



# KOOTENAI COUNTY

## BOARD OF COMMISSIONERS

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### Agenda

#### **Business Meeting**

July 11, 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. 06/14/2023 FY24 Budget Deliberations Minutes
2. 06/15/2023 Human Resources Minutes
3. 06/20/2023 Airport Minutes
4. 06/20/2023 Commissioners' Status Update Minutes
5. 06/20/2023 Business Meeting Minutes

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

6. Assessor Valuation Amendment A
7. Assessor Valuation Amendment B

8. Assessor Valuation Amendment
9. Assessor Yield Tax Charge Correction
10. Amendment to Established Market Value
11. HARSB Payment Forms  
J-U-B Engineering/TML/HD Fowler/PAC/Westech/Hayden  
Heating/Taurus Power JTL Engineering/HUBER/Aqua  
Engineering/City Costco Visa/
12. Human Resources PAF/SCF Report for 2023 PP15 Week 1

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

13. Payables List for July 3-7, 2023

**H. Business**

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|--|------------------------------------|
| 14. Bid-Opening Bid#2023-06 / Spokane Point Dock Replacement / Parks & Waterways (Action)  | Nick Snyder                        |
| 15. Board Approval Request: Request to record 2019 Tax Deed / Treasurer (Action)   | Kelly Wuest / Jill Smith           |
| 16. Contract for Services 21HFR-03 Hazard Fuel Treatment / The American Firefighter Company/Boyles / Office of Emergency Mgmt (Action) | Tiffany Westbrook<br>or Jody Bieze |
| 17. Board Approval Request: Spending of Donated Funds / Office of Emergency Mgmt (Action)  | Andrea Littlefield                 |
| 18. Board Approval Request: Airport New Part-Time Position / Human Resources (Action)  | Dorothy Cross                      |
| 19. Kootenai North Contract for Schematic Design / Longwell Trapp Architects / Sheriff (Action)  | William Klinkefus                  |
| 20. Resolution 2023-62 / Surplus Equipment/Asset Deletion District Court / Dist Court Clerk/Judicial (Action)                          | Kally Young                        |
| 21. Status Update Pending (Discussion)   | Board of<br>Commissioners          |

**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.

**July 11, 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>

**July 11, 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> <p>6/5 - Meeting June 26th.</p> <p>6/27 - Three phase construction approved.</p> <p>7/5 - Working group meeting July 17.</p>

**July 11, 2023**

Date Started	Project	Bruce	Leslie	Bill	Status
5/24/2021	Impact Fees			X	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. 5/30 - Most recent fee document to be attached to letter. 6/5 - Per Bill, everything sent out. 6/13 - Bill will verify everything was sent out. 6/27 - Hasn't heard anything.
4/21/2023	PAO Immediate Space Need		X		4/11 - PA Mortenson is out of space for current staff. He will look into options. 4/25 - PA contacting B&G for solutions. 6/5 - Working with B&G for costs to expand PA's area. 6/27 - Waiting on partitians.
6/13/2023	Jail Pods			X	6/13 - Bill will follow up with process. 6/27 - Bill will check with Cpt Hyle on status. 7/5 - Bill had not reached out to Cpt Hyle.