

Minutes of Meeting
Business Meeting
April 11, 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, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Accounting Manager Issac Ohm, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Staff Accountant – Grants Rae Ann Fritsche, Court Services Manager Kally Young, Elections Manager Asa Gray, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Director Sylvia Proud, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Kevin Smart, KCSO Lieutenant Ryan Higgins, Resource Management Office (RMO) Grants Manager Dorian Komberec, RMO Grants Technician Kaitlin Smith, RMO Transit Program Manager Chad Ingle, Solid Waste (SW) Director John (JP) Phillips, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Mr. Ingle was present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:02 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Resource Management Office (RMO) Grants Manager Dorian Komberec 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 item 6, 03/21/2023 Business Meeting Minutes, and item 26, “Grant Correspondence/FY23 Strengthening the Medical Examiner Coroner System Program Federal Assistance SF – 424/Disclosure of Lobbying Activities/Bureau of Justice \$100,000/No Match Requirement/ Resource Management Office (Action)” be pulled from the agenda.

There were no objections

- E. Approve Meeting Minutes (Action)**

03/14/2023	Parks & Waterways
03/16/2023	Justice Center Expansion
03/16/2023	Human Resources
03/21/2023	North Idaho Fair Board Quarterly Update
03/21/2023	Commissioners’ Status Update
03/21/2023	Business Meeting
03/22/2023	Coeur d’Alene Economic Development Corporation

03/22/2023 County Board of Canvassers: Elections
03/28/2023 Business Meeting
03/30/2023 Community Development

Commissioner Bruce Mattare moved that the Board approve items 1 through 10, with the exception of item 6, the submitted minutes. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

F. Approve Consent Calendar (Action)

Assessor Deferred Tax
Assessor Deferred Tax
Assessor Allow Homeowner's Exemption
Treasurer's Monthly Report for January 2023
Treasurer's Monthly Report for February 2023
Treasurer's Monthly Report for February 2023
Treasurer's Monthly Report for March 2023
Hayden Area Regional Sewer Board (HARSB) Payment Request Approval Forms/
NUCOR/Citi Costco/Cole Industrial/J-U-B Engineering/Panhandle Area Council/Aqua
Engineering/TML
Human Resources PAF/SCF Report for 2023 PP8 Week 2
BOCC Signatures for Indigent Cases: 03/30/2023 – 04/05/2023
Tax Charge Correction Only
Assessor Adjustment to Tax - Valuation

Commissioner Brooks moved that the Board approve items 11 through 22 on the agenda, the Consent Calendar. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board accept the Payables List for the week of April 3, 2023 through April 7, 2023 in the amount of \$445,390.01, with \$2,074.35 in jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

H. Business:

**Bid-Opening Bid #2023-JD0410/Juvenile Detention Center HVAC Replacement/
Resource Management Office (Action)**

Commissioner Mattare opened the sealed bid.

Chair Duncan stated that the bid was from Apollo Mechanical Contractors, for \$229,920.

Commissioner Brooks moved that the Board acknowledge receipt of the bid from Apollo Mechanical Contractors in the amount of \$229,920 and forward it to RMO and Legal for review. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

**Grant Application/FY23 Buses and Bus Facilities/Federal Transit Administration (FTA)
\$5,270,491/Cash and In-Kind Match Local Jurisdictions/Organization \$1,317,623/
Resource Management Office (Action)**

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board's approval of a Grant Application for FY23 buses and bus facilities from the FTA (Federal Transit Administration) in the amount of \$5,270,491, with a cash and in-kind match to come from local jurisdictions and organizations in the amount of \$1,317,623.

Commissioner Mattare moved that the Board approve the Grant Application for FY23 buses and bus facilities from the Federal Transit Administration in the amount of \$5,270,491, with cash and in-kind match from local jurisdictions and organizations of \$1,317,623. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Information Technology (IT) Application Systems Manager Jack Duffield entered the meeting at 2:08 p.m.

**~~Grant Correspondence/FY23 Strengthening the Medical Examiner Coroner System
Program Federal Assistance SF-414/Disclosure of Lobbying Activities/Bureau of Justice
\$100,000/No Match Requirement/Resource Management Office (Action)~~** - Pulled

**Grant Amendment #C2273KC/Amendment 02/Idaho Transportation Department (ITD)
\$42,500/Cash and In-Kind Match \$10,625/Resource Management Office (Action)**

Mr. Ingle requested the Board's approval of Grant Amendment 02 for #C2273KC. He explained that this represented a simple performance period extension through September 30, 2024.

Commissioner Brooks moved that the Board approve the Grant Amendment #C2273KC, Amendment 02, from the Idaho Transportation Department in the amount of \$42,500 with cash and in-kind match of \$10,625. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Board Approval Request: Justice Building Addition – Select Fund for Geotechnical Evaluation Expenditure/Resource Management Office (Action)

RMO Grants Technician Kaitlin Smith requested the Board’s determination of the fund from which the Geotechnical Evaluation Expenditure would be drawn. She explained that the evaluation had been made by ALLWEST Testing and Engineering in 2022 but the Auditor’s Office had called to RMO’s attention that the contract that had been executed had been identified as part of ARPA (American Rescue Plan Act). She said RMO recommended against transferring the cost to ARPA at this time because the contract had not been written with compliance with Federal Funding requirements in mind. She said they would like the Board to approve paying the cost from County Funds instead. She confirmed that the amount was \$9,850.

Commissioner Brooks moved that the Board approve the request for the Justice Building Addition, to select a fund for the Geotechnical Evaluation Expenditure, as requested by RMO, for \$9,850. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

Chair Duncan clarified that the purpose today was to approve that the amount of \$9,850 would be taken from Fund Balance, not from ARPA funds.

Ms. Smith, Ms. Komberec, Auditor’s Office Staff Accountants- Grants Julia Hildreth and Rae Ann Fritsche exited the meeting at 2:13 p.m.

Professional Services Agreement – Cell E3 Design & Construction Engineering/Jacobs Engineering/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board’s approval of a professional services agreement for Cell E3 design and construction engineering with Jacobs Engineering. He stated that SW also would like to include an update to their Landfill Closure Plan, which had not been refreshed since 2010. He said the cost would be \$598,654, which had been included in their budget. He pointed out that the project would span two fiscal years, FY23 and FY24, and this had been taken into account in their budget calculations.

Commissioner Mattare moved that the Board approve the Professional Services Agreement for Cell E3 design and construction engineering with Jacobs Engineering as described. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. Phillips exited the meeting at 2:14 p.m.

2023 Stateline and KCSO Law Enforcement Agreement/Stateline Speedway/Sheriff/Patrol (Action)

KCSO Captain Kevin Smart requested the Board's approval of an agreement with Stateline Speedway to provide security details for two upcoming events. He confirmed that the rate was based on the normal pay of the Deputies chosen, with benefits costs included.

Commissioner Brooks moved that the Board approve the 2023 Stateline and KCSO Law Enforcement Agreement, as described. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Captain Smart exited the meeting at 2:16 p.m.

New Master Service Agreement & Statement of Work/Language Line Services, Inc./911 (Action)

KCSO Lieutenant Ryan Higgins requested the Board's approval of the new Master Service Agreement and Statement of Work with Language Line Services, Inc. for 911. He reported that there would be changes in some of the fees charged.

Commissioner Mattare moved that the Board approve the new Master Service Agreement and Statement of Work with Language Line Services, Inc. for 911. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Board Approval Request: Appropriation of Fund Balance for Flooring Project/District Court Clerk/Records (Action)

Court Services Manager Kally Young requested the Board's approval of appropriation of fund balance for the planned flooring project at District Court. She said they had about half of what they needed in their Building & Grounds fund and wanted to ask for the rest out of Fund Balance. She reported that the total estimated cost was \$7,213.86.

Finance Director Brandi Falcon confirmed that the money would come from the Clerk's portion of Fund 45.

Clerk Jennifer Locke stated that there was \$6,339 which they would like to move into the "B" (Operations) Budget and to move from "C" (Capital) to "B" they needed to get Board permission, per Policy 930. She provided additional details regarding funding for the project.

Commissioner Mattare moved that the Board allow the Clerk to move \$6,339 from their "C" Budget to their "B" Budget, to pay for the rest of the carpeting expense of \$7,213.86. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Ratify Human Resources Agenda Items/Request for Temporary Part-Time Intern – PD; Request for ADA Accommodation – JDET/Request to Reactivate Position/ JPRO/ Request to Continue Higher Duty Pay – District Court/Request for Parity Increases – AMP (Discussion)

Chair Duncan explained that the agenda for the April 6, 2023 Human Resources (HR) Meeting had been posted before the deadline and in the proper places, but it had the wrong time listed. She listed the items and their decisions which would need to be ratified in this meeting

Commissioner Mattare moved that the Board ratify the decisions made at the Human Resources Meeting on April 6, 2023, at 10:00 a.m. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: Approve Ballot Order Pursuant to I.C. 34-902/May 16th, 2023 Consolidated Election/Elections (Action)

Elections Manager Asa Grey requested the Board's approval of the ballot order for the May 16, 2023 Consolidated Election. He provided additional details on items which would be on the ballots.

Commissioner Brooks moved that the Board approve the ballot order pursuant to Idaho Code 34-902 for the May 16, 2023 Consolidated Election. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Resolution 2023-41/Designate Polling Places for the May 16th Consolidated Election per Idaho Code 34-302/Elections (Action)

Mr. Gray requested the Board’s approval of Resolution 2023-41, for the designation of polling places for the May 16, 2023 Consolidated Election. He stated that they were all the same as those used for the March 14, 2023 Consolidated Election.

Commissioner Mattare moved that the Board approve Resolution 2023-41, to designate polling places for the May 16, 2023 Consolidated Elections, per Idaho Code 34-302. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2023-43/Time and Attendance Sole Source Resolution/Information Technology (Action)

Mr. Duffield requested the Board’s approval of Resolution 2023-43, to add a time and attendance sole source module for the finance and payroll system. He said a notice would be made in the local paper and fourteen days later it could be signed so the project could be started. He confirmed the name of the module was Executime.

Commissioner Mattare moved that the Board approve Resolution 2023-43, for the time and attendance sole source resolution, for Information Technology. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan stated that there were no updates at the moment.

Impact Fees

Commissioner Brooks remarked that they now had some clarity regarding the needs of the Coroner’s Office and could move ahead.

- 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. There were no public comments.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 2:29 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk