

Minutes of Meeting
Business Meeting
May 16, 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 Coroner Duke Johnson, M.D., Chief Deputy Coroner Lynette Acebedo, KCSO Undersheriff Brett Nelson, KCSO Sergeant Ryan Miller, Solid Waste (SW) Director John (JP) Phillips, Human Resources (HR) Director Sylvia Proud, Finance Director Brandi Falcon, Accounting Manager Isaac Ohm, Staff Accountant – Budget Arrow Gidney, Resource Management Office (RMO) Director Jody Bieze, RMO Grants Manager Dorian Komberec, RMO Grants Technician Kaitlin Smith, Juvenile Detention Director Eric Sheffield, KCSO 911 Communication Services Administrator Collin McRoy, KCSO Information Technology (IT) Systems Manager Cheryl Halgren, Civil Deputy Prosecuting Attorney R. David Ferguson, Airport Administrative Secretary Kim Stevenson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Northern Lakes Fire District Fire Chief Pat Riley. Sergeant Miller, Ms. Stevenson, Ms. Halgren, Ms. Smith, Ms. Komberec, Ms. Bieze and Mr. Ferguson 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:** Coroner Duke Johnson, M.D. 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 announced that item 3, “05/02/2023 Business Meeting,” and item 4, “Requests for Cancellation of Taxes” would be pulled from the agenda.

- E. Approve Meeting Minutes (Action)**

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| 04/15/2023 | Business Meeting |
| 05/01/2023 | Tax Exempt Application Hearings |
| 05/02/2023 | Business Meeting - Pulled |
| 05/03/2023 | Requests for Cancellation of Taxes – Pulled |
| 05/04/2023 | Aquifer Protection District Advisory Board |
| 05/04/2023 | Panhandle Health District |
| 05/04/2023 | Human Resources |

Commissioner Bill Brooks moved that the Board approve items 1, 2 and 5 through 7, the submitted minutes. Commissioner Bruce 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.

F. Approve Consent Calendar (Action)

Human Resources PAF/SCF Report for 2023 PP11 Week 1
BOCC Signatures for Indigent Cases: 05/04/2023 – 05/10/2023

Commissioner Mattare moved that the Board approve items 8 and 9 on the agenda, the Consent Calendar. 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.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of May 8, 2023 through May 12, 2023 in the amount of \$464,712.34, with \$614.51 in jury payments. 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.

H. Business:

Financial/Budget: Compactor Engine Purchase Approval/Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval for the purchase of a compactor engine. He explained that one of SW's compactors had experienced a sudden, severe engine failure. He said that this had not been included in their FY23 Budget, but SW had funds in their Capital Equipment account to cover it. He stated that the estimate for the engine was \$28,190.89 but he asked that the BOCC authorize up to \$35,000 in case the estimate turned out to be low.

Commissioner Mattare moved that the Board approve the compactor engine purchase up to \$35,000. 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 2:04 p.m.

Independent Contractor, Hazard Fuels Treatment Veterans Centennial Park/Miller Land Works/Office of Emergency Mgmt (Action)

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of an agreement with Miller Land Works for Hazard Fuels Treatment at the Veterans Centennial Park. She stated that 7.5 acres would be treated, for a total cost of \$19,102.50.

Commissioner Brooks moved that the Board approve Miller Land Works as an independent contractor for Hazard Fuels Treatment at the Veterans Centennial Park for the Office of Emergency Management. 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.

Inland Forest Management Independent Contractor Agreement Veterans Centennial Park Hazard Fuel Reduction/Inland Forest Management, Inc./ Office of Emergency Mgmt (Action)

Ms. Bieze requested the Board's approval of an agreement with independent contractor Inland Forest Management, Inc. for Hazard Fuel Reduction at Veterans Centennial Park. She explained that they would provide project management, with a cost not to exceed \$4,000.

Commissioner Mattare moved that the Board approve the Inland Forest Management Independent Contractor Agreement for Veterans Centennial Park Hazard Fuel Reduction. 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.

Rental Agreement for NWTC/MOU for MCC/Northwest Trailer Center/Coroner (Action)

Dr. Johnson requested the Board's approval of two agreements. The first was for an MOU between the Coroner's Office and KCSO for temporary storage of bodies in the MCC

(Mobile Command Center), if necessary. He explained they would be able to plug additional refrigeration units in at the MCC, which was right next to his office.

Dr. Johnson said the second agreement would be with Northwest Trailer Center (NWTC), a provider of refrigeration trailers. He explained that the agreement would allow the Coroner's Office to enact a rental contract with them in the event of a mass fatality. He confirmed that this sort of agreement had been used in the past with this company.

Commissioner Brooks moved that the Board approve the rental agreement with NWTC (Northwest Trailer Center) and the MOU with KCSO for use of the MCC (Mobile Command Center) for the Coroner'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.

Dr. Johnson and Chief Deputy Coroner Lynette Acebedo exited the meeting at 2:09 p.m.

Board Approval Request: Retirement of Captain Stuart Miller – Request to be awarded his Sheriff's Badge, Duty Weapon and ID Card upon His Retirement/Sheriff (Action)

KCSO Undersheriff Brett Nelson requested the Board's approval to award KCSO Captain Stuart Miller his badge, duty weapon and ID card upon his upcoming retirement.

Commissioner Mattare moved that the Board approve the request for the award of badge, duty weapon and ID card to Captain Stuart Miller upon his retirement. 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.

Grant Application/Off Highway Vehicle (OHV) Program/Idaho Sheriffs' Association \$15,000/Cash Match Off Highway Vehicle Funds (OHV) \$6,680/Sheriff – Rec Safety (Action)

KCSO Sergeant Ryan Miller requested the Board's approval of a grant application to the Idaho Sheriff's Association in the amount of \$15,000 for the Off Highway Vehicle (OHV) Program, under Rec Safety. He noted that the required match in the amount of \$6,680 would come from the Off Highway Vehicle Funds.

Commissioner Brooks moved that the Board approve the grant application for the Off Highway Vehicle (OHV) Program from the Idaho Sheriffs' Association in the amount of \$15,000 with the cash match of \$6,680 coming from Off Highway Vehicle Funds. 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.

MOU between Kootenai County and 14 Contract Agencies for Use of the Motorola/Flex Software System/Motorola Solutions, Inc./Sheriff (Action)

Information Technology (IT) KCSO Systems Manager Cheryl Halgren requested the Board's approval of an MOU between Kootenai County and fourteen first responder agencies who share the Motorola public safety software. She said that the agreement would run through December 2027 and would include maintenance from Motorola and support from KCSO IT personnel. She added that it had been reviewed and approved by Legal.

Commissioner Mattare moved that the Board approve the MOU between Kootenai County and the 14 contract agencies for use of the Motorola Solutions, Inc. Flex Software System. 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.

Juvenile Detention Assistant Director Jeremy Roth entered the meeting at 2:14 p.m.

Facility Use Agreement ARFF Station/Northern Lakes Fire Protection District/Airport (Action)

Airport Administrative Secretary Kim Stevenson requested the Board's approval of a Facility Use Agreement for the ARFF (Aircraft Rescue & Fire Fighting) Station with Northern Lakes Fire Protection District. She explained this would allow Northern Lakes to use the building at the Airport while their new facility was under construction. She said the end date was predicted to be November 15, 2023, although it could be extended if both parties agreed. She added that Legal had reviewed the documents and the Fire Protection District Board Members had signed them.

Commissioner Brooks moved that the Board approve the Facility Use Agreement ARFF Station between Northern Lakes Fire Protection District and 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.

Northern Lakes Fire Protection District Fire Chief Pat Riley exited the meeting at 2:14 p.m.

Agreement between Kootenai County and Apollo Mechanical Contractors for JDC HVAC Replacement – ARPA Funded/Apollo Mechanical Contractors/Resource Management Office (Action)

Juvenile Detention Director Eric Sheffield requested the Board’s approval of an agreement with Apollo Mechanical Contractors for the JDC (Juvenile Detention Center) HVAC replacement. He stated that the total price of the contract was \$229,920, which would be paid for using funds from ARPA (American Rescue Plan Act) funds and the Tobacco Fund.

Commissioner Mattare moved that the Board approve the agreement between Kootenai County and Apollo Mechanical Contractors for the Juvenile Detention Center’s HVAC replacement, using \$217,000 in ARPA funds and \$12,920 from the Tobacco Fund. 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.

MOA to Support Clinical Services in Juvenile Detention Facilities/Idaho Department of Juvenile Corrections/Juvenile Detention (Action)

Mr. Sheffield requested the Board’s approval of an MOA (Memorandum of Agreement) to support clinical services in JDC with the Idaho Department of Juvenile Corrections. He said this was an annual agreement in the amount of \$100,000, to be applied toward the salary of their full time clinician. He provided additional details regarding the funding of the clinician’s position.

Commissioner Mattare moved that the Board approve the MOA to support clinical services in the Juvenile Detention Facilities with the Idaho Department of Juvenile Corrections. 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.

Architect Amendment to the Professional Services Agreement – Kootenai County Justice Building Expansion/Lombard-Conrad Architects, P.C./Resource Management Office (Action)

RMO Grants Technician Kaitlin Smith requested the Board’s approval of an amendment to the Professional Services Agreement regarding the Justice Building expansion project with Lombard-Conrad Architects, P.C. (LCA). She explained the amendment stated that LCA would provide additional work to revise the plan for the project, including a redesign of the sally port on the lower level and the layout of the Prosecuting Attorney’s floor. She said the amendment had been approved by Legal and the additional cost would be \$18,570. She remarked that the funding source would need to be determined by the BOCC today and listed three sources suggested by the Auditor’s Office: Fund Balance for

the Master Plan, LATCF (Local and Tribal Consistency Funds) allocation of \$782,199 or from ARPA funds set aside as contingency for the project.

Finance Director Brandi Falcon stated that the LATCF funds would be the preferred source, if that were possible.

Commissioner Brooks moved that the Board approve the Architect Amendment to the Professional Services Agreement for the Kootenai County Justice Building Expansion with Lombard-Conrad Architects, P.C. using the LATCF funds. 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.

East Side Fire District Fire District Annexation/Poullos; Doolittle; Coleman/BOCC (Action)

Civil Deputy Prosecuting Attorney R. David Ferguson reported that all requirements for annexation of the listed properties into the East Side Fire District had been met.

Commissioner Mattare moved that the Board approve the East Side Fire District Annexation for Poullos, Doolittle and Coleman. 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: Letter Regarding Impact Fees/BOCC (Action)

Commissioner Mattare listed the changes he would recommend to the letter regarding impact fees drafted by Commissioner Brooks. After some discussion, it was generally agreed these changes would be included in the letter.

Commissioner Brooks moved that the Board approve the letter regarding impact fees for BOCC, with the changes indicated by Commissioner Mattare included. 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 2023-51/Radio Donation Resolution/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of Resolution 2023-51, to permit donation of radios that had been removed from service. He explained that these were "tracked assets" not "capital assets" so no Resolution was needed to delete the asset numbers from 911's list. He reported that the

City of Hayden would receive some, but most would go to the Kootenai County Fairgrounds. He said the Fairgrounds had to rent radios each year for use during events, which would save them money.

Commissioner Mattare moved that the Board approve Resolution 2023-51, for the radio donation by 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.

Mr. McRoy exited the meeting at 2:28 p.m.

Resolution 2023-54/Approval of KCSO Peace Officer and Detention Deputy Protection Resolution/Sheriff (Action)

Undersheriff Nelson asked the Board's approval of Resolution 2023-54, for the adjustment of a previous Resolution which had followed Idaho Statute 67-5340, which allowed state law enforcement officers a leave of absence of up to one year without loss of salary or benefits. He said that this Resolution would reduce the period to six months for KCSO staff.

Commissioner Brooks moved that the Board approve Resolution 2023-54, the KCSO Peace Officer and Detention Deputy Protection Resolution. 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 that the architect changes had been approved in today's meeting. She added that she felt the May 11, 2023 meeting with the involved parties had gone well and that updated information would be provided in early June.

Impact Fees

Commissioner Brooks stated that there was now a letter that could be sent out to the different cities.

Prosecuting Attorney's Office Immediate Space Needs

Chair Duncan no additional information had been received.

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