

Minutes of Meeting
Business Meeting
June 13, 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 Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Specialized Appraisal Manager Janice Ball, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, Solid Waste (SW) Director John (JP) Phillips, Interim Airport Director Phil Cummings, Airport Operations Supervisor/Duty Manager Gaston Patterson, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Finance Director Brandi Falcon, Staff Accountant – Grants Julina Hildreth, Civil Deputy Prosecuting Attorney Jamila Holmes, Resource Management Office (RMO) Grants Manager Dorian Komberec, Juvenile Diversion Supervisor Douglas Hall, KCSO Jail Sergeant Chris Boots, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Ardurra Representative Corrie Esvelt-Siefford and Kootenai County Resident John Padula. Ms. Komberec was 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:** Auditor’s Office Staff Accountant – Grants Julina Hildreth 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)**
 - 05/16/2023 Business Meeting
 - 05/18/2023 Human Resources
 - 05/24/2023 Business Meeting
 - 05/25/2023 Community Development
 - 05/25/2023 County Board of Canvassers: Elections
 - 05/25/2023 Parks & Waterways
 - 05/30/2023 Business Meeting

Commissioner Bruce Mattare moved that the Board approve items one through seven, 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)

2023 Juneteenth/Day after Thanksgiving Holidays
Resolution 2023-42 Second Amended Waterways Restricted Zone Designation
Amending and Superseding Resolution 2021-63
Hayden Area Regional Sewer Board (HARSB) Payment Approval Forms: Trindera (Century West); Panhandle Area Council; J-U-B Engineering; Woodhawk Controls LLC; Taurus Power & Controls, Inc.; Aqua Engineering; Rogers Machinery; Platt Electric; Citibank Costco; Five-13 Consulting; Harrington Plastics; TML Construction
Human Resources PAF/SCF Report for 2023 PP13 Week 1
BOCC Signatures for Indigent Cases: 06/01/2023 – 06/07/2023

Commissioner Brooks moved that the Board approve items eight through twelve 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 June 5, 2023 through June 9, 2023 in the amount of \$1,540,072.14, with no 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:

Financial/Budget: Purchase Approval for Landfill Plastic Sheeting/Solid Waste (Action)

Solid Waste (SW) Director John Phillips requested the Board's approval for the purchase of Dura Skim plastic sheeting for the landfill. He noted that this transaction was a sole source procurement and a notice had been published fourteen days prior, per Resolution 2023-56. He said the cost had been \$82,856 and it had been included in the SW Budget.

Commissioner Brooks moved that the Board approve the purchase for Landfill plastic sheeting for Solid Waste, in the amount of \$82,856. 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.

Solid Waste Transport Services Agreement/Coeur d’Alene Transfer Services, LLC/Solid Waste (Action)

Mr. Phillips requested the Board’s approval of the SW Transport Services Agreement, with Coeur d’Alene Transfer Services LLC dba Coeur d’Alene Garbage. He explained this was for movement of waste from the transfer stations to the landfill. He reported that they had the lowest qualifying bid.

Commissioner Mattare moved that the Board enter into the Solid Waste Transport Services Agreement, as outlined, with Coeur d’Alene Transfer Services, 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.

Financial/Budget: Purchase Approval Sprinkler System Repair Project/Solid Waste (Action)

Mr. Phillips requested the Board’s approval of the contract for the Sprinkler System Repair Project on the floor of the main transfer station building at Ramsey. He said that they had experienced several leaks in the fire suppression system recently and it had been determined that the lateral lines were in need of repair. He reported that they had sought quotes and that A&D Fire had supplied the lowest at \$69,301. He stated that they had enough in their Capital Improvement Fund to cover the cost.

Commissioner Brooks moved that the Board approve the request to proceed with the Sprinkler System Repair Project for Solid Waste, in the amount of \$69,301. 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. Phillips exited the meeting at 2:05 p.m.

Board Approval Request: Riverstone Transit Center (RTC) Change Orders 003 & 004/Idaho Stage Construction/Resource Management Office (Action)

Resource Management Office (RMO) Grants Manager Dorian Komberec requested the Board’s approval of Change Orders 003 and 004 in the amount of \$3,961.05.

Commissioner Mattare moved that the Board approve the Riverstone Transit Center Change Orders 003 and 004 with Idaho Stage Construction. 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: Riverstone Transit Center (RTC) Phase II Certificate of Substantial Completion/Idaho Stage Construction/Resource Management Office (Action)

Ms. Komberec requested the Board's approval of the Phase II Certificate of Substantial Completion for the Riverstone Transit Center.

Commissioner Brooks moved that the Board approve the Riverstone Transit Center Phase II Certificate of Substantial Completion, with Idaho State Construction 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 Closeout # RV22-1-28-1/Kootenai County Fairgrounds RV Park Phase IV/Idaho Department of Parks and Recreation (IDPR) \$470,419.31/Cash Match North Idaho Fair Board \$24,758.91/Resource Management Office (Action)

Ms. Komberec requested the Board's approval of a Grant Closeout, #RV22-1-28-1, for the Kootenai County Fairgrounds RV Park Phase IV, with the Idaho Department of Parks and Recreation.

Commissioner Mattare moved that the Board approve the Grant Closeout, #RV22-1-28-1, for the Kootenai County Fairgrounds RV Park Phase IV with the Idaho Department of Parks and Recreation for \$470,419.31, with a cash match from the North Idaho Fair Board of \$24,758.91. 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 Award/SFY24 Substance Use Prevention, Treatment, Recovery Services Block Grant/Idaho Office of Drug Policy \$6,302.89/No Match Requirement/Juvenile Diversion (Action)

Juvenile Diversion Supervisor Douglas Hall requested the Board's approval to accept a grant award, the SFY24 Substance Use Prevention, Treatment and Recovery Services Block Grant from the Idaho Office of Drug Policy, in the amount of \$6,302.89, with no match required.

Commissioner Brooks moved that the Board approve the acceptance of a grant award, the SFY24 Substance Use Prevention, Treatment and Recovery Services Block Grant from the Idaho Office of Drug Policy in the amount of \$6,302.89, 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.

**Board Approval Request: Advanced Payment to Ironman Safe Company/Sheriff
(Action)**

KCSO Jail Sergeant Chris Boots requested the Board’s approval of an advance payment to be made to Ironman Safe Company for the purchase of an explosives containment safe for munitions storage. He explained that the company requested a \$2,000 down payment.

Chair Duncan asked if Legal had been consulted.

Sergeant Boots stated that Legal had not been consulted.

Chair Duncan asked Civil Deputy Prosecuting Attorney Jamila Holmes whether any additional documentation would be required before the Board could proceed with the request.

Ms. Holms indicated that she had not reviewed this, but that she felt that the Board was always empowered to make these sorts of financial decisions on an administrative basis.

Finance Director Brandi Falcon confirmed that the Auditor’s Office did not require any additional documentation.

Commissioner Brooks moved that the Board approve the advanced payment to Ironman Safe Company, in the amount of \$2,000, for 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.

**Vault Toilet Pumping Contract/Little Stinker Septic Service, Inc./Parks & Waterways
(Action)**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board’s approval of a Vault Toilet Pumping Contract with Little Stinker Septic Service, Inc. He stated that Ms. Holmes had reviewed the contract.

Commissioner Mattare moved that the Board approve the Vault Toilet Pumping Contract with Little Stinker Septic Service, Inc. for Parks and Waterways. 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: PlanSource Contract Termination Notice/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested the Board's approval for a Termination Notice for the PlanSource Contract. She explained that PlanSource was the County's benefits platform and, due to increased cost, slow response time and diminished service levels, she recommended a change to another service. She said HR intended to begin using Employee Navigator through Alliant or possibly through Aflac. She said the PlanSource Contract would end September 17, 2023, if the Board agreed.

Commissioner Brooks moved that the Board approve the PlanSource Contract Termination Notice, as requested by Human Resources. 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 Award # 3-16-0010-058-2023/Phase 2 – Construction: Rehab Rwy 6/24 including Lighting, REILS, Airfield Signs; Twy B-3/Federal Aviation Administration (FAA) \$4,644,130/Cash Match Fund 30 \$387,010.83 Max/Airport (Action)

Ardurra Representative Corrie Esvelt-Siegford explained that the FAA grant represented reimbursement for construction administration services, for 90% grant funding of these projects. She confirmed that they expected a State match of between 2% and 5%, which would reduce the cash match required from the County. She outlined the next steps to be taken in the project.

Commissioner Mattare moved that the Board accept the Grant Award, #3-16-0010-058-2023 for Phase 2 construction: rehab of Runway 6/24, including lighting, REILS and airfield signs and of Taxiway B-3 with the FAA. 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. Esvelt-Siegford exited the meeting at 2:18 p.m.

CoStar Contract Update/Renewal/CoStar/Assessor (Action)

Assessor’s Office Specialized Appraisal Manager Janice Ball requested the Board’s approval of renewal of their contract with CoStar. She said they used CoStar as a source of commercial sales data. She explained advantages presented by the service, despite an increase in price from \$391 per month to \$600 per month.

Commissioner Brooks moved that the Board approve the CoStar Contract Update and Renewal as requested by the Assessor’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.

Interim Airport Director Phil Cummings and Airport Operations Supervisor/Duty Manager Gaston Patterson exited the meeting at 2:20 p.m.

CoStar Contract Update/Renewal Addendum/CoStar/Assessor (Action)

Ms. Ball explained this item was related to the previous one, an addendum recommended by Legal which would add a 30 day no-fault termination clause to protect the County. She said they also adjusted the contract language to conform to requirements in the State of Idaho.

Commissioner Mattare moved that the Board approve the CoStar Contract Update/Renewal Addendum. 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: Cost Estimate/Longwell Trapp/Sheriff’s Office Relocation/BOCC (Action)

Chair Duncan reported that Longwell Trapp Representative Cory Trapp had worked with the Sheriff’s Office to collect the data needed by the BOCC to make a decision about the proposed relocation. She said the estimated price would be between \$3,500 and \$6,000.

Commissioner Brooks moved that the Board approve the request related to a cost estimate from Longwell Trap regarding the Sheriff’s Office Relocation. 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 there was nothing new to report on this; there was still a meeting planned for June 26, 2023.

Impact Fees

Commissioner Brooks said he had not yet heard anything on this and he would look into it.

Prosecuting Attorney Office Immediate Space Need

Chair Duncan said there was no new information on this item.

Jail Pods

Chair Duncan said she had added this to the list of pending items.

Commissioner Brooks said that these were needed by the Sheriff's Office and they should be done, if the money could be found.

Chair Duncan confirmed that an estimate had been received, in the amount of about \$7.2 million.

- 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.

Ms. Falcon asked the Board to specify the funding source for item 27, the Longwell Trapp estimate.

Chair Duncan stated that KCSO Maintenance Supervisor Tom Reed had said that there was money for this in the Jail Maintenance Budget.

- J. Adjournment (Action):** Chair Duncan adjourned the meeting at 2:24 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk