

Minutes of Meeting
Business Meeting
April 25, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, KCSO Jail Lieutenant Chris Wagar, Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long, Treasurer Steve Matheson, Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Court Services Manager Kally Young, Resource Management Office (RMO) Director Jody Bieze, RMO Grants Technician Kaitlin Smith, Human Resources (HR) Director Sylvia Proud, Juvenile Detention Director Eric Sheffield, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present was Longwell Trapp Architects Representative Cory Trapp and Kootenai County Residents Dee Brungardt, Gary Hayes and John Padula. Ms. Bieze and Ms. Long were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:06 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Juvenile Detention Director Eric Sheffield led the 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.

Chair Duncan asked that item 14, “Financial/Budget: Sprinkler System Repair Project Purchase/Solid Waste (Action),” be pulled from today’s agenda.

- E. Approve Meeting Minutes (Action)**

04/04/2023	Commissioners’ Status Update
04/05/2023	Parks & Waterways
04/06/2023	Human Resources
04/11/2023	Business Meeting
04/17/2023	Hayden Area Regional Sewer Board (HARSB)
03/25/2023	Board of County Commissioners Town Hall

Commissioner Bruce Mattare moved that the Board approve items 1 through 6, the submitted minutes. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Deferred Tax
Employee Cell Phone Stipend Request/Hoyt/Parks & Waterways
Human Resources PAF/SCF Report for 2023 PP9 Week 2
BOCC Signatures for Indigent Cases: 04/13/2023 – 04/19/2023

Commissioner Brooks moved that the Board approve items 7 through 10 on the agenda, the Consent Calendar. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board accept the Payables List for the week of April 17, 2023 through April 21, 2023 in the amount of \$1,165,904.40, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

H. Business:

Bid – Award Bid #2023-JD0410/Award of Bid/Juvenile Detention Center HVAC Replacement/Resource Management Office (Action)

Mr. Sheffield requested the Board approve the award of bid #2023-JD0410 to Apollo Mechanical Contractors for the Juvenile Detention Center HVAC replacement. He said the total price was \$229,920, of which \$217,000 would come from ARPA funds and \$12,920 from the Tobacco Account.

Commissioner Brooks moved that the Board award the bid #2023-JD0410 for the Juvenile Detention Center HVAC replacement to Apollo Mechanical Contractors, with additional funds to come from the Tobacco Account. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

**Kootenai County CLFRF Subaward Agreement – Ambulances/Kootenai County
Emergency Medical Services System/Resource Management Office (Action)**

Resource Management Office (RMO) Grants Technician Kaitlin Smith requested the Board’s approval of the Kootenai County CLFRF (Coronavirus Local Fiscal Recovery Funds) in the amount of \$1,031,872, to be passed on to Kootenai County Emergency Medical Services System (KCEMSS) in a subaward agreement. She stated that the funds represented reimbursement for the purchase of 3 ambulances with their equipment by KCEMSS.

Chair Duncan remarked that she sat on the Board of KCEMSS and had recused herself when this item was addressed there so that she could vote on it in the BOCC Business Meeting.

Commissioner Mattare moved that the Board approve the Kootenai County CLFRF Subaward Agreement in the amount of \$1,031,872. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

Ms. Smith exited the meeting at 2:11 p.m.

**~~Financial/Budget: Sprinkler System Repair Project Purchase/Solid Waste (Action) –
Pulled~~**

**Board Approval Request: Appropriation of Fund Balance for Construction Projects/
District Court Clerk/Records (Action)**

Clerk Jennifer Locke stated that she had been working with Buildings & Grounds (B&G) Operations Manager Greg Manley on a project at the District Court Building which would provide more work space for the Records Department and also move the Juvenile Justice Center Staff to that building. She said the total cost for the project would be \$39,456.85 and asked the Board to approve movement of funds from the Clerk’s portion of the Restricted 45 District Court Fund Balance to the appropriate line item for use. She noted that there was about \$880,000 in the fund.

Commissioner Brooks moved that the Board approve the appropriation of Fund Balance for the construction projects at District Court, in the amount of \$39,456.85, as requested. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Grant Agreement # 20WFM – Kootenai/Memorandum of Understanding (MOU) Veterans Centennial Park Hazard Fuel Treatment/Idaho Department of Lands (IDL) \$25,000/In-Kind Match Volunteer Hours \$2,500/Office of Emergency Management (Action)

RMO Director Jody Bieze requested the Board’s approval of Grant Agreement #20WFM - Kootenai for Hazard Fuel Treatment at Veterans Centennial Park from the Idaho Department of Lands in the amount of \$25,000, with an in-kind match of volunteer hours of \$2,500.

Commissioner Mattare moved that the Board approve the Grant Agreement #20WFM – Kootenai from the Idaho Department of Lands in the amount of \$25,000 for the Veterans Centennial Park Hazard Fuel Treatment, with a match of \$2,500 in volunteer hours. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Contract Approval for Full Scale Exercise Contractor/Kootenai County/Welch Resources LLC/Office of Emergency Management (Action)

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long requested the Board’s approval of a contract for the Full Scale Exercise with Welch Resources LLC. She said the event would be held in 2024 and the cost would be \$5,700, which would come from the State Homeland Security Grant.

