

**Minutes of Meeting**  
**Business Meeting**  
**May 9, 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 Interim Airport Director Phil Cummings, Airport Administrative Secretary Kim Stevenson, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, KCSO Captain Kevin Smart, KCSO Lieutenants Zach Sifford and Mark Ellis, KCSO Jail Sergeant Rikki Hinchee, Civil Deputy Prosecuting Attorney R. David Ferguson, Resource Management Office (RMO) Grants Technician Kaitlin Smith, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Cal Habayeb. Mr. Cummings, Ms. Stevenson, Ms. Smith and Sergeant Hinchee 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:** KCSO Lieutenant Mark Ellis 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 said that item 7 from the agenda, 04/25/2023 Business Meeting Minutes, would be pulled.

- E. Approve Meeting Minutes (Action)**

03/30/2023	Community Development Public Hearing
04/04/2023	Solid Waste
04/18/2023	Commissioners' Status Update
04/19/2023	Elected Officials
04/25/2023	Airport
04/25/2023	Community Development Update
<del>04/25/2023</del>	<del>Business Meeting – Pulled</del>
04/25/2023	Commissioners' Status Update

Commissioner Bruce Mattare moved that the Board approve items 1 through 6, and number 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)**

Tax Change Correction Only

Hayden Area Regional Sewer Board (HARSB) Payment Request Approval Forms/Taurus Power & Controls; Aqua Engineering; Panhandle Area Council; STRATA; J-U-B Engineering; TML Construction

Taxes – Exemption Applications/Approvals: 341884; 327838; 184781; 189458; 346186; 174950; 106538; 167274; 135310; 204773; 125746; 335478; 101240; 214147; 237524; 119880; 186006

Taxes – Exemption Applications/Denials: 341488; 147759; 137507; 117661; 153894; 342182

Taxes – Developer’s Infrastructure Exemption Apps Hance Estates; Brantley Estates; Atlas Waterfront 2<sup>nd</sup> Addition Blks 1 & 2; Atlas Waterfront 2 Addition Blks 15 & 16; Tee Squared Ranch 1<sup>st</sup> & 2<sup>nd</sup> Addition; Majestic Villas 1<sup>st</sup> Add; Thayer Farms 2<sup>nd</sup> & 3<sup>rd</sup> A

Taxes – Agricultural Exemption Reviews

Taxes – Request for Adjustments PTR Credit/Resolution 2023 – 52/Tipton/AIN 301124

Taxes – Request for Cancellations Resolution 2023-53/Hauser Lake Water Association, Inc./AIN 189458

Human Resources PAF/SCF Report for 2023 PP10 Week 2

Commissioner Brooks moved that the Board approve items 9 through 17 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 May 1, 2023 through May 5, 2023 in the amount of \$1,209,122.14, with \$3,349.58 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:**

**Kootenai County CLFRF Subaward Agreement/Wellspring Meadows, Inc./Resource Management Office (Action)**

Resource Management Office (RMO) Grants Technician Kaitlin Smith requested the Board's approval of the CLFRF (Coronavirus State and Local Fiscal Recovery Funds) agreement with Wellspring Meadows, Inc. She said the amount was \$332,640 which would be used to pay for a COVID response premium pay program for caregivers employed at Wellspring Meadows in the form of sign-on and retention bonuses.

Commissioner Brooks moved that the Board approve the Kootenai County CLFRF Subaward Agreement with Wellspring Meadows, Inc. 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.

**Amendment #1 to Professional Services Agreement/T-O Engineers/Airport (Action)**

Interim Airport Director Phil Cummings requested the Board's approval of Amendment #1 to the Professional Services Agreement with T-O Engineers. He explained that this was not a substantive change to the agreement, but rather a housekeeping matter. He said there had been some changes in the FAA (Federal Aviation Administration) Guidelines, including revisions to Federally Mandated Contract Provisions. He confirmed that there was no change to the amount of the contract or its scope.

In response to a question from Chair Duncan, Mr. Cummings provided some additional information on the changes, which related to civil rights, Clean Air Act and Contract Worker Safety Standards.

Commissioner Mattare moved that the Board approve Amendment #1 to the Professional Services Agreement with T-O Engineers for the Airport. 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.

**Work Order Approval for AIP 055-Runway 6/24 Rehab/T-O Engineers/Airport (Action)**

Airport Administrative Secretary Kim Stevenson requested the Board's approval for a Work Order for AIP 055-Runway 6/24 Rehab with T-O Engineers. She reported that the funding would be split as 90% from the FAA, 5% from the State of Idaho and 5% from the County. She explained this was a paving project.

Commissioner Brooks moved that the Board approve the Work Order for AIP 055-Runway 6/24 Rehab with T-O Engineers, 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.

**Development and Ground Lease AAL-2022-2000 Hangar Development/T-Hangar Hayden LLC/Airport (Action)**

Ms. Stevenson requested the Board's approval for Development and Ground Lease AAL-2022-2000, for T-Hangar construction by Hangar Town Hayden LLC. She said there would be \$7,234.68 annual revenue from this. She added that the rent would increase after the first year to \$14,469.51 annually.

Commissioner Mattare moved that the Board approve Development and Ground Lease AAL-2022-2000 for T-Hangar Hayden LLC. 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.

Clerk Jennifer Locke entered the meeting at 2:09 p.m.

**Development and Ground Lease AAL-2022-1900 Hangar Development/Hangar Town Hayden LLC/Airport (Action)**

Ms. Stevenson requested the Board's approval of Development and Ground Lease AAL-2022-1900 for hangar construction for Hangar Town Hayden LLC. She said box style hangars would be built on this parcel.

Commissioner Brooks moved that the Board approve the Development and Ground Lease AAL-2022-1900 for Hangar Development by Hangar Town Hayden LLC at 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.

**Termination of MOU with Kootenai County Regional Air Support Unit/Kootenai County Regional Air Support Unit/Sheriff/Patrol (Action)**

**Request for MOU Approval/Kootenai County Regional Air Support Unit/Sheriff/Patrol (Action)**

KCSO Lieutenant Zach Sifford explained that this would end their old MOU (Memorandum of Understanding) and replace it with one that included updated language.

There followed substantial discussion involving KCSO Lieutenant Mark Ellis regarding the insurance coverage on the equipment at the Air Support Unit, including the potential need for a rider from ICRMP (Idaho Counties Risk Management Program).

Commissioner Brooks asked whether the helicopter would have lift ability and, if it did not, why it was preferable to a drone.

Lieutenant Ellis provided additional details on the equipment and capabilities of the new Air Support Unit.

It was generally agreed that the need for additional insurance coverage would be investigated.

Commissioner Mattare moved that the Board terminate the MOU with the Kootenai County Regional Air Support Unit with the Sheriff's Office and approve the new MOU with the Kootenai County Regional Air Support Unit, 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.

**Board Approval Request: Vehicle Purchase/Sheriff/Patrol (Action)**

Lieutenant Ellis reported that there had been some issues with the patrol car order. He reminded those present that the Board had approved a purchase of 45 Ford Explorer Interceptors. Unfortunately, he said that only 32 of them were produced and those were being outfitted for patrol work. He stated that it was unlikely that the remaining 13 vehicles would be available through Mike White Ford.

Lieutenant Ellis said that they had located 11 Ford 150 police model trucks that were already on a dealer's lot in Arizona. He explained that, with the outfitting costs, the difference in price would be about \$68,400. He suggested that they give up one of the previously approved vehicles to make up for this and asked the Board to approve this plan.

Finance Director Brandi Falcon asked if the Auditor's Office could go ahead and cut the check.

Lieutenant Ellis confirmed that they had received the purchase orders, so Chair Duncan indicated that Ms. Falcon could proceed.

Commissioner Brooks moved that the Board approve the request for vehicle purchases as presented by the Sheriff's 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.

KCSO Captain Kevin Smart and Lieutenant Sifford exited the meeting at 2:23 p.m.

**Resolution 2023-48/Classify Records/Inmate Records/Miscellaneous Records/KCSO/  
Sheriff – Jail (Action)**

**Resolution 2023-49/Destroy Records/Inmate Records/Miscellaneous Records/KCSO/  
Sheriff – Jail (Action)**

Chair Duncan said items 27 and 28 from the agenda could be handled together.

KCSO Jail Sergeant Rikki Hinchee requested the Board’s approval of Resolution 2023-48, for the classification of records the Jail was no longer required to maintain, and 2023-49, for the destruction of those records.

Commissioner Mattare moved that the Board approve Resolution 2023-48, to classify records, and 2023-49, to destroy 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.

**Status Update Pending Items (Discussion)**

**Facilities Expansion**

Chair Duncan said that the Working Group would view the Kootenai North site on Thursday. She added that there was also a meeting coming this Thursday during which the CMGC (Construction Manager/General Contractor) would update the Board on areas of potential savings.

**Impact Fees**

Commissioner Brooks stated that he had a draft letter to be sent to the mayors of each city. He said he would provide the other Commissioners with a copy so they could review it and consider any changes needed before it was sent out.

**Prosecuting Attorney’s Office Immediate Space Need**

Chair Duncan said she had not received any update on this issue.

- 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 2:25 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk