

Minutes of Meeting
Amended Business Meeting
February 7, 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 Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Staff Accountants – Grants Julina Hildreth and Rae Ann Fritsche, 1st Judicial District Trial Court Administrator Karlene Behringer, Elections Manager Asa Gray, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Chief Deputy Treasurer Jill Smith, Treasury Specialist III’s Amy Sweet and Kelly Wuest, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, KCSO Lieutenant Zachary Sifford, Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long, OEM Administrative Assistant Andrea Littlefield, Resource Management Office (RMO) Transit Program Manager Chad Ingle, RMO Grants Technician Kaitlin Smith, Human Resources (HR) Generalist – Employee Relations Dorothy Cross, HR Generalist – Benefits CK Kirkpatrick, Airport Administrative Assistant Kim Stevenson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham, Deputy Clerk Tina Ginorio and Deputy Clerk Sierra Hansen. Also present were Coeur d’Alene Press Reporter Kaye Thornbrugh, Empire Air Representative John Adams, Coeur d’Alene Aviation Representative Kirk Lauer, No Limits Aviation Representative Eric Heldt, Stancraft Jet Center General Manager Joe Rosetti, and Kootenai County Residents Joan Genter, Steve Anderson, Larry Hodel, Frank O’Connell, Harry Craviotto, Samantha Mott, Sandra White, John Padula, Shane Rogers and Anthony Rossi. Mr. Ingle, Ms. Stevenson, Ms. Behringer, Kaitlin Smith, Ms. Littlefield and Ms. Long 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 Lieutenant Zachary Sifford 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 four items be handled out of the order in which they were presented on the agenda: items 25, 24, 45 and 46. These would be addressed first. She also asked that item 41, “Board Approval Request: Issuance of an order directing the Sheriff to impound dogs,” and 42, “Board Approval Request: Memorandum of Understanding/Kootenai Fire & Rescue Lease Funds/North Idaho Fair Board/Fairgrounds,” be dropped from today’s agenda.

No objections were voiced.

KC Republican Lincoln Day Event, February 11, 2023/Kootenai County Republican Central Committee/Sheriff/Patrol (Action)

Chair Duncan asked that an emergency item be added to the agenda, due to its time sensitive nature.

Lieutenant Sifford explained that KCSO was asking the Board to approve a contract with KCRCC (Kootenai County Republican Central Committee) to provide security services for an event this Saturday at the Coeur d'Alene Resort.

Commissioner Bruce Mattare moved that the Board approve the emergency addition of an item for the Kootenai County Republican Central Committee and KCSO for security services at the Kootenai County Lincoln Day Event. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

E. Approve Meeting Minutes (Action)

01/12/2023 Community Development Public Hearing

01/12/2023 Human Resources: Personnel Changes

01/17/2023 Business Meeting

01/17/2023 Status Update

01/18/2023 Elected Officials

01/19/2023 Human Resources

01/24/2023 Business Meeting

01/25/2023 Justice Center Expansion

01/26/2023 Community Development

Commissioner Brooks moved that the Board approve items 2 through 10, the submitted minutes. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax-Valuation

Assessor Valuation Amendment

Assessor Valuation Amendment

Assessor Valuation Amendment ARC

Treasurer's Monthly Report for November 2022

Treasurer's Settlements and Statements Report for December 2022

Hayden Area Regional Sewer Board (HARSB) Payment Approval Forms/ AQUA Engineering/ H.D. Fowler/Strata/J-U-B Engineering/ Hayden Ace Hardware/ Citibank Costco/ Panhandle Area Council/ Cole Industrial/ TML Construction
Approve Request for 29 Patrol Vehicles/KCSO
Reappointments to Waterways Advisory Board/Torgerson/Pelissero
Kennel License Renewal/Isham
Human Resources PAF/SCF Report for 2023 PP4 Week 1
BOCC Signatures for Indigent Cases: 1/19/2023 – 1/25/2023

Commissioner Mattare moved that the Board approve items 11 through 22 on the agenda, the Consent Calendar. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen 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 30, 2023 through February 3, 2023 in the amount of \$1,942,739.75, with \$3,447.54 in jury payments. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

H. Business:

KC Republican Lincoln Day Event, February 11, 2023/Kootenai County Republican Central Committee/Sheriff/Patrol (Action)

Chair Duncan noted that the agreement was for one Deputy, for a period of six hours.

Commissioner Mattare moved that the Board approve the contract with the Kootenai County Republican Central Committee and the Sheriff's Office for the Lincoln Day Event February 11, 2023. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Chair Duncan stated that the Board would address item 25, then item 24, then items 45 and 46, in order to accommodate the Treasurer's Office staff.

Board Approval Request: Claims for Surplus Funds from Tax Deed Auction/Treasurer (Action)

Chief Deputy Treasurer Jill Smith introduced Treasury Specialist III's Amy Sweet and Kelly Wuerst.

Ms. Sweet reported that they had previously submitted the surplus funds resulting from the September 30, 2022 Tax Deed Auction. She said that these claims for the surplus funds had been received in a timely fashion, so the Treasurer's Office recommended that they be paid.

Commissioner Mattare moved that the Board approve the claims for surplus funds from the Tax Deed Auction. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Request for Residual Surplus Funds to State of Idaho for Unclaimed Property/Treasurer (Action)

Ms. Sweet explained that this request was also related to surplus funds resulting from the September 30, 2022 Tax Deed Auction. She said that there had been no claims submitted for this case, so they were asking the Board to approve sending the money to the State of Idaho as Unclaimed Property.

Commissioner Brooks moved that the Board approve the request for residual surplus funds to be sent to the State of Idaho for Unclaimed Property. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Tax Deed Bid/AIN 337622/Harvey/BOCC (Action)

Chair Duncan stated that the bid had been received November 7, 2022 and had been held to permit the collection of additional information about the property. She noted that the bidder did own contiguous property. She opened the sealed bid and stated that the amount was \$1,750.

Ms. Smith confirmed that the amount due on this parcel was \$1,725.18, so the bid would cover all the costs.

Commissioner Mattare moved that the Board approve the \$1,750 offer for AIN 337622 for a tax deed bid. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Tax Deed Bid/AIN 135251/Englestad/BOCC (Action)

Chair Duncan opened the sealed bid and stated that the amount offered was \$200.

Ms. Smith reported that the hard costs incurred by the County in relation to this AIN were \$858.46.

Chair Duncan said that the Board could choose to accept the offered amount and the County would take a loss on the remainder of the hard costs or they could decline the offer. In that case, she said they could inform the bidder of the amount owed and see if he would increase his offer.

It was generally agreed to decline the offer as currently received.

Civil Deputy Prosecuting Attorney R. David Ferguson confirmed that no motion was required at this time.

Board Approval Request: Sponsor Certification/Taxiway N Rehab/Airport (Action)

Airport Administrative Secretary Kim Stevenson explained that the Board, if they approved this request, would be agreeing to all the rules and requirements put forth by the FAA (Federal Aviation Administration) related to the project. She said it was part of the grant application process and the Board had signed this grant application on January 30, 2023.

Commissioner Mattare remarked that there was a problem with some grant assurances on another lease at the Airport and asked what would happen if they continued with these grants.

Ms. Stevenson replied that sponsor certifications were specific to each project so she was not aware that anything would happen with the other projects as a result of this approval.

Commissioner Mattare said he was concerned that the County might incur some liability by proceeding.

Ms. Stevenson explained that these were preliminary steps that went with the grant application and the application itself had not yet been approved. She said it was possible that the Airport might not receive FAA funding for the project and if that happened they would not be bound by any of the assurances associated with the Taxiway N project.

Commissioner Mattare stated that, as long as the Board had not reached the final step of deciding to accept the money, he did not object to proceeding as described.

Commissioner Brooks moved that the Board approve sponsor certification for Taxiway N Rehabilitation at the Airport. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Sponsor Certification/Construct SRE Building/Airport (Action)

Ms. Stevenson stated that this request was for sponsor certification of Phase IV of the construction of the SRE (Snow Removal Equipment) Building. She said that Phases I through III had already been approved and awarded; this represented the final phase. She added that the money came from the BiPartisan Infrastructure Law funds.

Commissioner Mattare asked how this would affect the County in relation to grant assurances on other properties that might or might not be in question.

Ms. Stevenson replied that, as far as she is aware, each project had its own sponsor certifications. She confirmed that this request concerned only the SRE Building Phase IV.

Chair Duncan pointed out that the actual application was included in item 29 on the agenda.

Commissioner Brooks moved that the Board approve the sponsor certification for the construction of the SRE Building at the Airport. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Sponsor Certification/Runway 6/24 Rehab & Taxiway B4/Airport (Action)

Ms. Stevenson asked the Board's approval of the sponsor certification for the Rehabilitation of Runway 6/24 and Taxiway B4. She listed the items which would be included in this project. She added that the application for this was included in item 30 on the agenda.

Commissioner Mattare said he wanted to be sure that they were not engaging in grant requests that could create problems given the other unresolved issue.

Chair Duncan commented that submitting the application did not commit the County to accept the funds.

Commissioner Mattare moved that the Board approve the sponsor certification for Runway 6/24 Rehab and Taxiway B4 at the Airport. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Grant Application/AIP 3-16-0010-05X-2023-Construct Snow Removal Equipment (SRE) Building/Federal Aviation Administration (FAA) \$465,943/Cash Match \$23,297/Airport (Action)

Ms. Stevenson requested the Board's approval of the grant application for Phase IV of the construction of the SRE Building. She confirmed that the FAA would provide \$418,349 and the County and the State would provide \$23,297 each.

Chief Deputy Assessor Ben Crotinger entered the meeting at 2:19 p.m.

Ms. Stevenson confirmed that amounts for Phases I, II and III had already been awarded.

Commissioner Brooks moved that the Board approve the grant application AIP 3-16-0010-05X-2023 for the construction of the Snow Removal Equipment Building with the Federal Aviation Administration, with the total cost to be \$465,943 and the County's cash match being \$23,297. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Grant Application/AIP 3-16-0010-05X-2023-Rehabilitate Runway 6/24 and Construct Taxiway B4/Federal Aviation Administration (FAA) \$5,469,000/Cash Match \$273,450/Airport (Action)

Ms. Stevenson requested the Board's approval of a grant application for the rehabilitation of Runway 6/24 and the construction of Taxiway B4. She confirmed that the grant numbers were correct for this item and the prior one. She stated that the "X" would be replaced with individual characters once the actual award was made.

Auditor's Office Staff Accountant – Grants Julina Hildreth asked if the cash match of \$273,450 represented a 5% or a 10% share of the total cost.

Ms. Stevenson confirmed that it represented a 5% portion of the total cost.

Ms. Hildreth informed the Commissioners that, if the State did not come through with its own 5% share, the County would be responsible for paying double the \$273,450 listed.

Chair Duncan commented that the County would be informed by the time the award was made whether the State would participate or not.

Commissioner Mattare moved that the Board approve Grant Application AIP 3-16-0010-05X-2023 for the Rehabilitation of Runway 6/24 and construction of Taxiway B4 to the Federal Aviation Administration in the amount of \$5,469,000 and a cash match from the County of \$273,450. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

**MOA for Use of Office Space/Idaho Department of Corrections/Specialty Court
(Action)**

1st Judicial District Trial Court Administrator Karlene Behringer requested the Board's approval of an MOA (Memorandum of Agreement) for office space for the Treatment Court Coordinators. She said it would be a renewal of the agreement and would run for five years. She confirmed that the cleaning portion of the MOA was for \$172 per month and described what services would be provided. She also confirmed that there was a 90 day clause included to terminate the agreement.

Commissioner Brooks moved that the Board approve the MOA for the use of office space for the Idaho Department of Corrections and Specialty Court. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

**Asset Disposition Services Agreement/PropertyRoom.com/Resource Management
Office (Action)**

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board's approval of an agreement with PropertyRoom.com for an Asset Disposition Services Agreement. He explained this allowed all County departments to auction surplus items through this site. He added that Legal had approved the contract.

