



# KOOTENAI COUNTY

## BOARD OF COMMISSIONERS

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### Agenda

#### **Business Meeting**

November 07, 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. Public Comment (Discussion)**

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

1. 09/29/2023 Hayden Area Regional Sewer Board (HARSB) Minutes
2. 10/03/2023 Business Meeting Minutes
3. 10/04/2023 Kootenai County Mayors Meeting Minutes
4. 10/03/2023 Commissioners' Status Update Minutes
5. 10/10/2023 Panhandle Health District Minutes
6. 10/10/2023 Business Meeting Minutes
7. 10/26/2023 Community Development Minutes
8. 10/27/2023 Executive Session §74-206 (1)(d)(c) Minutes
9. 10/27/2023 Community Development Deliberations & Update Minutes

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

10. Assessor Valuation Amendment 10-25-2023
11. Assessor Valuation Amendment 10-30-2023
12. Assessor Homeowner Exemption 10-30-2023
13. Kootenai Electric Cooperative Confirmation Letter/Vacation Notice of KEC Property Kootenai County Possession Date Notice
14. Kennel License Renewal / Justus / Double J Dog Ranch
15. Tuition Reimbursement Request / Gidney
16. Hayden Area Regional Sewer Board (HARSB) J-U-B Engineering; Aqua Engineering; Century West Engineering
17. BOCC Signatures for Indigent Cases: 10/26/2023 - 11/01/2023
18. Human Resources PAF/SCF Report for 2023 PP23 Week 1 & 2

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

19. Payables List for October 30-November 3, 2023

**I. Business**

- |   |                                     |
|---|-------------------------------------|
| 20. RFP-Opening Bid#RFQ 2023-BG1107 / Administration Building HVAC Upgrade - Architecture & Engineering / Resource Management Office (Action)   | Kaitlin Smith or<br>Dorian Komberec |
| 21. Board Approval Request: Riverstone Transit Center (RTC) Phase II Project Closeout Payment / Idaho Stage Construction / Resource Management Office (Action)  | Dorian Komberec                     |
| 22. Grant Award # ID-2023-016-00 / Match Clarification / Federal Transit Administration (FTA) \$20,000 / Cash and In Kind Match Partner Agency/Kootenai County/Local Jurisdiction \$5,000 / Resource Management Office (Action) | Chad Ingle                          |
| 23. RE-14 Buyer Representation Agreement / Shane Zaring, Keller Williams Realty Cda / Solid Waste (Action)  | John Phillips                       |
| 24. Grant Agreement # F24BCOE / State match of 5% for AIP 059 & AIP 060 / Idaho Transportation Department (ITD) 40,879.89 / Cash Match Fund 30 40,879.89 / Airport (Action)   | Kim Stevenson                       |
| 25. Amendment to Telmate, LLC Partnership / Telmate, LLC / Juvenile   | Eric Sheffield /                    |

	Detention (Action)	Jeremy Roth
26.	Board Approval Request: Stipend for Administrative District Judge Assistant / Specialty Court (Action)	Karlene Behringer
27.	Board Approval Request: Renewal Agreement to provide janitorial services to the Sheriff's campus buildings. / Sheriff (Action)	Thomas Reed
28.	Board Approval Request: FY22 Edward Byrne Memorial Justice Grant (JAG) / Performance Period Extension / Sheriff (Action)	Stephanie Drobny
29.	Board Approval Request: HVAC Service Agreement. / Sheriff (Action)	Thomas Reed
30.	2023-2024 Kootenai Joint School District. KCSO SRO Agreement / Kootenai Joint School District / Sheriff/Patrol (Action)	Captain Kevin Smart
31.	Board Approval Request: RMO Higher Duty Pay Continuation / Human Resources (Action)	Sylvia Proud
32.	AmeriBen Annual Agreement Renewal / AmeriBen / Human Resources (Action)	Sylvia Proud
33.	Board Approval Request: PMR Healthcare Request for Physician Stipend / Human Resources (Action)	Sylvia Proud
34.	Board Approval Request: Notice of Termination of Independent Contractor Agreement _The American Firefighter Company _ 20HFR1 - Kootenai Glencairn Fuel Break 19 acres / Office of Emergency Mgmt (Action)	Andrea Littlefield
35.	Resolution 2023-82 / Surplus GBC Pinnacle Laminator / Mail and Reprographics Center (Action)	David Reid
36.	Resolution 2023-83 / FY24 Capital Carryforward / Auditor (Action)	Arrow Gidney
37.	Ordinance 588 / Public Hearing/Repeal of Snowgroomer User Fees / Snowgroomers (Action)	Nick Snyder
38.	Financial/Budget: Request for BOCC Direction / Snowgroomers (Action)	Nick Snyder
39.	Board Approval Request: Ten Percent of Snowmobile Registration Dollars for Law Enforcement / Sheriff - Rec Safety (Action)	Sergeant Ryan Miller
40.	Resolution 2023-81 / BOCC Declaring Necessity For Outside Legal Services For Assessor / Assessor (Action)	Bela Kovacs
41.	BOCC Declaring Necessity For Outside Legal Services For Assessor / Boyles Law PLLC / Kovacs / Declaring Necessity To Hire Outside Attorney Services For Assessor / Assessor (Action)	Bela Kovacs
42.	Status Update Pending (Discussion)	Board of

**J. Public Comment (Discussion)**

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

**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.

## November 7, 2023

Date Started	Project	Bruce	Leslie	Bill	Status
12/9/2019	Facilities Expansion		X	X	<p>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 construction approved.                      7/5 - Working group meeting July 17.                      7/25 - Aug set for next update with Bouten &amp; 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 Commercial 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.                      10/24 - Weekly meeting on 10/26                      10/31 - Meeting on 11/3 to decide interior of building.</p>
5/24/2021	Impact Fees			X	<p>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&amp;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 separate.                      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.</p>

## November 7, 2023

Date Started	Project	Bruce	Leslie	Bill	Status
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. 10/24 - Meeting 10/27 to address legal opinion.
10/3/2023	ARPA Projects	X			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 - <b>Jail Generator</b> : RFQ to be released 11/15. <b>Children's Village</b> : revised application expected 10/13. <b>Admin HVAC</b> : RFQ responses due 11/7. <b>JDC HVAC</b> : work complete, project to be closed out after final approval of work. 10/17 - <b>JDC HVAC</b> : final approval of work issued <b>Children's Village</b> : revised application received 10/13 <b>Justice Building</b> : Avista to perform conduit relocation week of 10/23. 10/24 - <b>Wellspring Meadows</b> : legal review <b>Children's Village</b> : will go to legal on 11/10.
10/17/2023	PMR		X		10/17 - Letter of intent sent today for lease of building. 10/31 - In negotiations for lease of building.