract signed. Bouten will work to bring costs down on total project.</p> <p>12/27 - LCA updated contract approved by BOCC.</p> <p>1/3 - Bouten kick off meeting being scheduled.</p> <p>1/10 - Meeting scheduled for Jan 25th.</p> <p>1/24 - Meeting tomorrow for initial kickoff.</p> <p>2/7 - Bouten Construction will work with LCA then present to the BOCC.</p> <p>2/28 - Meeting March 16th to review cost saving options.</p> <p>3/21 - BOCC agreed to use fund balance to complete the building.</p> <p>3/28 - Next week approve architect LCA to work with Bouten to make cost saving changes in designs.</p> <p>4/4 - LCA approved to move forward with Bouten in cost savings design.</p> <p>4/25 - Projected completion Feb-May 2025.</p> <p>5/2 - Jail to meet with Architect for sally port design.</p> <p>5/9 - Meeting on May 11 with contractor.</p> <p>5/16 - Next meeting end of May/beginning of June.</p> <p>5/24 - Meeting set up for June.</p>

**May 30, 2023**

Date Started	Project	Bruce	Leslie	Bill	Status
5/24/2021	Impact Fees			X	<p>12/6 - Bill will reach out to Mayors. Public hearing to be scheduled.                      12/13 - Bill will reach out to Mayors this week.                      12/20 - Bill spoke to Anne Westcott regarding contacting Mayors.                      12/27 - Bill will contact Mayors after the holidays.                      1/3 - No one contacted.                      1/10 - Bill will make contact with Mayors by the end of February.                      2/7 - Nothing to report.                      2/28 - Letters of Support coming from Mayors by end of March.                      3/7 - No Update                      3/14 - Bill is working with Anne Wescott and Attorney Pat Braden. Expects movement by end of March.                      3/28 - Approved letter to send to Mayors.                      4/4 - Coroner will make an inquiry regarding impact fees April 11. Hold off on sending the letter.                      4/11 - Coroner to work with Anne Wescott.                      4/18 - No update.                      4/25 - Coroner updated cost estimate sent to Anne Wescott.                      5/2 - Per Anne Wescott, do not include Coroner project in impact fees.                      5/9 - Review letter to Mayors.                      5/16 - Letter finalized to be sent to Mayors.                      5/24 - Letter to be sent this week.</p>
4/21/2023	PAO Immediate Space Need		X		<p>4/11 - PA Mortenson is out of space for current staff. He will look into options.                      4/25 - PA contacting B&amp;G for solutions.</p>