Commissioner Mattare moved that the Board approve the Asset Disposition Services Agreement with PropertyRoom.com. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

**Grant Agreement # CLG 2022-04/CLG Memorandum of Agreement/Idaho State
Historical Society \$15,000/In-Kind Match HPC Voluntary Contributions
\$15,000/Resource Management Office (Action)**

Mr. Ingle requested the Board's approval of a grant agreement and Memorandum of Agreement with Idaho State Historical Preservation Office. He stated this would be used

for a County-wide Historic Preservation Plan. He said the federal award would be \$15,000 and would have \$15,000 required for matching funds. He explained that the Kootenai County Historic Preservation Commission could meet the match requirement through time donated by volunteers.

Commissioner Brooks moved that the Board approve grant agreement # CLG 2022-04/CLG Memorandum of Agreement with the Idaho State Historical Society in the amount of \$15,000. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Grant Application/FFY24 2024 5339 Grant Application/Idaho Transportation Department (ITD) \$95,000/In-Kind Match Kootenai County and Partner Agencies \$23,750/Resource Management Office (Action)

Mr. Ingle requested the Board's approval of a grant application for FFY24 2024 5339 Grant from the Idaho Transportation Department (ITD) in the amount of \$95,000. He explained the money would be used for maintenance and rehabilitation of their current Paratransit Fleet. He said there was an in-kind match required of \$23,750.

Commissioner Mattare moved that the Board approve the Grant Application FFY24 2024 5339 with the Idaho Department of Transportation for \$95,000 and an in-kind match of \$23,750. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Kootenai County CLFRF Subaward Agreement/CDAIDE INC/Resource Management Office (Action)

RMO Grants Technician Kaitlin Smith requested the Board's approval of the Kootenai County CLFRF (Coronavirus Local Fiscal Recovery Fund) Subaward Agreement with CDAIDE Inc. She explained that the County would pass on \$50,000 of designated funds from ARPA (American Rescue Plan Act) to CDAIDE, Inc. She described the services provided by CDAIDE, Inc. and the expenses the funds would cover.

Commissioner Brooks moved that the Board approve the Kootenai County CLFRF Subaward Agreement for CDAIDE, Inc for the Resource Management Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Fleet Management Committee, Approval of Updated Policy/Adult Misdemeanor Probation (Action)

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson requested the Board's approval of the updated Fleet Management Policy #429. He said they would also like to include the Vehicle Availability Form in the document.

Commissioner Mattare moved that the Board approve the updated Fleet Management Policy. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Mr. Hutcheson exited the meeting at 2:31 p.m.

MOU Renewal for C'dA Library Emergency Facility Use/Kootenai County/City of Coeur d'Alene/Office of Emergency Mgmt (Action)

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long requested the Board's approval of the renewal of an MOU (Memorandum of Understanding) with the City of Coeur d'Alene for the emergency use of the Coeur d'Alene Library as a joint information center. She stated that the only changes made were in the contact information list.

Commissioner Brooks moved that the Board approve the renewal for the CdA Library Emergency Facility Use between Kootenai County, the City of Coeur d'Alene and the OEM. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Grant Agreement (Use) # EMW-2022-SS-00109/Hauser Lake Fire Protection District Six (6) Motorola APX8000 Portable Radios/Idaho Office of Emergency Management \$48,848.70/No Match Requirement/Office of Emergency Mgmt (Action)

OEM Administrative Assistant Andrea Littlefield requested the Board's approval of a grant agreement which would allow the purchase of six Motorola APX8000 Portable Radios for the Hauser Lake Fire Protection District. She confirmed that the radios did cost about \$8,000 each and noted that there was no match required.

Commissioner Mattare moved that the Board approve the Grant Agreement (USE) # EMW-2022-SS-00109 for the Hauser Lake Fire Protection District for the purchase of six Motorola APX8000 Portable Radios, in the amount of \$48,848, with no match required. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

Grant Agreement (Use) # EMW-2022-SS-00109/Post Falls Police Department Internal Security System/Idaho Office of Emergency Management \$55,642/No Match Requirement/Office of Emergency Mgmt (Action)

Ms. Littlefield requested the Board's approval of a grant agreement which would be used for the Post Falls Police Department Internal Security System. She stated that there was no match requirement for the grant.

Commissioner Brooks moved that the Board approve Grant Agreement (USE) # EMW-2022-SS-00109 for the Post Falls Police Department Internal Security System from the Idaho Office of Emergency Management in the amount of \$55,642, with no match requirement. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

Grant Agreement (Use) # EMW-2022-SS-00109/Hayden Lake Police Department Soft Ballistic Shields/Idaho Office of Emergency Management \$7,000/No Match Requirement/ Office of Emergency Mgmt (Action)

Ms. Littlefield requested the Board's approval of a grant agreement for the Hayden Lake Police Department for the purchase of Soft Ballistic Shields. She stated there was no match requirement for this grant.

Commissioner Mattare moved that the Board approve the Grant Agreement (Use) # EMW-2022-SS-00109 for the Hayden Lake Police Department Soft Ballistic Shields from the Idaho Office of Emergency Management in the amount of \$7,000, with no match required. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

Board Approval Request: Issuance of an order directing the Sheriff to impound dogs/Sheriff/Patrol (Action) – Pulled

Board Approval Request: Memorandum of Understanding/Kootenai Fire & Rescue Lease Funds/North Idaho Fair Board/Fairgrounds (Action – Pulled

Approval of Data Extract and Confidentiality Agreement/Edison Health Solutions, LLC; Wellnecity, LLC; Regence BlueShield/Human Resources (Action)

Human Resources (HR) Generalist – Benefits CK Kirkpatrick requested the Board’s approval of a Data Extract and Confidentiality Agreement with Edison Health Solutions, LLC, Wellnecity, LLC and Regence BlueShield.

Commissioner Brooks moved that the Board approve the Data Extract and Confidentiality Agreement between Edison Health Solutions, LLC, Wellnecity, LLC, Regence BlueShield and Human Resources. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Board Approval Request: Great Floors Bid to Replace Carpet in Courtroom 12, at the Sheriff’s Office/Buildings and Grounds (Action)

Chair Duncan noted that Buildings & Grounds (B&G) Operations Manager Greg Manley had not been able to attend today’s meeting. She said that this item was part of the B&G Five Year Plan and would be paid for from restricted District Court Funds. She added that the bid was for \$15,404.15 but the County could save almost half of the price if B&G could buy the carpet and do the replacement internally.

Commissioner Mattare moved that the Board approve the replacement of the carpet in Courtroom 12, at the Sheriff’s Office, as described. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Advisory Board – Appointment/Brian Cleary/Airport – Term Ending 12-31-25/BOCC (Action)

Commissioner Mattare stated that the Airport Advisory Board was being fully reevaluated was because there was a new BOCC. He said that the other Advisory Boards would be reviewed as time permitted.

Commissioner Brooks moved that the Board approve the appointment of Brian Cleary to the Airport Advisory Board, with a term ending December 31, 2025. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Advisory Board – Appointment/Christopher Nordstrom/Airport – Term Ending 12-31-23/BOCC (Action)

Commissioner Mattare moved that the Board approve the appointment of Christopher Nordstrom to the Airport Advisory Board, with a term ending December 31, 2023. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Advisory Board – Appointment/Steven Anderson/Airport – Term Ending 12-31-24/BOCC (Action)

Commissioner Brooks moved that the Board approve the appointment of Steven Anderson to the Airport Advisory Board, with a term ending December 31, 2024. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Advisory Board – Appointment/Michael Henkoski/Airport – Term Ending 12-31-23/BOCC (Action)

Chair Duncan pointed out an error on the agenda; the term ending date should be 12-31-2024.

Commissioner Mattare moved that the Board approve the appointment of Michael Henkoski to the Airport Advisory Board with a term ending December 31, 2024. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Candidates for City of Hayden Representative/Airport Advisory Board/Term Ending 12/31/2025/Roetter/DePriest/White/Saterfiel/BOCC (Action)

Chair Duncan stated that members of the Hayden City Council had been interviewed for the designated City of Hayden Representative on the Airport Advisory Board. She remarked that she would prefer Brett Boyer to stay. She said that his name had accidentally been left off the agenda.

Commissioner Mattare said he felt the same but he appreciated the chance to get to know the other council members.

Commissioner Mattare moved that the Board approve the appointment of Brett Boyer as the City of Hayden Representative on the Airport Advisory Board, with a term ending December 31, 2025. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

Chair Duncan reported that Tim Komberec would also be continuing on the Advisory Board. She said she had received requests to have some overlap of members, so the Advisory Board may be temporarily expanded for two months, for continuity's sake.

Commissioner Mattare suggested that the Airport Advisory Board meet next Wednesday, to establish a Chair and other positions.

Resolution 2023-14/Corrected Resolution 2022-108/Surplus Equipment/Asset Deletion/Veteran Services Office/BOCC (Action)

Chair Duncan explained that this content was previously approved under Resolution 2022-108, but that was a duplicate number. She said that they had decided it would be best to bring it back for approval under a new number.

Commissioner Mattare moved that the Board approve Resolution 2023-14, a correction from that titled Resolution 2022-108, for the surplus of equipment and asset deletion for the Veteran's Services Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

Board Approval Request: Approve Ballot Order per I.C. 34-902/March 14, 2023 Consolidated Election/Elections (Action)

Elections Manager Asa Gray requested the Board's approval for the ballot order for the March 14, 2023 Consolidated Election. He remarked that four different school districts would be running questions on the ballot: Coeur d'Alene, Lakeland Joint School District, Post Falls and Kootenai Joint School District. He said that all 73 polling places would be in operation for the election. He described the method by which they decide how many ballots to order and the process followed and the safeguards in place if a polling place should run short of ballots.

Clerk Jennifer Locke stated that there had been 2,684 absentee ballot requests so far for the March Election. She said they would begin mailing those on Friday.

Commissioner Brooks moved that the Board approve the ballot order per *Idaho Code 34-902*, for the March 14, 2023 Consolidated Election. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Resolution 2023-15/Designate Polling Places I.C. 34-302/March 14, 2023 Consolidated Election/Elections (Action)

Mr. Gray requested the Board’s approval of Resolution 2023-15, to designate the polling places for the March 14, 2023 Consolidated Election. He explained the reasons behind the several changes in the polling locations.

Commissioner Mattare moved that the Board approve Resolution 2023-15 to designate polling places per *I.C. 34-302*, for the March 14, 2023 Consolidated Election. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Resolution 2023-18/Approval of Revised Policy #213 – Alternative Work Schedules/ Human Resources (Action)

HR Generalist – Employee Relations Dorothy Cross requested the Board’s approval of Resolution 2023-18, a revision of Policy #213. She said this would now state that sworn officers would work 80 hours in a pay period, not 86.

Commissioner Brooks moved that the Board approve Resolution 2023-18, for the revision of Policy #213, Alternative Work Schedules, for Human Resources. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

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

The motion carried.

Resolution 2023-19/Approval of Revised Holiday Policy #312/Human Resources (Action)

Ms. Cross requested the Board’s approval of Resolution 2023-19, a revision of Holiday Policy #312. She said this would add the language permitting departments to choose whether they would take Juneteenth or the day after Thanksgiving as a paid holiday.

Commissioner Mattare moved that the Board approve Resolution 2023-19, for the revision of Holiday Policy #312, for Human Resources. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan reminded those present that a meeting had been held on January 25, 2023 regarding the plans for the Justice Center Expansion. She said that the CMGC (Construction Manager/General Contractor) would be working with the architects on the reduction of costs.

Impact Fees

Commissioner Brooks said that he was still working on this and expected to have results at the end of the month.

- 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.

Kootenai County Resident Samantha Mott stated that she was a recent graduate of the Auburn University Aviation Program. She reminded those present that the Airport was “under investigation for grant assurance violations.” She asked why requests from the Airport Director for more grants were being approved.

Chair Duncan stated that public comment was not intended for question and answer, however if Commissioner Mattare wished to respond, he could.

Commissioner Mattare stated that he felt this was an important issue and it was being reviewed.

Coeur d’Alene Aviation Maintenance Owner Kirk Lauer asked how many positions were open the Airport Advisory Board.

Commissioner Mattare replied that five positions had been filled today, one person was remaining on the Board and one other person might be remaining, for a full roster of seven.

Mr. Lauer remarked that the Airport Association was represented by Mr. Anderson. He said he felt that business owners at the Airport should also have representation.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 3:01 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk