

# ARPA Task Force

Minutes for 03.01.2022, 8:10 am-9:40 am

BOCC Board Room

Presiding: Steve Matheson, Kootenai County Treasurer

## 1. Call to Order and Roll Call

Meeting was called to order at 8:10 AM

### Task Force

**In-person:** Steve Matheson, Jim Brannon, Dena Darrow, Nanci Plouffe, Pat Braden, Kaitlin Smith, Dorian Komberec,

**via Teams:**

### Other Attendees

**In-person:** Amy Voeller, Anita Dupzyk

**via Teams:** Necia Maiani (Welch Comer), William Le

## 2. Changes to the Agenda (Action)

No changes to the agenda were proposed.

## 3. Presiding Officer's Remarks

Presiding Officer Steve Matheson did not have any remarks.

## 4. Announcements

Steve Matheson announced that Commissioner Duncan has scheduled a Town Hall meeting on Tuesday, March 8th, at 6pm. He requested that Task Force members who plan to attend meet with him beforehand to discuss what kind of participation should be expected. He noted that he was not involved in planning this meeting, and is not sure of what his own role will be besides observation.

Steve Matheson also announced that the Treasury released an updated Compliance and Reporting Guidance for ARPA SLFRF on February 28th, 2022. He requested that an overview of the updated guidance be included in next week's agenda.

## 5. Approval of Minutes (Action)

A motion to approve the meeting minutes for 22 February 2022 was made by Jim Brannon. Motion seconded and passed.

## 6. Public Comment

No public comments.

## 7. Project Scoring Review: Seventh/Eighth Batch (Discussion)

Kaitlin Smith reported that requests from local organizations and agencies were treated as the seventh batch and the Fairgrounds requests determined and confirmed to be eligible were to be treated as the eighth. Pat Braden approved the eligibility assessments for Fairgrounds project requests, and confirmed that eligible Fairgrounds requests can now proceed to evaluation. Kaitlin Smith noted for the Task Force that, besides the Fairgrounds requests, four project requests remain and still require confirmation of eligibility.

Evaluators had no comments on scoring for the seventh evaluation batch.

## 8. Project Evaluation Update: Remaining Requests (Discussion)

Steve Matheson proposed that this week's evaluation goal should be all remaining eligible projects. He suggested that the Task Force should take time at next week's meeting to discuss deliverable dates and reports associated with the completed evaluation process.

## 9. **Setting Aside a Portion of Funds (Discussion)**

Steve Matheson introduced the question of whether the Task Force should recommend that a portion of funds be set aside for future emergent need, and if so: how much, and for how long. Nanci Plouffe suggested \$100-200 thousand as a contingency for PPE expenses. Steve Matheson suggested \$2 million for PPE expenses as well as unforeseen emergent need.

The Task Force discussed the deadline for obligation and expenditure of funds, and Steve Matheson suggested that the Task Force recommend that the set-aside be achieved by delaying a final decision on the bottom two or three recommended projects by six months or so.

A final decision on what set-aside of funds to recommend will be made by the Selection Team after evaluation of project requests is complete.

## 10. **Selection Team: Planning Project Ranking Process (Discussion)**

Steve Matheson reminded the Task Force that the selection team shall be composed of Jody Bieze, Nanci Plouffe, Jim Brannon, and himself. He proposed that, after evaluations are complete, subsequent meetings be reserved for project selection. Other members of the Task Force would be welcome to attend and provide input, but the four selection team members would be the ones required to attend and participate.

After evaluation, the selection team will be provided with a spreadsheet summarizing the evaluation scores of eligible project requests. Steve Matheson asked whether the selection team thinks members should bring their own preferred rankings to compare to the default ranking, or simply begin discussion from the numerical rating. He noted that it is within the selection team's discretion to rank recommendations by other than their evaluation score, and he intends to change rankings based on what he has learned over the course of evaluation. He expects the selection team to engage in extended discussion and debate regarding how projects should be ranked. Nanci Plouffe agreed that thorough debate of project ranking is important to her. Steve Matheson added that the selection meeting or meetings shall also be open public meetings, scheduled and announced in the same fashion as Task Force meetings thus far.

Steve Matheson invited the Task Force to consider how recommendations should be delivered to the Board of County Commissioners, such as through a memorandum or a more extended report.

The Task Force force discussed what elements the final deliverable should contain, including a summary in brief and discussion of dissenting opinions on final rankings. Steve Matheson suggested the full report should also include an explanation of the process, timeline, and publications associated with project solicitation and evaluation, as well as the collected documentation produced by the evaluation process. Task Force members agreed. Steve Matheson stated that the full report should be able to speak for itself in explaining Kootenai County's ARPA process in the event that no Task Force members were available to do so, and says he will ask the Board if there are additional specific items which should be included.

Steve Matheson stated his expectation that selection of recommendations and completion of the report will not be completed before late March or early April. Additionally, he noted that Commissioner Duncan's March 8th Town Hall meeting may result in increased interest in the Task Force. Jim Brannon agreed, and suggested that subsequent Task Force meetings be scheduled for Meeting Rooms 1A and 1B.

**11. Updates: Ongoing Tasks/Project Information (Discussion)**

Master Plan Meeting

Public Hearing / Evening Meeting

Countywide PPE

Preparation of documentation templates for final recommendations

Buildings & Grounds

Steve Matheson noted that he is not certain whether a public hearing will be held after the Town Hall meeting, and revised his opinion to say that if there is not a hearing, the Task Force should attend the Town Hall. Jim Brannon stated his conviction that a hearing should be held.

Steve Matheson asked whether the templates for documentation of capital project compliance with the final rule will provide an understanding of the information and process required to complete that documentation. He stated his intention to discuss the documentation requirements with the Board before or after the Town Hall meeting. Kaitlin Smith agreed to produce, with Dorian Komberec, a clean draft which will provide the information needed for that anticipated discussion.

Kaitlin Smith reported that the expected requests from Buildings & Grounds have been received, assessed for eligibility, and sent to Pat Braden for approval.

**12. Confirmation of Next Meeting (Action)**

Steve Matheson reiterated his expectation that next week should be the last regular meeting before selection of recommendations.

Kaitlin Smith stated that she will need signed score sheets for each project evaluation by that time, and noted that she will prepare the score sheets with missing signatures.

Nanci Plouffe provided notice that she will be unavailable the week of the fifteenth, and Steve Matheson requested the Task Force discuss the absence at next week's meeting. If possible, he does not want to delay the selection and ranking meetings.

**13. Adjournment**

Presiding Officer Steve Matheson pronounced the meeting adjourned at 8:34 AM.

Kootenai County does not discriminate against individuals or groups on the basis of disability in the admission or access to, or treatment in, its public meetings, programs, or activities. Further information, or requests for assistance or accommodations, can be arranged by contacting the Kootenai County ARPA Task Force at [ARPA@kcgov.us](mailto:ARPA@kcgov.us) with 48-hour notice.