

# ARPA Task Force

## Selection Team Meeting

Minutes for 03.22.2022, 8:10 am-9:40 am

Meeting Rooms 1A & 1B

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, Nanci Plouffe, Pat Braden,  
Jody Bieze, Kaitlin Smith, Dorian Komberec

**via Teams:**

Other Attendees

**In-person:** William Le

**via Teams:** Jerry (Guest), Necia Maiani

### 2. Changes to the Agenda (Action)

No changes to the agenda were proposed.

### 3. Presiding Officer's Remarks

Presiding Officer Steve Matheson reiterated for attendees that the ARPA Task Force is an employee working group, and will be running its meetings according to Open Meeting Law but without parliamentary protocols.

He also stated that he previously forwarded an email to Task Force members with his observations regarding the ARPA Town Hall held 8 March 2022, and that he has no further comments on that meeting.

### 4. Announcements

No announcements.

### 5. Approval of Minutes (Action)

A motion to approve the meeting minutes for 8 March 2022 was made by Nanci Plouffe. Motion seconded and passed.

### 6. Public Comment

No public comments were made.

### 7. Overview of Aggregate Evaluation Scores (Discussion)

Steve Matheson introduced the draft Project Priority Framework document that Kaitlin Smith prepared for use by the Selection Team during final selection of project recommendations. He also introduced a spreadsheet listing each eligible ARPA project request by their evaluation scores. Task Force members had no initial questions or comments on either document.

Noting a written message submitted to the County after the Town Hall meeting which challenges the evaluation process, Jim Brannon suggested the Task Force comment for the general public on how the process was put together. Steve Matheson briefly described the evaluation process as set forth in the Evaluation Plan and explained that the four members of the Selection Team will now use the project scores and the considerations set forth in the Project Priority Framework to construct a final ranking. This will be turned into a report of recommendations for the BOCC.

Jody Bieze noted that the Evaluation Plan and scoring process were developed using Treasury regulations as a guide, and the Evaluation Plan is available to read on the County's ARPA webpage. Kaitlin Smith noted that evaluation questions were carefully selected to address all types of projects, and Jim Brannon noted that all members of the Task Force signed and returned Conflict of Interest certifications before evaluating project requests.

## 8. **Ranking Project Recommendations (Action)**

Steve Matheson directed Selection Team members complete and submit ranked lists of recommended projects by the end of day March 23. Selection Team members should rank enough projects to exhaust the County's \$32 million allocation, and should optionally include commentary on their ranking decisions. Jody Bieze asked when such commentary should be submitted, and Steve Matheson confirmed that it should be submitted together with project rankings.

Steve Matheson stated that rankings should be forwarded to Kaitlin Smith, who will compile them and draft the recommendation report. The report will be submitted to the BOCC after it has been reviewed and approved by the Selection Team. Steve Matheson prefers that the report be submitted no later than the first week of April.

## 9. **Additional Considerations for Ranking (Action)**

Steve Matheson inquired as to whether the Task Force's final recommendation should be submitted as a single report or in some other form, and asked Nanci Plouffe whether the BOCC would prefer it be presented at a special meeting or at a Business Meeting. Nanci Plouffe noted that she isn't certain of the Commissioners' preferences, but that it would be best if the meeting afforded opportunity for the BOCC to ask questions and receive detailed answers. Jody Bieze agreed, and suggested that a special meeting would be best to avoid time constraints on discussion. Jim Brannon agreed, and noted that the recommendation report and other necessary information should be distributed to the BOCC ahead of time.

Steve Matheson requested Nanci Plouffe begin investigating BOCC availability for a special meeting to be held after the report is completed and approved. Nanci Plouffe agreed. Steve Matheson additionally requested to meet with Nanci Plouffe and Kaitlin Smith later in the week concerning setup of the BOCC special meeting and the next ARPA meeting respectively.

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

The Task Force discussed a request for information submitted by Kootenai Health to the ARPA@kcgov.us email address. Jody Bieze suggested providing basic information on avenues of Coronavirus and ARPA funding of which the Task Force is aware. Steve Matheson said this courtesy should be extended to anyone who requests information or submits a late project request, and asked that the Task Force be copied on any responses which Kaitlin Smith sends out.

Members of the Task Force noted that the deadline for Kootenai County funding has now passed, and further requests for funding should be forwarded directly to the BOCC. Jody Bieze reiterated that RMO staff and Pat Braden must still determine the eligibility of each request.

Steve Matheson noted additional information about the Jail Generator project indicating a potential expansion in project scope. He does not believe this change in scope substantively changes the content of the project in a way that would require it to be re-evaluated. The Task Force agreed. Jody Bieze noted that the Task Force will request additional project and program information from projects selected for funding, but not otherwise.

Jody Bieze inquired whether the County has a current Facility or Capital Improvement Plan on file which the Task Force could reference in the future. Other members of the Task Force replied that, to their knowledge, the most recent Capital Improvement Plan is from 2010 and is not up-to-date.

Jim Brannon questioned whether additional requests for information or funding could require that the Task Force meet again. Steve Matheson agreed that could be the case.

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

Steve Matheson confirmed that the next meeting shall be scheduled for 8:10 AM on Tuesday, March 29, 2022 in Meeting Rooms 1A & 1B. He noted that the meeting may be cancelled pending a determination on Friday, March 25.

**12. Adjournment**

Presiding Officer Steve Matheson pronounced the meeting adjourned at 8:39 AM.

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