

**Minutes of Meeting**  
**Business Meeting**  
**May 24, 2023**  
**10:00 a.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 KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Sergeant Ryan Miller, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Chief Deputy Clerk Grace Blomgren, Accounting Manager Isaac Ohm, Staff Accountant – Grants Julina Hildreth, Solid Waste (SW) Director John (JP) Phillips, SW Operations Manager Doug Goodwin, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Resource Management Office (RMO) Director Jody Bieze, Community Development Director David Callahan, Certified Building Official Christina Garland, Administrative Manager Reba Grytness, Juvenile Probation Director Bryan Alexander, Juvenile Probation Officer Supervisor Gerald Martin, Juvenile Probation Officer Loni Whiteman, Interim Airport Director Phil Cummings, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Kootenai County Residents Jake Coleman, Chris McKenzie and Phil Damiano. Ms. Hildreth, Ms. Bieze and Ms. Littlefield were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Kootenai County Resident Phil Damiano 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 1, “05/02/2023 FY24 Budget – BOCC Departments,” item 5, “05/09/2023 Airport,” item 6, “05/09/2023 Status Update,” and item 26, “Grant Application/Kootenai County Public Transportation Preventive Maintenance – Section 5307/Federal Transit Administration (FTA) \$80,000/In-Kind Match In-Kind \$20,000/Resource Management Office (Action),” would be pulled from today’s agenda.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

~~05/02/2023~~ ~~FY24 Budget – BOCC Departments~~ – Pulled  
05/02/2023 Business Meeting  
05/03/2023 Requests for Cancellation of Taxes

05/09/2023 Business Meeting  
~~05/09/2023 Airport - Pulled~~  
~~05/09/2023 Status Update – Pulled~~  
05/11/2023 Community Development  
05/11/1023 Community Development Public Hearing  
05/16/2023 Executive Session §74-206(1)(a)

Commissioner Bruce Mattare moved that the Board approve items 2,3,4,7 - 9, 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 Yield Tax Charge Correction  
Assessor Adjustment to Tax – Valuation  
Assessor Allow Homeowner Exemption  
Assessor Allow Homeowner Exemption  
Human Resources PAF/SCF Report for 2023 PP11 Week 2  
BOCC Signatures for Indigent Cases: 5/11/2023 – 5/17/2023

Commissioner Brooks moved that the Board approve items 10 - 15 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 15, 2023 through May 19, 2023 in the amount of \$2,244,430.79, with \$499.04 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 #2023-04/Transport Hauling Services Bid/Solid Waste (Action)**

Commissioner Mattare read the following bid information into the record.

Northwest Industrial Services LLC

Solid Waste Materials from Ramsey Transfer Station to the Kootenai County Landfill

Year 1: \$13.40/ton                      Year 2: \$13.91/ton                      Year 3: \$14.16/ton

Year 4: \$14.39/ton                      Year 5: 14.97/ton

Solid Waste Materials from Prairie Transfer Station to the Landfill

Year 1: \$14.50/ton                      Year 2: \$14.96/ton                      Year 3: 15.19/ton

Year 4: \$15.44/ton                      Year 5: \$15.92/ton

CDA Transfer Services LLC dba CDA Garbage Service

Solid Waste Materials from Ramsey Transfer Station to the Kootenai County Landfill

Year 1: \$11.00/ton                      Year 2: \$11.44/ton                      Year 3: \$11.89/ton

Year 4: \$12.37/ton                      Year 5: 12.86/ton

Solid Waste Materials from Prairie Transfer Station to the Landfill

Year 1: \$14.00/ton                      Year 2: \$14.56/ton                      Year 3: 15.14/ton

Year 4: \$15.74/ton                      Year 5: \$16.37/ton

Clerk Jennifer Locke and Airport Advisory Board Member Steven Anderson entered the meeting at 10:06 a.m.

Big Sky Limited, Wyoming

Solid Waste Materials from Ramsey Transfer Station to the Kootenai County Landfill

Year 1: \$12.45/ton                      Year 2: \$13.45/ton                      Year 3: \$14.52/ton

Year 4: \$15.68/ton                      Year 5: \$17.25/ton

Solid Waste Materials from Prairie Transfer Station to the Landfill

Year 1: \$13.97/ton                      Year 2: \$15.09/ton                      Year 3: 16.29/ton

Year 4: \$17.60/ton                      Year 5: \$19.36/ton

Commissioner Brooks moved that the Board acknowledge receipt of the bids and forward them to Legal and Solid Waste 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.

**Financial/Budget: Purchase Used (Remanufactured) Landfill Compactor from C&C Manufacturing/Solid Waste (Action)**

Solid Waste (SW) Director John (JP) Phillips requested the Board’s approval to purchase a remanufactured landfill compactor from C&C Manufacturing. He explained that SW had budgeted funds for rebuilding a landfill compactor this year and had solicited quotes from C&C Manufacturing, Terex Corporation & Caterpillar. He reported that only C&C had responded with the ability to rebuild their current machine and/or offer a premium rebuilt used machine that met their needs. He stated that he had been informed by Legal that bidding was not required when purchasing used equipment. He noted that the machine would have cost about \$1 million new, but the used one was only \$602,467, which was within the amount SW had set aside in its budget. He added that C&C would accept SW’s current machine as part of the arrangement.

Commissioner Mattare moved that the Board approve the purchase of the used, remanufactured landfill compactor from C&C Manufacturing by Solid Waste in the amount of \$602,467. 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.

**Textile Recycling Agreement/Northwest Center dba The Big Blue Truck/Solid Waste (Action)**

Mr. Phillips requested the Board’s approval of a Textile Recycling Agreement with Northwest Center dba The Big Blue Truck. He said the agreement would run from October 1, 2023 through September 30, 2026 and would be at no cost to the County. He explained details related to fabric recycling. He noted that the agreement had been written by Civil Deputy Prosecuting Attorney Jamila Holmes.

Commissioner Brooks moved that the Board approve the Textile Recycling Agreement with Northwest Center dba The Big Blue Truck for Solid Waste. 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.

**Second Amendment to Lead-Acid Battery Recycling Agreement/Interstate Batteries of Northeastern Washington/Solid Waste (Action)**

Mr. Phillips requested the Board’s approval of a second amendment to the Lead-Acid Battery Recycling Agreement between Interstate Batteries of Northeastern Washington and Solid Waste. He said this was a contract extension, written by Ms. Holmes, and would run from October 1, 2023 through September 30, 2024. He stated this was also a no cost contract for the County.

Commissioner Mattare moved that the Board approve the second amendment to the Lead-Acid Battery Recycling Agreement between Interstate Batteries of Northeastern Washington and Solid Waste. 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, SW Operations Manager Doug Goodwin, Mr. Damiano and Kootenai County Resident Jake Coleman exited the meeting at 10:13 a.m.

Treasurer Steve Matheson entered the meeting at 10:13 a.m.

**Addendum 2 SCJ Professional Service Agreement/SCJ Alliance/Contract Amendment/Community Development (Action)**

Community Development Director David Callahan requested the Board's approval for the expenditure of an additional \$3,864 on an existing contract to allow the completion of the Tribal Area-Wide Rezoning Project. He noted that the completed project would be presented to the Board July 13, 2023.

Community Development Planning Manager Ben Tarbutton and Planner III Adam Knight entered the meeting at 10:14 a.m.

Commissioner Brooks moved that the Board approve Addendum 2 to the SCJ Professional Service Agreement with SCJ Alliance for Community Development in the amount of \$3,864. 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.

**Financial/Budget: Approve Payment to Munson Boat/Parks & Waterways (Action)**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval for the payment to Munson Boat for the remaining balance on the 35' Packman Landing Craft. He reported that he and Operations Manager Jake Strange had completed sea trials for this work boat on May 18, 2023 and found it satisfactory. He said the amount was \$396,983, which would come from grant funds and user fees only.

Commissioner Mattare moved that the Board approve the payment to Munson Boat from Parks & Waterways in the amount of \$396,983. 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: Title III USFS Reimbursement/Sheriff – Rec Safety (Action)**

KCSO Sergeant Ryan Miller requested the Board's approval to seek the Title III USFS (United States Forest Service) reimbursement for January 1, 2021 through January 14, 2023. He said the total amount was \$26,853.09.

Commissioner Brooks moved that the Board approve the request for Title III US Forest Service Reimbursement for the Sheriff's Office Rec Safety. 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.

**Independent Contractor Agreement/Cheryl Hallgren/Sheriff (Action)**

KCSO Undersheriff Brett Nelson requested the Board’s approval of an Independent Contractor Agreement for Cheryl Hallgren. He explained that Ms. Hallgren had been their IT (Information Technology) Systems Manager and that she would retire shortly. He said that they would like to maintain an Independent Contractor’s Agreement with her to ensure a smooth transition for her replacement. He added that she would also be providing additional training to three current staff members.

Sergeant Miller exited the meeting at 10:17 a.m.

Undersheriff Nelson confirmed that the contract amount would be about \$8,400 per month. He indicated that Ms. Hallgren would provide 24/7 support to KCSO for the period of the contract. He provided some additional details regarding the contract provisions and the services Ms. Hallgren would offer.

Commissioner Mattare moved that the Board approve the Independent Contractor Agreement with Cheryl Hallgren and the Sheriff’s Office. 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.

Undersheriff Nelson exited the meeting at 10:20 a.m.

**Renewal of MOU with IDJC CBAS and SUDS Programs/Idaho Department of Juvenile Corrections/N/A/Juvenile Probation (Action)**

Juvenile Probation Director Bryan Alexander requested the Board’s approval of the renewal of an MOU (Memorandum of Understanding) with the Idaho Department of Juvenile Corrections (IDJC) for the CBAS (Community Based Alternative Services) Program and SUDS (Substance Use Disorder Services) Program. He stated that the MOU had been reviewed by Legal and required no funds from the County. He explained the funding provided and the services that clients received.

Commissioner Brooks moved that the Board approval the renewal of the MOU with IDJC CBAS and SUDS Programs with the Idaho Department of Juvenile Corrections for Juvenile Probation. 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. Alexander, Juvenile Probation Officer Supervisor Gerald Martin and Juvenile Probation Officer Loni Whiteman exited the meeting at 10:21 a.m.

**Grant Agreement # 20HRF1-Kootenai/Hazard Fuel Treatment South East Hayden Lake/Idaho Department of Lands (IDL) \$55,000/No Match Requirement/Office of Emergency Mgmt (Action)**

Office of Emergency Management (OEM) Administrative Secretary Andrea Littlefield requested the Board's approval of Grant Agreement #20HRF1-Kootenai for Hazard Fuel Treatment at South East Hayden Lake. She said the amount of the grant from the Idaho Department of Lands (IDL) was \$55,000 and there was no match required from the County.

Commissioner Mattare moved that the Board approve the Grant Agreement # 20HRF1-Kootenai for Hazard Fuel Treatment at South East Hayden Lake from the Idaho Department of Lands for \$55,000, with no match requirement. 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/Kootenai County Public Transportation Preventive Maintenance – Section 5307/Federal Transit Administration (FTA) \$80,000/In-Kind Match In-Kind \$20,000/Resource Management Office (Action) – Pulled~~**

**Grant Application/Kootenai County Public Transportation – Section 5307 – Tractor/Federal Transit Administration (FTA) \$20,000/In-Kind Match In-Kind \$5,000/Resource Management Office (Action)**

Resource Management Office (RMO) Director Jody Bieze requested the Board's approval of a Grant Application for Kootenai County Public Transportation, Section 5307, for a tractor to be used to maintain the grounds at the Riverstone Transit Center. She stated the funds would come from the FTA (Federal Transit Administration) in the amount of \$20,000 and required a local match of \$5,000.

Commissioner Brooks moved that the Board approve the grant application for Kootenai County Public Transportation, Section 5307, to be used to buy a tractor, from the Federal Transit Administration, in the amount of \$20,000, with an in-kind match required of \$5,000, for RMO. 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.

**Ratify Approval of Offer to Purchase Property and Right of Way for Ramsey Road Extension by the City of Hayden/AIN # 12310L19/City of Hayden (Action)**

Chair Duncan stated that the intent of this item was to ratify the Board's signatures on the Offer to Purchase Property and Right of Way for the Ramsey Road Extension by the City of Hayden.

Commissioner Mattare moved that the Board ratify and approve the Offer to Purchase Property and Right of Way for the Ramsey Road Extension for the City of Hayden, AIN #12310L19. 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: Request for Additional Item/FY24 Budget Request/Assessor (Action)**

Assessor Bela Kovacs requested the Board's approval to add an additional request to his department's FY24 Budget, despite the May 15, 2023 deadline being past. He quoted Idaho Code 63-314, Subsection 3, which indicated that the Board of County Commissioners was required to provide funding to allow the Assessor's Office to perform its mandated functions. He stated that his department needed an additional \$250,000 to complete software upgrades undertaken with XTR Consulting LLC. He reminded the Commissioners that the Treasurer's Office was also involved with the project.

There followed substantial discussion of his request.

Commissioner Mattare stated that the Treasurer's Office had agreed to assign its portion of the funds for this project to IT. He asked Assessor Kovacs if he would also agree.

Assessor Kovacs expressed concern regarding giving up control of the funds, based on the information available to him at this time. He indicated that, should additional information be given, he would be willing to consider the request further.

Civil Deputy Prosecuting Attorney R. David Ferguson stated that he would review the situation and offer a legal opinion at a later time.

Commissioner Brooks recommended that the item be deferred until the legal opinion was received.

It was generally agreed that the item would be deferred, with no motion required at this time.

**Resolution 2023 – 55/Reinstate Assessor Salary per Court Order/BOCC (Action)**

Commissioner Mattare stated that he agreed with the Court's ruling.

BOCC Senior Business Analyst Nanci Plouffe pointed out that the Resolution did not include a specific dollar amount and explained the way it would be calculated.

Auditor's Office Accounting Manager Isaac Ohm provided additional information regarding the calculation of the amount the County was required to pay Assessor Kovacs.

Mr. Matheson exited the meeting at 10:33 a.m.



Commissioner Mattare moved that the Board approve Resolution 2023-55, to reinstate the Assessor's salary. Commissioner Brooks 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.

KCSO Sheriff Robert Norris exited the meeting at 10:35 a.m.

**Right of Way Easement/George Anderl Park/Avista Corporation/Parks & Waterways (Action)**

Mr. Snyder reported that Avista had requested a Right of Way Easement across the County's property at George Anderl Park to perform utility work. He showed the Commissioners a map which illustrated the location and assured them that this would not interfere with the park's future development or current maintenance. He stated that Ms. Holmes had reviewed and approved the agreement. He added that he had asked Avista to provide the County with electrical infrastructure for future development and a streetlight in the existing parking area and they had agreed. He remarked that this would represent a significant savings to the County in the future when amenities were installed in the park.

In response to a question from Commissioner Mattare, Mr. Snyder confirmed that the installations would all be below ground.

Commissioner Brooks moved that the Board approve the Right of Way Easement at George Anderl Park for Avista Corporation and Parks & Waterways. 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: Community Development Fees/BOCC (Action)**

Chair Duncan stated that a Public Hearing would be required for this request to move ahead, so it would not actually be treated as an action item today.

Commissioner Mattare explained that this was an effort to ensure that user fees covered the costs incurred to provide services.

Chair Duncan commented that there were about seven of the listed fees that she would like to address on the June 15, 2023 meeting. She expressed concern about the affordability of the expense involved when the County was the sole possible source of a given service. She indicated that she planned to discuss this further with Mr. Callahan.

Commissioner Mattare said he basically agreed with that point and that further discussion was needed.

No motion was required at this time. Chair Duncan said that if the Board was satisfied with the results of the June 15<sup>th</sup> meeting, the item could be published June 22, 2023.

**Status Update Pending Items (Discussion)**

Facilities Expansion

Chair Duncan said the next meeting would be scheduled in June, in which the CMGC (Construction Manager/General Contractor) would return to inform the Commissioners where other savings could be made.

Impact Fees

Commissioner Brooks reported that the letters had not yet been sent out to the cities.

Commissioner Mattare added that the letters would be sent this week.

Prosecuting Attorney's Office Immediate Space Needs

Chair Duncan said she had not received any updates on this. She stated that the Facilities Working Group would have a presentation ready on June 13, 2023.

- 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.

Assessor Kovacs inquired which side of the question raised in item 29 would be represented by County Legal.

Chair Duncan stated that any findings would be shared with the Assessor's Office.

Assessor Kovacs verbalized his conclusion that Legal would be representing the BOCC.

Commissioner Mattare said he would speak with the Treasurer and then bring the issue to Legal.

- J. Adjournment (Action):** Chair Duncan adjourned the meeting at 10:42 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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