

Minutes of Meeting
Business Meeting
April 18, 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 Chief Deputy Assessor Ben Crotinger, Land Records Manager Tony Harbison, Administrative Manager Shelly Amos, Human Resources (HR) Director Sylvia Proud, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Reprographics/Mail Center Manager David Reid, Information Technology (IT) Network Administrator Grant Kinsey, GIS (Geographic Information System) Manager David Christianson, Interim Airport Director Phil Cummings, Airport Administrative Secretary Kim Stevenson, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Ms. Stevenson and Mr. Cummings 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:** Human Resources (HR) Director Sylvia Proud 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 1 be removed from today’s agenda and that #20 on the agenda be covered before #17.

- E. Approve Meeting Minutes (Action)**

03/17/2023	Hayden Area Regional Sewer Board (HARSB)
03/21/2023	Public Defender Conflict Attorney Program
03/21/2023	Business Meeting
03/28/2023	Airport
03/28/2023	Commissioners’ Status Update
03/28/2023	Auditor
03/28/2023	Heritage Health
04/04/2023	Business Meeting

Commissioner Bruce Mattare moved that the Board approve items 2 through 8, 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 Adjustment to Tax – Valuation
Assessor Allow Homeowner Exemption
Cell Phone Stipend Request/Gibson/Juvenile Detention
Human Resources PAF/SCF Report for 2023 PP9 Week 1
BOCC Signatures for Indigent Cases: 4/6/2023 – 4/12/2023

Commissioner Brooks moved that the Board approve items 9 through 13 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 10, 2023 through April 14, 2023 in the amount of \$885,572.83, with no 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 – 05/Opening of Sealed Janitorial Service Bids/Buildings and Grounds (Action)

Commissioner Mattare opened the two sealed bids. Chair Duncan read them into the record.

- Environment Control \$19,575 per month
- ABM \$18,900.26 per month

Chair Duncan commented that these bids were for janitorial services at the Administrative Campus.

Commissioner Brooks moved that the Board acknowledge receipt of the bids and refer them to Legal and Buildings & Grounds 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.

Board Approval Request: Regence 2022 Prescription Drug and Health Care Spending Reporting Acknowledgement and Authorization/Human Resources (Action)

Ms. Proud explained that the 2021 Consolidation Appropriations Act required that self-insured plans report to the Centers for Medicare and Medicaid on their prescription claims. She said Regence and Alliant had compiled the required information and she would like the Board to authorize its submission.

Commissioner Mattare moved that the Board approve the request to have Regence submit the 2022 Prescription Drug and Health Care Spending Reporting Acknowledgement and Authorization. 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.

Innovate! ArcGIS Pro Software Update Contract/Innovate! Inc./Assessor/Mapping (Action)

Chief Deputy Assessor Ben Crotinger requested the Board's approval of a contract update with Innovate! Inc. for the ArcGIS Pro Software used by the Mapping section of the Assessor's Office. He said that the expense had been included in their budget. He noted that there were two sections of the proposal, one for the Assessor's Office and one for Information Technology (IT).

Commissioner Brooks moved that the Board approve the Innovate! Inc. ArcGIS Pro Software contract for the Assessor's Mapping Division 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.

ArcGIS Server Support/Innovate! Inc./Information Technology (Action)

Information Technology (IT) GIS (Geographic Information System) Manager David Christianson requested the Board's approval of a contract associated with that previously approved for the Assessor's Office. He noted that the IT portion had not been included in the IT budget and said he hoped to use funds which had originally been set aside for

professional air photos. He described the advantages which the improved system would provide.

Mr. Christianson remarked that going through this process with Innovate! Inc. would be of help to him when he began a planned upgrade related to the 911 system.

Commissioner Mattare moved that the Board approve the ArcGIS Server Support through Innovate! Inc. for GIS. 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. Christianson and Assessor's Office Land Records Manager Tony Harbison exited the meeting at 2:11 p.m.

Signing Contract for G12 Voice Services/G12 Communications/Information Technology (Action)

IT Network Administrator Grant Kinsey reported that they were currently getting voice service directly through Verizon. He stated that there had been several problems with them over the years; mostly, that critical issues took too long to be fixed. He said they had found a new provider and developed a plan that would make the phone system more resilient, cut costs and use more local providers who could respond more swiftly to issues. He explained the portions of the voice services which would be removed from Verizon and how those would be transferred to G12 Communications.

Mr. Kinsey said that the County would end up saving about \$3,000 per month, once the change was completed. In response to a question from Chair Duncan, he said that IT had discussed the change with Legal and found that there was a specific process which had to be followed in order to sever the relationship with Verizon.

Commissioner Brooks moved that the Board sign a contract for G12 Voice Services, with G12 Communications, for IT. 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.

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

The Master's Touch Contract FY23/24 /The Master's Touch/Assessor (Action)

Mr. Crotinger requested the Board's approval of a recurring contract with The Master's Touch for processing and mailing of Assessment Notices throughout the year. He said this contract had been ongoing for about 20 years; this year there was a cost increase of about

5%. He stated that the expense had been included in their budget and that the contract had been reviewed and approved by Legal.

Commissioner Mattare moved that the Board approve The Master’s Touch contract for Fiscal Year 2023-2024. 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. Crotinger and Assessor’s Office Administrative Manager Shelly Amos exited the meeting at 2:16 p.m.

Termination of Ground Lease AAL-2006-110 Hangar Sale/Badger-Home, LLC/Airport (Action)

Ground Lease AAL-2023-200 Hangar Purchase/Whiskey Tango, LLC/Airport (Action)

Airport Administrative Secretary Kim Stevenson confirmed that items 21 and 22 could be covered together. She asked the Board to approve termination of Ground Lease AAL-2006-110 and the new Ground Lease AAL-2023-200. She explained that Badger-Home, LLC had sold their hangar and Whiskey Tango, LLC had purchased it.

Commissioner Brooks moved that the Board approve the termination of Ground Lease AAL-2006-110, hangar sale for Badger-Home, LLC and approve Ground Lease AAL-2023-200, hangar purchase by Whiskey Tango, LLC, for the Airport. 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: Request to Dispose Scrap Metal & Retain Proceeds/Airport (Action)

Interim Airport Director Phil Cummings explained that they had cleaned up some scrap metal in the Airport Shop and would like to have it removed. He asked that any funds realized from its sale as scrap be retained by the Airport Fund 30. He said they would like to use the money toward purchase of a new compressor for their maintenance shop.

Commissioner Mattare moved that the Board approve the request to dispose of the scrap metal and allow the Airport to retain the proceeds. 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 2023-45/Surplus Challenge Cutter Titan 200/Mail and Reprographics Center (Action)

Reprographics/Mail Center Manager David Reid requested the Board’s approval of Resolution 2023-45, to surplus their old Challenge Cutter Titan 200. He said they had replaced it with a new model and the old one had no value, so it would be scrapped.

Commissioner Brooks moved that the Board approve Resolution 2023-45, to surplus the old Challenge Cutter Titan 200 for the Mail and Reprographics Center. 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.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan said there was nothing new to report on this topic.

Impact Fees

Commissioner Bill Brooks stated that he had not received any new information from Ann Wescott or from Coroner Duke Johnson, M.D. He said he would reach out to both before the end of the week.

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 2:21 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk