

Minutes of Meeting
Business Meeting
January 10, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bill Brooks and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Captain Stuart Miller, KCSO Chief Budget Officer Stephanie Drobny, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, KCSO Jail Maintenance Supervisor Tom Reed, Office of Emergency Management (OEM) Preparedness Coordinator Sarah Loffredo, Finance Director Brandi Falcon, Staff Accountant - Budget Arrow Gidney, Resource Management Office (RMO) Director Jody Bieze, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Coeur d'Alene Press Reporter Kaye Thornbrugh and Kootenai County Residents Diana Sheridan, and Erin Barnard. Mr. Reed, Ms. Bieze, Ms. Loffredo, Ms. Drobny and Ms. Heglie were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** KCSO Sheriff Robert Norris 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 an item be added to the agenda to ratify the selection of the Board Chair and Chair Pro Tem. She explained that there appeared to be conflicting directions in Idaho Code, but it is required that the Chair be appointed "at the first regular meeting" for the year.

Commissioner Bill Brooks moved that the Board add the item described as an emergency item to the agenda. Commissioner Bruce 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.

- E. Approve Meeting Minutes (Action)**

There were no minutes submitted for approval.

F. Approve Consent Calendar (Action)

Solid Waste Fee Adjustment

Hayden Area Regional Sewer Board (HARSB) Payment Request Forms/Aqua Engineering/
TML Construction/Century West/Panhandle Area Council/J-U-B Engineering

Human Resources PAF/SCF Report for 2023 PP02 Week 1

BOCC Signatures for Indigent Cases: 12/29/2022 – 1/4/2023

Commissioner Brooks moved that the Board approve items 1 through 4 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 Brooks moved that the Board accept the Payables List for the week of January 2, 2023 through January 6, 2023 in the amount of \$326,104.71, with no jury payments. 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.

Prosecutor Stanley Mortensen entered the meeting at 2:03 p.m.

H. Business:

Ratify Appointment of BOCC Chair (Action)

Chair Duncan acknowledged that Commissioner Brooks had wanted to go into Executive Session to discuss qualifications for Chair and Pro Tem. She said this was not typically required but offered to have a discussion now, if he wished. She stated that she had held Chair positions before she became a County Commissioner, in fact, she had held five Chair positions over the past five years.

Commissioner Brooks said he did not see the need to have an Executive Session now.

Commissioner Brooks moved that the Board ratify appointment of Commissioner Leslie Duncan as Chair and Commissioner Bruce Mattare as Chair Pro Tem. 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.

MOU with StanCraft Construction for Emergency Transportation/Kootenai County/StanCraft Construction/Office of Emergency Mgmt (Action)

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Loffredo requested the Board's approval of an MOU (Memorandum of Understanding) with StanCraft Construction. She said there had been a prior MOU with North Idaho Maritime which was not due to expire until 2024, however StanCraft recently purchased North Idaho Maritime and wanted to continue the agreement. She stated that none of the terms had been changed, only the names and contact information.

Commissioner Brooks moved that the Board approve the MOU with StanCraft Construction for emergency transportation for Kootenai County and 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.

MOU Renewal for Facility Use with Coeur d'Alene North HOA/Kootenai County/Coeur D'Alene North Homeowners' Association/Office of Emergency Management (Action)

Ms. Loffredo requested the Board's approval for the renewal of an MOU for facility use with Coeur d'Alene North HOA (Homeowners' Association). She said this would allow emergency use of their parking garage. She stated that a small change in wording had been made in Section 5 and the contact information had been updated.

Commissioner Mattare moved that the Board approve the MOU renewal for facility use with Coeur d'Alene North HOA for the Office of Emergency Management. 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.

Amendment Paratransit/Demand Response Contract/MV Transportation/Resource Management Office (Action)

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of an amendment to the Paratransit/Demand Response contract with MV Transportation. She explained it would extend the performance period of the contract to January 31, 2023. She said they were currently negotiating the pricing for a new five year contract and that it would be brought before the Board shortly.

Commissioner Brooks moved that the Board approve the Amendment to the Paratransit/Demand Response Contract between MV Transportation and RMO. 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.

Consultant Services American Rescue Plan Act (ARPA) Funded Projects/Hill International/Resource Management Office (Action)

Ms. Bieze stated that federally funded projects required recipients to conduct independent cost estimates, cost to price analyses and change order reviews. She said this was intended to ensure that prices were fair and reasonable.

Ms. Bieze described the services Hill International would be providing in relation to ARPA (American Rescue Plan Act) funded projects, with a cost not to exceed \$10,000, to also be paid from ARPA funds.

Commissioner Mattare moved that the Board approve the consultant services for the American Rescue Plan Act funded Projects with Hill International for the Resource Management Office. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Riverstone Transit Center Phase II Supplemental Agreement No. 3/Coffman Engineers, Inc./Resource Management Office (Action)

Ms. Bieze requested the Board's approval of the Riverstone Transit Center Phase II Supplemental Agreement No. 3 with Coffman Engineers, Inc. She said it was for extended construction administration and management services related to the completion of the project, which had been extended to April 30, 2023, at a total cost of \$5,806.36.

Commissioner Brooks moved that the Board approve the Riverstone Transit Center Phase II Supplemental Agreement No. 3 with Coffman Engineers, Inc. for RMO. 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: Authorize Trailer Purchase/Sheriff (Action)

KCSO Jail Maintenance Supervisor Tom Reed requested the Board's approval for the purchase of an equipment trailer for their skid steer. He said this would allow them to move the skid steer to different offsite locations for snow removal and other needs. He

said the total cost was \$8,281.42 and he was asking to use Fund Balance to pay for it. He confirmed that they did already have a truck suitable for towing the trailer.

Chair Duncan asked if his budget could absorb the cost for the time being.

Mr. Reed said that it could, but asked the BOCC to make his budget whole if he ended up going over budget by the close of the fiscal year.

Finance Director Brandi Falcon confirmed that this would be acceptable to the Auditor's Office.

In response to a request from Chair Duncan, Mr. Reed said he would check with Parks & Waterways in case they had an unused trailer that he could have, before proceeding.

Commissioner Brooks moved that the Board approve the request for authorization for the trailer purchase for the Sheriff's Office. 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: Utilize Drug Forfeiture Funds for SO Equipment/Sheriff (Action)

KCSO Chief Budget Officer Stephanie Drobny requested the Board's approval to use Drug Forfeiture Funds to purchase equipment for the Sheriff's Office. She said there was \$100,000 in the account and they would like to buy a Bounce Imaging Explorer 2.0 for the SWAT Team for \$4,215 and four LifeLoc FC20BT Breath Testing Instruments and Alcomark Data Base Program for \$4,037 (minus shipping).

Commissioner Mattare moved that the Board approve the request to utilize Drug Forfeiture Funds for Sheriff's Office equipment as outlined. 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.

Board Approval Request: Retirement of Sergeant John Stach – Request to be Awarded his Sheriff's Badge, Duty Weapon and ID Card upon his Retirement/Sheriff (Action)

KCSO Personnel Administrator/Administrative Manager Marcia Heglie requested the Board's approval to award Sergeant John Stach his badge, duty weapon and ID card upon his upcoming retirement.

Commissioner Brooks moved that the Board approve the request to award Sergeant John Stach his badge, duty weapon and ID card upon his retirement. 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: Allocation of Capital Funds to Non-Budgeted Building Repair/ Sheriff – Jail (Action)

KCSO Captain Stuart Miller requested the Board’s approval to allocate capital funds to a non-budgeted building repair: a shower room at the Jail. He explained that a housing pod at the Jail had suffered a major plumbing issue and, to finish off the repairs, they would like to install a metal shower insert previously purchased during the Jail expansion. He said this would offer a longer lasting upgrade to the shower area and need less maintenance. He reported that they had received a quote of \$16,905 for the project and he would like to use excess funds from the Jail’s Capital Line 9020. He remarked that they had previously over-estimated the cost for a piece of equipment, which resulted in there being extra money in the account.

Commissioner Brooks moved that the Board approve the request for capital funds to be allocated for a non-budgeted building repair for the Sheriff’s Office. 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 to Transfer Funds from the Jail’s Capital Fund to Non-Capital/Sheriff – Jail (Action)

Captain Miller requested the Board’s approval to transfer funds from the Jail’s Capital 9020 line to the non-capital equipment line 8067 for the purchase of an electric scissor lift needed at the Jail. He explained this was needed to improve safety and security of the facility, staff and inmates. He reported that the cost would be capped at \$10,000 and that Mr. Reed was working on finding one. He asked that the funds be transferred once they found it.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that the Board could approve the purchase today even though the item was not yet in hand.

Chair Duncan moved that the Board approve the purchase of the scissor lift, for an amount not to exceed \$10,000, and direct the Auditor to make the proper adjustment depending on whether the purchase would fit into the "C" (Capital) Budget or if the funds need to be transferred to the "B" (Operations) Budget. 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.

Sheriff Norris and Captain Miller exited the meeting at 2:23 p.m.

Board Approval Request: Ratify/Resolution 2022-88/Adjust Taxes to Reflect Circuit Breaker/Arnett/AIN 208021/BOCC (Action)

Chair Duncan reminded those present that the Board had approved this item during the Requests for Cancellation of Taxes meeting in December but they had needed to wait for the Resolution to be written. She noted that Commissioner Mattare could abstain, since he had not been present at the original meeting.

Commissioner Brooks moved that the Board approve the request to ratify Resolution 2022-88, for the adjustment of taxes to reflect the Circuit Breaker for Arnett, AIN 208021. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Assign Commissioner for Airport Mediation/Full Settlement Authority (Action)

Chair Duncan reported that there was a meeting set up with outside counsel prior to the mediation that needed to take place. She said the outside counsel had asked for a Commissioner to be assigned to participate. She explained that there would be an Executive Session held before the mediation in which the Board would agree on what the parameters of the terms of the settlement. She added that Jennifer Fegert of Lake City Law was the outside counsel.

Commissioner Brooks listed his qualifications; Chair Duncan listed hers.

Commissioner Mattare remarked that he would be at a disadvantage since he had no prior history in the situation.

Commissioner Brooks said that he would be willing to yield to Chair Duncan, if she really wanted to handle this.

Chair Duncan thanked him and added that they had the option to change their minds during the Executive Session if that became necessary.

Commissioner Brooks moved that Leslie Duncan be nominated to negotiate on behalf of the County in the upcoming litigation related to the Airport. 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.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan said that they were waiting to have a kickoff meeting scheduled, hopefully before the end of January. The meeting would be between the CMGC (Construction Manager/General Contractor), herself and the architect.

Impact Fees

Commissioner Brooks stated he would probably not have anything new to report on this until the end of February.

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 2:28 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____

Tina Ginorio, Deputy Clerk