

**Minutes of Meeting**  
**Justice Center Expansion**  
**January 25, 2023**  
**10:00 a.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 Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Grants Rae Ann Fritsche, 1<sup>st</sup> Judicial District Trial Court Administrator Karlene Behringer, Court Services Manager Kally Young, Resource Management Office (RMO) Director Jody Bieze, RMO Grants Manager Dorian Komberec, RMO Grants Technician Kaitlin Smith, Buildings & Grounds (B&G) Operations Manager Greg Manley, Civil Deputy Prosecuting Attorney Pat Braden, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Longwell Trapp Architects Representative Cory Trapp, Lombard Conrad Architects Representatives Ken Gallegos and Ben Bernier, and Bouten Construction Representative Scott McGloucken. Commissioner Brooks, Mr. Gallegos and Mr. Bernier were present via Zoom.

- A. **Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Design Process Update – Lombard Conrad Architects, Longwell Trapp Architects (Discussion)**

Lombard Conrad Architects (LCA) Representative Ken Gallegos reported that they were ready to work on the schematic design phase with the CMGC (Construction Manager General Contractor). During this, he said they would try to reduce the projected costs, decide on materials and begin early coordination with Bouten Construction. He provided a slide show illustrating the floor plans and external design.

**Preconstruction Overview/Roadmap – Bouten Construction Company (Discussion)**

Bouten Construction Representative Scott McGloucken stated that, as the CMGC representative, he would walk everyone through the preconstruction process. He said their goal would be to take the drawings shown today and begin to assign costs to the different building elements. He explained that they would begin to create separate projections for each of the different elements and align those with the overall budget. Afterwards, he said they would offer a presentation to the Board related to choices that could be made related to finishes, materials, square footage or other options.

Mr. McGloucken said that, once there was an alignment of the scope of the project with the budget, they would track the process and the expenses to ensure that they remained on track.

Mr. McGloucken confirmed that a contingency margin would be included in their calculations. He explained some of the methods his company would use to reduce materials costs and the cost of the project as a whole.

**Roles & Responsibilities/Project Org Chart – RMO, Kaitlin Smith (Discussion)**

Resource Management Office (RMO) Grants Technician Kaitlin Smith said that her department would be working closely with LCA and Bouten. She reported that they were working together to create a list of contacts, which will include subcontractors and subconsultants, to improve communication across the project.

Ms. Smith confirmed that, since federal ARPA (American Rescue Plan Act) funds would be used in the construction, invoices would be presented to RMO and then to the Auditor’s Office to ensure compliance with regulations had been maintained.

**Schedule & Next Steps – RMO, Kaitlin Smith (Discussion)**

Ms. Smith reported that Bouten and LCA had begun to draft a preliminary schedule. She said the current estimate was for the preconstruction phase to be completed in November. She added that there would be meetings with the County as certain milestones were reached.

Mr. McGloucken provided additional details on the preconstruction design schedule.

Commissioner Bruce Mattare asked what would happen to any unused funds, if some parts of the construction cost less than originally estimated.

Mr. McGloucken replied that the unused funds still belonged to the project and could be used in a different aspect of the construction.

Longwell Trapp Architects Representative Cory Trapp remarked that the early budget estimates would include a great many unknowns but, as progress was made, more accurate numbers would become available.

**D. Public Comment:** 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.

**E. Adjournment (Action):** Chair Duncan adjourned the meeting at 10:22 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk