



KOOTENAI COUNTY

BOARD OF COMMISSIONERS

Agenda

Business Meeting

October 24, 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.

Public Comment (Discussion)

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

E. Approve Meeting Minutes (Action)

1. 09/20/2023 Elected Officials Minutes
2. 09/26/2023 Business Minutes
3. 10/05/2023 Parks and Waterways Minutes
4. 10/05/2023 Facilities Director Interviews Minutes
5. 10/05/2023 Human Resources Minutes

F. Approve Consent Calendar (Action)

6. Assessor Homeowner Exemption 10-12-2023
7. Letter to Kootenai Electric Cooperative (KEC)

8. BOCC Signatures for Indigent Cases: 10/12/2023 - 10/18/2023
9. Human Resources PAF/SCF Report for 2023 PP22 Week 2
10. Assessor Valuation Amendment 10-17-2023

G. Approve Payables List (Action)

11. Payables List for October 16-20, 2023

H. Public Comment (Discussion)

I. Business

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 12. Resolution 2023-77 / Public Hearing / Kootenai County Emergency Medical Services System Fee Increase / Standby Rate for Events / Prosecuting Attorney/Civil (Action) | Pat Braden |
| 13. Professional Services Agreement / Parametrix / Solid Waste (Action) | John Phillips |
| 14. Board Approval Request: Recertification of TY2023 L1 / Auditor (Action) | Alicia Lynch |
| 15. Renewal No. 8 To MOU Between Idaho Military Division and Kootenai County, ID / Idaho Military Division / 9 1 1 (Action) | Collin McRoy |
| 16. DIVCO Service Agreement Renewals: 911 Center, Canfield, Killarney, Mason Butte, SO Comms Building / DIVCO INC / 9 1 1 (Action) | Collin McRoy |
| 17. Board Approval Request: Ongoing Exception to Policy 312 / Election Week Overtime Pay / Elections (Action) | Jennifer Locke or
Asa Gray |
| 18. 2023-2024 KCSO/Lakeland School District SRO Agreement, 2023-2024 KCSO/Garwood Elementary SRO Agreement / Lakeland Joint School District / Sheriff/Patrol (Action) | Captain Kevin
Smart |
| 19. Board Approval Request: Schematic Design of the Kootenai Electric project / Sheriff (Action) | Lieutenant Will
Klinkefus |
| 20. Amendment 04 to Professional Services Agreement - Justice Building Expansion / Lombard-Conrad Architects, P.C. / Resource Management Office (Action) | Kaitlin Smith or
Dorian Komberec |
| 21. Grant Agreement # F248COE / Grant agreement from Division of Aeronautics for 5% match for AIP 058 / Idaho Transportation Department (ITD) \$258,007.22 / Cash Match \$258,007.22 Airport / Airport (Action) | Kim Stevenson |
| 22. Board Approval Request: Appointment of Airport Director / BOCC (Action) | Leslie Duncan |

23. Board Approval Request: Grant Agreement #23NONE853 / Idaho Office of Emergency Mgmt / Kootenai County Office of Emergency Management / North Kootenai Water & Sewer District / Office of Emergency Mgmt (Action)

Andrea Littlefield

24. Status Update Pending (Discussion)

Board of
Commissioners

J. Public Comment (Discussion)

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K. 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.

September 26, 2023

Date Started	Project	Bruce	Leslie	Bill	Status
12/9/2019	Facilities Expansion		X	X	5/2 - Jail to meet with Architect for sally port design. 5/9 - Meeting on May 11 with contractor. 5/16 - Next meeting end of May/beginning of June. 5/24 - Meeting set up for June. 6/5 - Meeting June 26th. 6/27 - Three phase constrction approved. 7/5 - Working group meeting July 17. 7/25 - Aug set for next update with Bouten & LCA. 8/8 - Aug 14th Facilities Working Group. Aug 24th next meeting with Bouten and LCA. 8/16 - Received bids for Justice Building Expansion Work. 8/22 - Waiting for ground breaking date confirmation. 8/29 - No update 9/5 - Approved work package one of expansion. 9/12 - Approved Commerical permit for work package two. 9/19 - Opened phase 2 bids in Business Meeting. 10/3 - Plans to review funding source options with Auditor. 10/10 - Public Hearing set for 10/16 with Bouten to present to BOCC on 10/17. 10/17 - RMO to provide weekly updates on cost of building.
5/24/2021	Impact Fees			X	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. 7/11 - Bill will schedule a meeting with Hayden Mayor. 7/18 - Bill has meeting July 20 with Hayden Mayor. 7/25 - Meet with all Mayors suggested. 8/01 - Recd Letter from PF&Rathdrum Mayors. Will set up meeting with all of the Mayors. 8/08 - Meeting with Mayors Aug 15th. 8/16 - Following up with Galena Consulting. 8/22 - Adjustment to jail fees. Park fees for city/county seperate. 8/29 - No update 9/5 - Discuss at Status Update and schedule follow up meeting with Mayors. 9/12 - Mayors meeting scheduled for 10/4/23. 10/10 - Amended documents went to Mayors, have received feedback from one. 10/17 - Feedback received was sent to legal for opinion.

September 26, 2023

Date Started	Project	Bruce	Leslie	Bill	Status
4/21/2023	PAO Immediate Space Needs		X		4/11/23 - 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 partitions. 8/16 - Building and Grounds to look at partitions. 8/22 - PA hasn't heard back from B&G regarding partitions. 8/29 - No Update 9/12 - B&G still considering items from liquidating business. 10/17 - Short six employees, furniture needs can be paused for now.
6/13/2023	Jail Pods			X	6/13/23 - 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. 7/25 - Close to sending out for bid. 8/01 - RMO working on RFP 8/8 - RFQ to be published Aug 18th. 8/22 - RFQ to be published Aug 25th. 8/29 - No Update 9/5 - RFQ due back October 3, 2023. 10/3 - Received bids. 10/10 - Sheriff's Office to move forward with selecting a contractor for the project. 10/17 - Working with Tom Reed to get an RFQ for contractor led design build.
10/3/2023	ARPA Projects				10/3 - RMO gave overview of projects with the following being completed and closed out: EMS, CDAide Care Program and On Site for Seniors. 10/10 - Jail Generator: RFQ to be released 11/15. Children's Village: revised application expected 10/13. Admin HVAC: RFQ responses due 11/7. JDC HVAC: work complete, project to be closed out after final approval of work. 10/17 - JDC HVAC: final approval of work issued Children's Village: revised application received 10/13 Justice Building: Avista to perform conduit relocation week of 10/23.
10/17/2023	PMR		X		10/17/23 - Letter of intent sent today for lease of building.