Commissioner Brooks moved that the Board approve the contract for the Full Scale Exercise contractor between Kootenai County and Welch Resources LLC as requested by the Office of Emergency Management. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Board Approval Request: Kootenai County Jail Pods Buildout – Estimates/Sheriff – Jail (Action)

KCSO Captain Stuart Miller explained that Sletten had been the contractor for the Jail Expansion Project several years ago. He said they had asked Sletten for estimates on the cost for building out the two vacant pods. He stated that he had been told that the build

out “as designed” (for lock down cells) would be \$7,652,956; it would be \$2,963,584 for a dorm style design. He noted that there would actually not be a significant increase in the amount of bed space if the pods were finished dorm style. He said that they would have to hire additional Deputies to staff the new pods and that the dorm format would require almost a third more Deputies to manage. He pointed out that this would increase the ongoing cost by a substantial amount.

Captain Miller stated that the facility did not need dorm space; it needed lock down space. He confirmed that the inmate population was currently about 80% felons, many of whom required special handling.

Chair Duncan said she did not think it would be possible for the County to fund raises and hire the ten additional Jail Deputies that would be needed to staff the two pods. She speculated that it might take a couple of years to complete and staff them. She suggested that the priority be finding the additional Deputies.

Captain Miller remarked that they had a staff shortage currently and continued to face challenges in recruiting. He agreed that it might take two or three years to complete the project, but it was critically important for them to get the space.

Chair Duncan said that the next step would be an RFQ (Request for Qualifications) for design, then an RFQ for the CMGC (Construction Manager/General Contractor).

Commissioner Brooks indicated that he would strongly support moving forward. Chair Duncan asked if he would be willing to take charge of proceedings and he agreed.

Commissioner Brooks moved that the Board approve moving forward with Jail Pod Build out. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Request for Regulatory Buoys/Blackwell Island Marina/Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder explained that Blackwell Island Marina had requested two No-Wake Zone buoys to be placed at their entrance. He stated that the request met the requirements of the BOCC policy and that the marina would be responsible for all the costs associated with the installation and ongoing maintenance of the buoys. He added that the KCSO Marine Division supported the request.

Commissioner Brooks moved that the Board approve the request for regulatory buoys at Blackwell Island Marina as presented by Parks & Waterways. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Board Approval Request: Donation of Snowgroomer Equipment/Snowgroomers (Action)

Mr. Snyder requested the Board's approval to donate two groomer drag implements to the Shoshone Snowgroomers Program. He said that his program did not need them. He added that these were not included on the County's asset list; they had been given to the County by the State a long time ago. He confirmed that the State did not want them back.

Commissioner Mattare moved that the Board approve the donation of Snowgroomer equipment to Shoshone County, as described. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Resolution 2023-44/Surplus Equipment and Asset Deletion/Snowgroomers (Action)

Mr. Snyder requested the Board's approval of Resolution 2023-44, to declare equipment surplus and delete the asset numbers. He explained that his department had recently bought two snowmobiles and had planned to retire four old ones. He said that the four old ones would go to auction and asked that the Board direct that the proceeds of the sale remain with Snowgroomers Operations.

Commissioner Brooks moved that the Board approve Resolution 2023-44, for the surplus of equipment and asset deletion for the Snowgroomers, with proceeds going to Snowgroomers. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair Duncan: Aye

The motion carried.

Ratify 4/6 HR Meeting Agenda: Request Temp Part-Time Intern/PD; Request for ADA Accommodation/JDET; Request to Reactivate Position/JPRO/Request to Continue Higher Duty Pay/DC; Request Parity Increases/AMP (Action)

Chair Duncan explained the need for the motions made during the April 6, 2023 Human Resources Meeting to be ratified.

Commissioner Mattare moved that the Board ratify the April 6, 2023 Human Resources agenda and the decisions made. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Cost of Living Adjustment (COLA) (Discussion)

Commissioner Brooks stated that he felt employees should receive a COLA (Cost of Living Adjustment) in the upcoming Budget sessions. He pointed out that the Social Security cost of living increase had been 8% and reminded those present that County employees had received a 6% COLA last year. He said he felt they needed to keep up on this for employee reimbursement to keep pace with the economy.

Commissioner Mattare indicated that he felt ensuring that employees moved forward in Matrix Steps was more important this year.

Chair Duncan agreed with Commissioner Mattare's points. She reminded those present that one time revenue, such as ARPA (American Rescue Plan Act) funds could not be used for salaries; salaries had to be funded from tax dollars.

Commissioner Brooks said he would like to see how much an 8% COLA would cost the County.

Chair Duncan stated that the County could not afford to provide an 8% COLA increase this year, in addition to meeting other needs. She said that the County was limited to a \$2 million tax increase and that a Step and COLA in the past had cost about \$2.3 million.

Finance Director Brandi Falcon said she would need direction from two of the three Commissioners to calculate the cost of a COLA increase. She remarked that the calculation would be a significant increase to her department's current workload.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan reported that she had received time lines and, if everything moved ahead as planned, the move in date for the Justice Center Expansion would be between February and May of 2025.

Impact Fees

Commissioner Brooks said there was no new information. He stated that Ann Wescott had told him there was no hurry. He said they were waiting for the Coroner to provide information.

Longwell Trapp Architects Representative Cory Trapp reported that the information from the Coroner's Office had just arrived this morning.

Prosecuting Attorney's Office

Chair Duncan said that the Prosecutor's Office was working on expanding their space on the second floor of the Old Courthouse. She stated that they were going to get an estimate from Buildings & Grounds.

I. Public Comment (Discussion): This section is reserved for citizens wishing to address the Board regarding a County related issue. 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. There were no public comments.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 2:37 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk