

**Minutes of Meeting**  
**Business Meeting**  
**May 30, 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 Treasurer Steve Matheson, Clerk Jennifer Locke, Finance Director Brandi Falcon, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Tax Accounting Specialist Alicia Lynch, Elections Manager Asa Gray, Solid Waste (SW) Director John (JP) Phillips, Office of Emergency Management (OEM) Director Tiffany Westbrook, OEM Administrative Assistant Andrea Littlefield, Resource Management Office (RMO) Grants Manager Dorian Komberec, RMO Transit Program Manager Chad Ingle, KCSO Lieutenant Ryan Higgins, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Manager Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were North Idaho Fair General Manager Alexcia Jordan, Eide Bailly Representative Jody Doherty, Board of Community Guardians Chair David Levine and Kootenai County Residents Greg Bennett and John Padula. Mr. Ingle, Ms. Komberec and Ms. Doherty were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:02 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Deputy Finance Director Keith Taylor 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.*

There were no changes to the agenda.

- E. Approve Meeting Minutes (Action)**

05/02/2023	FY24 Budget – BOCC Departments
05/09/2023	Airport
05/11/2023	Justice Center Expansion
05/16/2023	Commissioners’ Status Update
05/16/2023	Business Meeting

Commissioner Bruce Mattare moved that the Board approve items 1 through 5, 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)**

Treasurer's Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 215685/  
MZZ34W253440  
Treasurer's Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 170685/  
MZZ06W01233B  
Treasurer's Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 141767/  
MSR000000170  
Treasurer's Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 331968/  
MZZ05W05123C  
Assessor Yield Tax Charge Correction  
Board of Canvassers – Consolidated Election – May 16, 2023  
Memorandum – Parks & Waterways Fee Allocation for Assessor Sale of Boat Launch  
Passes  
Cell Phone Stipend Request  
Human Resources PAF/SCF Report for 2023 PP12 Week 1  
BOCC Signatures for Indigent Cases: 5/18/2023 – 5/24/2023

Commissioner Brooks moved that the Board approve items 6 through 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 22, 2023 through May 26, 2023 in the amount of \$959,452.28, with \$3,582.80 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:**

**Bid – Award Bid #2023-04/Transport Hauling Services/Solid Waste (Action)**

Solid Waste (SW) Director John (JP) Phillips reminded those present that sealed bids had been received on May 23, 2023 for Transport Hauling Services. He stated that they had received bids from Northwest Industrial Services, LLC, CDA Transfer Services dba CDA Garbage and Big Sky Limited of Wyoming. He said that the bids had been reviewed and the one submitted by CDA Garbage had the lowest price, while meeting all requirements. He asked the Board to award the bid to them.

Commissioner Brooks moved that the Board award Bid #2023-04 for Transport Hauling Services for Solid Waste to CDA Transfer Services dba CDA Garbage. 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: Opioid Settlement – Direction on Spending & Acknowledgement of Change in Reporting Administrator/Auditor (Action)**

Staff Accountant – Grants Julina Hildreth requested the Board’s direction on the spending of the Opioid Settlement Funds. She stated that the Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield would be taking over management of the funds from BOCC Senior Business Analyst Nanci Plouffe.

Chair Duncan reported that the Jail had been keeping track of the amount they were spending on opioid treatment, which was about \$15,000 per month. She suggested that the Jail be considered first for reimbursement of those expenses, then to use the rest for Narcan and allowable expenses in the other public safety departments.

Commissioner Mattare asked if there would be any of the money put toward preventive services.

Chair Duncan stated that the County did not currently have a preventive program available.

Ms. Hildreth confirmed that this was not a grant, although they were tracking it the same way they would a grant, so the proper documentation could be produced, if needed.

Chair Duncan remarked that Juvenile Probation might be the best group to consider, in terms of preventive measures; they might be able to use it for part of their curriculum.

Chair Duncan thanked Ms. Plouffe for her five years of excellent service to the County and wished her well in her upcoming retirement.

Civil Deputy Prosecuting Attorney R. David Ferguson suggested that the item be brought to next week's Business Meeting as a Resolution.

It was generally agreed that BOCC staff would prepare the Resolution.

No motion was required at this time.

Chief Deputy Assessor Ben Crotinger entered the meeting at 2:09 p.m.

**3 Year Annual Financial Statement Audit Contract – FY2023 to FY2025/Eide Bailly/  
Auditor (Action)**

Deputy Finance Director Keith Taylor requested the Board's approval of a three year Annual Financial Statement Auditor Contract with Eide Bailly running from FY2023 through FY2025. He reported that a new manager would be assigned by Eide Bailly to ensure that a fresh look was given to all aspects of the County's finances. He provided the charges for the next three years, per the contract language. In response to a question from Commissioner Mattare, he provided the reasons why he felt this company was the best choice for the task.

Commissioner Mattare moved that the Board approve the three year Annual Financial Statement Audit Contract with Eide Bailly. 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.

**FY2023 Financial Audit Engagement Letter Approval, Eide Bailly/Eide Bailly/Auditor  
(Action)**

Mr. Taylor requested the Board's approval of the FY2023 Financial Audit Engagement Letter to Eide Bailly. He reported that the expense had been included in the FY24 Budget.

Commissioner Brooks moved that the Board approve the FY2023 Financial Audit Engagement Letter to Eide Bailly for the Auditor'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.

Mr. Crotinger, Mr. Taylor and Office of Emergency Management (OEM) Director Tiffany Westbrook exited the meeting at 2:15 p.m.

**Board Approval Request: Invoice Payment per Policy 930/May 16<sup>th</sup>, 2023 Consolidated Election/K&H Integrated Print Solutions/Election (Action)**

Elections Manager Asa Gray requested the Board's approval to make payment on an invoice, per Policy 930, to K&H Integrated Print Solutions for the May 16, 2023 Consolidated Election. He explained this amount of \$27,660.55 covered the cost of ballot printing, absentee ballot printing and mailing costs, plus the test ballots used for the logic and accuracy tests.

Commissioner Mattare moved that the Board approve payment of the Invoice for the May 16, 2023 Consolidated Election to K&H Integrated Print Solutions for \$27,660.55. 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.

**New Master Service Agreement & Statement of Work/Language Line Services, Inc./ 911 (Action)**

KCSO Lieutenant Ryan Higgins requested the Board's approval of a new Master Service Agreement and Statement of Work with Language Line Services, Inc. He explained that the company provided translation services for the 911 dispatchers as needed. He added that they had dropped their \$50 monthly fee and charges for minutes of service had also been reduced.

Commissioner Brooks moved that the Board approve the new Master Service Agreement and Statement of Work with Language Line Services, Inc. for 911. 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. Crotinger re-entered the meeting at 2:20 p.m.

**Board Approval Request: Accreditation Application Fees/Coroner (Action)**

Coroner Duke Johnson, M.D. requested the Board's approval to spend \$5,078 on accreditation application fees. He explained that possession of the accreditation would offer his department access to additional grants, plus other advantages. He indicated that his budget might be able to absorb the expense, but he could not be certain because there was no way to know how many autopsies would be needed.

Chair Duncan suggested that the Board make the Coroner's budget whole at the end of the fiscal year, if they find this caused him to overspend.

Commissioner Mattare moved that the Board approve the request for the Accreditation Application Fees for the Coroner’s Office in the amount of \$5,078 that the Board would make whole should it exceed their already established budget. 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.

Ms. Hildreth exited the meeting at 2:24 P.M.

**Grant Application/Kootenai County Public Transportation – Section 5307 – Fixed Route/Para Operations/Federal Transit Administration (FTA) \$1,129,554/In Kind Match \$816,326/Resource Management Office (Action)**

Resource Management Office (RMO) Transit Program Director Chad Ingle requested the Board’s approval to submit a Grant Application to the FTA (Federal Transit Administration) for Kootenai County Public Transportation, Section 5307, in the amount of \$1,129,554 with a match of \$816,326 required.

Commissioner Mattare pointed out that there was an unusually high match required and asked for additional information.

Mr. Ingle explained variation in funding percentages for different programs. He stated that a large portion of the match would be “in-kind.” He confirmed that his department was able to provide this match as required. He said he could provide the exact amount that represented tax dollars.

Commissioner Mattare indicated he would prefer to have the additional information before he made a decision on this request. Commissioner Brooks agreed.

Mr. Ingle said that delaying the request by one week would not present any difficulty. It was generally agreed that this item would be deferred to next week’s Business Meeting.

No motion was required at this time.

**Grant Application/Kootenai County Public Transportation – Section 5307 6283 – 2023 – 3 Automatic Data Processing Software/Federal Transit Administration (FTA) \$80,000/ In Kind Match \$20,000/Resource Management Office (Action)**

Mr. Ingle requested the Board’s approval to submit a Grant Application to the FTA for Kootenai County Public Transportation, Section 5307 6283-2023-3 for Automatic Data Processing Software in the amount of \$80,000, with a \$20,000 match required. He stated this would be used for their ITS (Intelligent Transport System).

Commissioner Brooks moved that the Board approve the Grant Application for Kootenai County Public Transportation, Section 5307 6283-2023-3 for Automatic Data Processing Software to the FTA in the amount of \$80,000, with an in kind match of \$20,000 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.

**RV Park Phase IV Construction/Change Order #4 - \$672.50/Stewart Contracting, Inc./Resource Management Office (Action)**

RMO Grant Manager Dorian Komberec requested the Board’s approval of Change Order #4 for the RV Park Phase IV Construction with Stewart Contracting, Inc. in the amount of \$672.50. She explained this represented the actual in-place quantities of materials, now that all of the project work was completed.

Commissioner Mattare moved that the Board approve RV Park Phase IV Construction Change Order #4, in the amount of \$672.50, with Stewart Contracting, 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.

Ms. Hildreth re-entered the meeting at 2:31 p.m.

**Board Approval Request: Retention Release/RV Park Construction – Phase IV/ \$18,788.83/Resource Management Office (Action)**

Ms. Komberec requested the Board’s approval for Retention Release for the RV Park Phase IV construction in the amount of \$18,788.83. She stated that once this amount was approved, the project could be closed out.

Commissioner Brooks moved that the Board approve the request for Retention Release for the RV Park Phase IV Construction in the amount of \$18,788.83, 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.

**Grant Application/Kootenai County Public Transportation Preventive Maintenance – Section 5307/Federal Transit Administration (FTA) \$80,000/In Kind Match \$20,000/Resource Management Office (Action)**

Mr. Ingle requested the Board’s approval to submit a Grant Application for Kootenai County Public Transportation Preventive Maintenance – Section 5307 to the FTA in the amount of \$80,000 with an in kind match of \$20,000 required.

Commissioner Mattare moved that the Board approve the submission of the Grant Application for the Kootenai County Public Transportation Preventive Maintenance – Section 5307 to the FTA in the amount of \$80,000, with an in kind match of \$20,000. 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.

**Board of Community Guardians – Case Management Agreement/Kootenai Health/BOCC (Action)**

Board of Community Guardians Chairman David Levine requested the Board’s approval of the Case Management Agreement with Kootenai Health. He said that Kootenai Health had requested a rate increase from \$44 per hour to \$52 per hour, which was still below market level for the services provided. He stated that the rate had not been increased since 2020 and would not be raised again for another three years.

Commissioner Brooks moved that the Board approve the Case Management Agreement with Kootenai Health for the Board of Community Guardians. 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 – 56/Sole Source Procurement Fighting Creek Landfill Plastic Sheeting/ Solid Waste (Action)**

Mr. Phillips requested the Board’s approval of Resolution 2023-56, for sole source procurement of plastic sheeting for the Fighting Creek Landfill. He explained that the 9.7 acres of sheeting was needed for storm water control and leachate minimization. He said the total price would be \$82,856 and SW had the funds to cover it in their FY23 Budget. He added that Legal had provided guidance on how to manage the sole source procurement.

Chair Duncan stated that if the Resolution was approved today, it would then be published and SW could make the purchase 14 days later. She asked Mr. Ferguson if the Board could approve the Resolution and the funding as well, so Mr. Phillips would not have to come back.

Mr. Ferguson said that approval of the funding was not included on the agenda, so that could not be done today.



Commissioner Mattare moved that the Board approve Resolution 2023-56, for sole source procurement of plastic sheeting for the Fighting Creek Landfill for 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.

North Idaho Fair General Manager Alexcia Jordan and Kootenai County Resident Greg Bennett exited the meeting at 2:37 p.m.

Staff Accountant – Grants Rae Ann Fritsche entered the meeting at 2:37 p.m.

Mr. Phillips exited the meeting at 2:38 p.m.

**Board Approval Request: Natural Resource Advisory Board Request Support Letter to Restoration Partnership Regarding Submitted Projects June 1, 2023 Deadline/BOCC (Action)**

Chair Duncan explained that the Restoration Partnership was accepting applications for projects for Basin cleanup. She noted that they did not give a great deal of time for it this year, so the Natural Resource Board was not able to get the BOCC the specific language that they wanted the Commissioners to support for their projects. Instead, she said that their Chair had suggested that the BOCC create a letter of support to extend the deadline beyond June 1, 2023.

It was generally agreed that this would be done. Mr. Ferguson confirmed that no motion was required today.

**Assessor Update (Discussion)**

Commissioner Mattare stated that this represented an update on any issues that had arisen for the Assessor's Office and whether they were on track for deadlines.

Assessor Bela Kovacs entered the meeting via teleconference at 2:42 p.m.

Mr. Crotinger reported that everything was on schedule at this time. He stated that the Assessment Notices would be sent on or before the deadline. He said that the new construction roll had been completed today and would be sent to the Auditor's Office by the end of the day. In response to a question from Commissioner Mattare, he provided additional details about the work required of the Assessor's Office by HB292.

Assessor Kovacs described the actions he has taken in relation to the State Tax Commission and HB292. He asked the Board to move ahead on the funding request made to them last week for the Reval Program.

Chair Duncan asked Finance Director Brandi Falcon whether there would be numbers available for tomorrow's Budget Meeting related to funding requests versus income.

Ms. Falcon confirmed that she would be able to provide data on the requests, but would not have a figure for new construction and only a very loose estimate of the URD (Urban Renewal District) figures.

Mr. Crotinger exited the meeting at 2:45 p.m.

**Status Update Pending Items (Discussion)**

Facilities Expansion

Chair Duncan said that a date had not yet been set for the next meeting, but it would be in June.

Impact Fees

Commissioner Brooks said he had signed the letter which would be sent to all the mayors, but he indicated there was some confusion about the attachment which would be sent with them.

Chair Duncan suggested that he check with BOCC Communications Coordinator Jonathan Gillham, who would have the latest attachment.

Prosecuting Attorney's Office Immediate Space Need

Chair Duncan said they had not received any further information on this item.

- 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 2:47 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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