

ARPA Task Force

Minutes for 03.08.2022, 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, Dena Darrow, Nanci Plouffe, Pat Braden,
Jody Bieze, Kaitlin Smith, Dorian Komberec, Julina Hildreth

via Teams:

Other Attendees

In-person: Amy Voeller, William Le, Anita Dupzyk

via Teams: Dolly Dubois

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

Pat Braden provided a reminder of Commissioner Duncan's Town Hall Meeting on ARPA scheduled for 6PM this evening.

5. Approval of Minutes (Action)

A motion to approve the meeting minutes for 1 March 2022 was made by Nanci Plouffe. Motion seconded and passed.

6. Public Comment

Dolly Dubois commented to express her interest in the Task Force's process and comments on the upcoming Town Hall, and requested that Task Force members take care to speak up towards the microphone.

Amy Voeller commented to encourage the Task Force, as they select projects to recommend, to give particular consideration to projects which include community governance, which leverage additional funds outside of ARPA, and which would have a significant ongoing impact in the future. Steve Matheson requested that Voeller elaborate on what was meant by 'community governance'. Amy Voeller explained that a project including community governance would involve the community in decision-making processes and guiding how that project should go forward.

7. Updated Compliance and Reporting Guidance: Overview (Discussion)

Dorian Komberec reported on the differences between the latest edition of the Compliance and Reporting Guidance and the previous edition. A summary of changes is provided at the end of the document, but does not provide a specific breakdown of changes. All changes relate to the implementation of the Final Rule, and include an explanation of when and how the switch to the Final Rule shall take effect; changed or added information on uses newly allowed or explicitly disallowed under the Final Rule; and an overview of expanded Expenditure Categories and their concomitant reporting requirements.

Steve Matheson asked when and how the new reporting requirements would be satisfied. Jody Bieze said his question would be answered as part of the update on compliance documentation in agenda item 11. Jody Bieze additionally noted that Dorian Komberec prepared a version of the Compliance and Reporting Guidance with changes highlighted. This version will be distributed to the Task Force.

8. Project Scoring Review: Remaining Requests (Discussion)

Steve Matheson reported his receipt of Pat Braden's approval of the last four eligibility assessments last night. He requested that evaluators complete evaluation on this last batch by the end of the day on Wednesday, March 9th. The Task Force agreed.

9. Evaluation Housekeeping: Score Sheets, Next Steps (Discussion)

Kaitlin Smith noted that she is collecting missing signatures on completed evaluation scoresheets. Steve Matheson stated his expectation that evaluations not completed this week will not be accepted, and requested that Kaitlin Smith prepare summary sheets of evaluation scores by the end of Thursday and send them out to the Task Force to review before next Tuesday. Kaitlin Smith agreed, and will also prepare summaries of each project for reference during selection and in preparation of the final recommendation report.

10. Selection Team Meetings: Planning (Discussion)

Due to her expected absence the week of March 14th, Steve Matheson inquired whether Nanci Plouffe would be able to share her initial thoughts with himself and Jody Bieze to relay on her behalf at the March 15 meeting. Nanci Plouffe agreed.

Kaitlin Smith asked whether the March 15 meeting should be scheduled for the 3rd Floor Board Room per usual, or for Meeting Rooms 1A/1B downstairs instead. Steve Matheson solicited the Task Force and attendees for their opinions; attendee William Le and Task Force member Pat Braden agreed that scheduling the meeting in a larger room is a good idea. Steve Matheson requested he be kept apprised of room arrangements.

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

Public Hearing / Evening Meeting

Countywide PPE

Preparation of recommendation report and compliance documentation

Steve Matheson reiterated that Commissioner Duncan will be hosting a Town Hall-style meeting on ARPA tonight at 6PM, hosted in Meeting Room 1A/1B. Steve Matheson will participate to provide an introductory explanation of ARPA, and to describe the activities and conclusions of the ARPA Task Force.

Kaitlin Smith and Dorian Komberec have prepared documents describing the administrative and reporting requirements for each type of project, including a sample report for large capital projects. These documents will be distributed to the Task Force following this meeting. Kaitlin Smith clarified that the Treasury will not pre-screen projects, and therefore any additional reporting required by the Final Rule is to be included in quarterly reports, not submitted separately. Jody Bieze noted that the documents illustrate the administrative commitment associated with each potential project.

12. Confirmation of Next Meeting (Action)

Steve Matheson confirmed that, so long as the room is available, the next meeting will be held on March 15, at 8:10 AM, in Meeting Rooms 1A/1B.

Dena Darrow requested clarification on whether the full Task Force should attend the meeting or just the Selection Team. Steve Matheson clarified that all Task Force members are welcome to attend and may be solicited for input, but shall not be participants. He asked that Pat Braden attend. Pat Braden agreed.

13. Adjourment

Presiding Officer Steve Matheson pronounced the meeting adjourned at 8:37 AM.

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