

Minutes of Meeting
Business Meeting
May 2, 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, Finance Director Brandi Falcon, Deputy Finance Director Keith Taylor, Accounting Manager Isaac Ohm, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Stuart Miller, KCSO Records Specialist Michelle Dennison, Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, Human Resources (HR) Director Sylvia Proud, Interim Airport Director Phil Cummings, Airport Administrative Secretary Kim Stevenson, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, Resource Management Office (RMO) Transit Program Manager Chad Ingle, RMO Grants Technician Kaitlin Smith, Information Technology (IT) Application Systems Manager Jack Duffield, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Ardurra Representative Corrie Esvelt-Siegford and Kootenai County Resident Bill Muck. Mr. Ferguson, Ms. Smith, Mr. Ingle and Ms. Dennison 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:** Solid Waste (SW) Director John (JP) Phillips 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.

Commissioner Bill Brooks asked that items 23, "Skeet Club Ground Remediation (Discussion)" and 24, "Non Profit Solid Waste Disposal (Discussion)" be removed from the agenda.

Chair Duncan asked that item 22, "Parking Options/Juvenile Justice Center (Discussion)" be removed from the agenda.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

03/17/2023	Hayden Area Regional Sewer Board (HARSB)
04/06/2023	Community Development Update
04/11/2023	Commissioners' Status Update
04/13/2023	Community Development Update

04/18/2023 Business Meeting
04/18/2023 Human Resources

Commissioner Bruce Mattare moved that the Board approve items 1 through 6, the submitted minutes. 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.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax – Valuation
Tax Charge Correction Only
Human Resources PAF/SCF Report for 2023 PP10 Week 1
BOCC Signatures for Indigent Cases: 4/24/2023 – 4/28/2023

Commissioner Brooks moved that the Board approve items 7 through 10 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 24, 2023 through April 28, 2023 in the amount of \$532,600.79, with \$4,873.41 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:

First Amendment to Standard Agreement for Professional Services/Jacobs Engineering/Solid Waste (Action)

Mr. Phillips requested the Board’s approval of the First Amendment to the Standard Agreement for Professional Services with Jacobs Engineering. He explained that a public drop off area was planned for the Ramsay Transfer Station. He said the amount would be \$22,500 for the final design and that SW did have funds left over from the conceptual portion of the project to cover the cost.

Commissioner Brooks moved that the Board approve the First Amendment to the Standard Agreement for Professional Services between Jacobs Engineering and Solid Waste in the amount of \$22,500. 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.

Time and Attendance (ExecuTime)/Tyler Technologies/Information Technology (Action)

Information Technology (IT) Application Systems Manager Jack Duffield reported that notice had been posted in the Coeur d'Alene Press, as required. He said that the Board would need to sign the quote so that they could begin the project. He confirmed that the notice was required due to this being a sole-source situation.

Commissioner Mattare moved that the Board approve the Time and Attendance (ExecuTime) from Tyler Technologies, as in the contract. 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. Duffield exited the meeting at 2:04 p.m.

Veteran Services Officer Thomas Freeman entered the meeting at 2:04 p.m.

Grant Application/FY24 PDC Grant Application/Public Defense Commission 3,552,333.94/No Match Requirement/Auditor (Action)

Finance Director Brandi Falcon requested the Board's approval of the application for the FY24 PDC (Public Defense Commission) Grant, with no match required. She reported it had been reviewed by all required parties.

Chair Duncan asked if this would cover the full projected expenses of the Public Defender's Office for the year.

Ms. Falcon stated that this only covered grant funded personnel and the rest would be made up by the distribution of \$3.9 million from the State Tax Commission. She said that the County would need to use a portion of Fund Balance for the remainder, for FY24. She confirmed that the State would take over finances for the Public Defender's Office for Fiscal Year 2025, but said that she had not yet been informed of the mechanics of the new arrangement.

Commissioner Brooks moved that the Board approve the grant application for the FY24 PDC Grant, from the Public Defense Commission, with no match required. 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.

Public Hearing Notice: FY24 Kootenai County Public Transportation Program of Projects/Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle reported that information on this item had been published in the Coeur d'Alene Press on March 31, 2023, as required. He stated that RMO had not received any comments as of today.

Chair Duncan asked if anyone wished to speak for or against the FY24 Kootenai County Public Transportation Program of Projects.

There were no comments offered.

Commissioner Mattare moved that the Board end public testimony and enter into deliberations for the FY24 Kootenai County Public Transportation Program of Projects. 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.

Commissioner Brooks moved that the Board approve the FY24 Kootenai County Public Transportation Program of Projects for the Resource Management Office. 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.

Kootenai County CLFRF Subaward Agreement/On Site for Seniors, Inc./Resource Management Office (Action)

RMO Grants Technician Kaitlin Smith requested the Board's approval of the Kootenai County CLFRF (Coronavirus Local Fiscal Recovery Funds) subaward agreement in the amount of \$125,000, for On Site for Seniors, Inc. She noted the funds came through ARPA (American Rescue Plan Act) and were to be used for reimbursement for payroll incurred as operational costs for On Site for Seniors, Inc. Adult Day Center during the COVID 19 public health emergency.

Commissioner Mattare moved that the Board award the ARPA funds in the amount of \$125,000 for Kootenai County CLFRF Subaward Agreement to On Site for Seniors, Inc. 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.

Bid – Award/TWY N/H/G/L Aircraft Parking Apron – Pavement Maintenance/Airport (Action)

Ardurra Representative Corrie Esvelt-Siegford stated that the bid award was for taxiway sealcoat and re-marking. She said there had been four bids received and the low bid was \$290,656. She added that this was an FAA (Federal Aviation Administration) project, with the agreement contingent upon a grant award in the future.

Commissioner Brooks moved that the Board accept Bid Award TWY N/H/G/L Aircraft Parking Apron for pavement maintenance at the Airport, in the amount of \$290,656. 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 2023-46/Resolution 2023-46 Classify/Sheriff/Records (Action)

Resolution 2023-47/Resolution 2023-47 Destroy/Sheriff/Records (Action)

Chair Duncan said that items 18 and 19 on the agenda could be handled together.

KCSO Records Specialist Michelle Dennison requested the Board’s approval of Resolutions 2023-46 and 2023-47, for the classification and destruction of records which they were no longer required to maintain.

Commissioner Mattare moved that the Board approve Resolution 2023-46 to classify records for the Sheriff’s Office and Resolution 2023-47, for the destruction of those records. 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 2023-50/Request to Dispose Scrap Metal & Retain Proceeds/Airport (Action)

Interim Airport Director Phil Cummings requested the Board’s approval of Resolution 2023-50, to dispose of scrap metal and have the proceeds retained by the Airport. He said that the money would go toward tools and an air compressor for their maintenance shop.

Commissioner Brooks moved that the Board approve Resolution 2023-50, to dispose of scrap metal and have the Airport retain the proceeds. 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.

New Building Jail Transportation (Discussion)

Chair Duncan reported that there was more design work that needed to be done, so the Sheriff's Office needed to return to the Board for specific direction to proceed.

KCSO Captain Stuart Miller explained the situation that made the additional design work necessary, which was related to parking access and safety needs for Jail vehicles.

It was generally agreed that Sheriff's Office Command Staff would work with the architect to adjust the design as needed. The architect would then come before the Board for final approval to proceed.

Parking Options/Juvenile Justice Center (Discussion) – Pulled.

Skeet Club Ground Remediation (Discussion) – Pulled.

Non-Profit Solid Waste Disposal (Discussion) – Pulled.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan said that there was no additional information beyond what had already been given in the meeting.

Impact Fees

Chair Duncan reported that an email had been received from Ann Wescott saying that she did not suggest that the Coroner's Office proposal be added to impact fees.

Chair Duncan stated that she would ask that the Coroner include the proposal in his FY24 Budget.

PAO Immediate Space Need

Chair Duncan said there was no updated information at this time.

Chair Duncan said that they would move to the Public Comments portion of the meeting before entering into the scheduled Executive Session.

- 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.

Kootenai County Resident Bill Muck stated that he was Executive Director for On Site for Seniors, Inc. He thanked the Board and RMO staff Dorian Komberec and Kaitlin Smith for all their help with the award.

Commissioner Mattare moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(f). 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.

Chair Duncan indicated that Civil Deputy Prosecuting Jamila Holmes would be present via teleconference for the Executive Session.

The Board entered into Executive Session at 2:24 p.m.

Executive Session

Executive Session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an Executive Session does not satisfy this requirement. – BOCC Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 2:44 p.m.

Commissioner Mattare moved that the Board exit Executive Session with staff to proceed as discussed. 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.

J. Adjournment (Action): Chair Duncan adjourned the meeting at 2:45 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk