

Minutes of Meeting
Business Meeting
June 27, 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 Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Finance Director Brandi Falcon, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julia Hildreth, Elections Manager Asa Gray, Assessor Bela Kovacs, Chief Deputy Assessor Ben Crotinger, Vehicle License Manager Anna Frohboese, Interim Airport Director Phil Cummings, Human Resources (HR) Director Sylvia Proud, Office of Emergency Management (OEM) Director Tiffany Westbrook, Resource Management Office (RMO) Director Jody Bieze, RMO Transit Program Manager Chad Ingle, RMO Grants Technician Kaitlin Smith, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Ardurra Representative Corrie Esvelt-Siegeford. Ms. Bieze, Ms. Westbrook, Mr. Ingle and Ms. Smith 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:** 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)**

05/31/2023	Budget Deliberations
06/01/2023	Human Resources
06/01/2023	FY24 Budget – Elected Officials
06/02/2023	FY24 Budget – Elected Officials
06/05/2023	FY24 Budget – District Court
06/05/2023	Business Meeting
06/09/2023	FY24 Budget Deliberations
06/13/2023	Idaho Fish & Game
06/13/2023	Business Meeting
06/15/2023	Community Development
06/15/2023	Human Resources
06/15/2023	North Idaho Fair Board Quarterly Update
06/21/2023	Executive Session §74-206(1)(f)

Commissioner Bruce Mattare moved that the Board approve items 1 through 13, 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 Adjustment to Tax – Valuation
Assessor Adjustment to Tax - Valuation
Assessor Adjustment to Tax – Valuation
Acceptance of Hayden Area Sewer Board (HARSB) Dried Bio Solids
Kennel License Renewal/Varbero/White Lightning
Kennel License Renewal/McNeill/The Barking Lot
Human Resources PAF/SCF Report for 2023 PP14 Week 1
BOCC Signatures for Indigent Cases: 06/15/2023 – 06/21/2023

Commissioner Brooks moved that the Board approve items 14 through 21 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 19, 2023 through June 23, 2023 in the amount of \$586,029.59, with \$1,952.29 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:

Resolution 2023-58/Public Hearing: DMV Admin Fees (Title & Registration)/Assessor – Vehicle License (DMV) (Action)

Assessor Bela Kovacs asked the Board’s approval of Resolution 2023-58, to amend some of the DMV (Department of Motor Vehicles) fees. He indicated that a House Bill had affected some of the requirements. He said that the Auditor’s Office had conducted an analysis and had recommended the adjustments as requested. He stated that the necessary advertisements prior to the public hearing had been done.

Commissioner Mattare asked Assessor Kovacs to provide details on the edits to the Resolution he had referenced. Assessor Kovacs complied.

Chair Duncan asked if the Board could approve the fee amounts today but review the wording of the Resolution at a later time. There followed substantial discussion of the details of the edits.

Civil Deputy Prosecuting Attorney R. David Ferguson indicated that, if changes were made to the Resolution, the process of public notification and public hearing would need to be repeated.

Assessor Kovacs pointed out that additional advertising costs would be incurred if this were to be required.

Vehicle License Manager Anna Frohboese commented that there would also need to be additional notification to constituents that changes were in process.

Mr. Ferguson said that he did not think that a line by line review of the Resolution was appropriate at this point.

Assessor Kovacs stated that he would provide the drafts of the Resolution, with Mr. Ferguson's comments and the edits, to the Commissioners.

Chair Duncan asked if continuing the public hearing to next week would remove the need for additional advertisement and notification.

Mr. Ferguson said that was not typical procedure. He said he felt the notice would still have to be published again.

Chair Duncan suggested that, if a correction was found to be needed to the Resolution, a new one could be done, with the appropriate notifications made as needed.

Chair Duncan called for public testimony.

No members of the public offered testimony.

Commissioner Brooks moved that the Board enter into Deliberations. 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.

Commissioner Mattare moved that the Board approve Resolution 2023-58, for the DMV Administrative Fees for Title and Registration. 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. Frohboese exited the meeting at 2:16 p.m.

DebtBook Lease Accounting Software Subscription – 3 YR License Agreement Renewal: August 2023 to September 2026/DEBTBOOK/Auditor (Action)

Mr. Taylor requested the Board’s approval of the three year license agreement renewal for the DebtBook Lease Accounting Software Subscription. He noted the renewal would run from August 2023 through September 2026. He explained that the Auditor’s Office had started using this program last summer to enable a new reporting requirement for the County’s leases. He stated that another new reporting requirement had been put in place this year, for which DebtBook would also be needed.

Mr. Taylor said the cost for the current year contract was \$22,800 through September 2023 and FY2024’s cost would be \$25,000. He noted that Year 2, FY2025, would be \$26,500 and Year 3, FY2026, would be \$30,000.

Commissioner Brooks moved that the Board approve the DebtBook Lease Accounting Software Subscription three year license agreement renewal from August 2023 to September 2026. 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.

Renew Commercial Credit Card Service Program (aka “BofA P-Card Program”)/Bank of America/Auditor (Action)

Mr. Taylor requested the Board’s approval for the renewal of the Commercial Credit Card Service Program. He remarked this item did not cost the County anything. He explained that this program represented their “P” card (Purchase card) and would offer rebates to the County.

Commissioner Mattare moved that the Board renew the Bank of America commercial credit card service program. 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.

Finance Director Brandi Falcon exited the meeting at 2:23 p.m.

Grant Application/FY24 WSFM Northern Timber/Idaho Department of Lands (IDL) \$240,000/In-Kind Match Local Fire District, Kootenai County \$24,000/Office of Emergency Management (Action)

Office of Emergency Management (OEM) Director Tiffany Westbrook requested the Board's approval of a grant application for the FY24 WSFM (Western States Fire Management) from the Idaho Department of Lands (IDL) in the amount of \$240,000, with an in-kind match of \$24,000 from the local fire district and property owners.

Commissioner Brooks moved that the Board approve the grant application FY24 WSFM Northern Timber/Idaho Department of Lands for \$240,000, with an in-kind match from the local Fire District, Kootenai County at \$24,000 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.

Amendment to Agreement – Kootenai County JDC HVAC Replacement/Apollo Mechanical Contractors/Resource Management Office (Action)

Resource Management Office (RMO) Grants Technician Kaitlin Smith requested the Board's approval of an Amendment to an Agreement for the Kootenai County JDC (Juvenile Detention Center) HVAC replacement with Apollo Mechanical Contractors. She stated that the amendment was administrative only; it did not change the contract amount or the work to be performed. She read the amendment into the record.

Commissioner Mattare moved that the Board approve the Amendment to the Agreement for the Kootenai County JDC HVAC Replacement with Apollo Mechanical Contractors. 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.

Maintenance Agreement Environmental Systems Riverstone Transit Center/Apollo Mechanical/Resource Management Office (Action)

RMO Transit Program Manager Chad Ingle requested the Board's approval of a Maintenance Agreement for the Environmental Systems at the Riverstone Transit Center with Apollo Mechanical. He said this was for preventive maintenance, testing and inspection services for the Riverstone Transit Center's HVAC. He stated that the agreement was for 1 year, at a rate of \$493 per quarter.

Commissioner Brooks moved that the Board approve the Maintenance Agreement for the Environmental Systems at the Riverstone Transit Center with Apollo Mechanical 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.

In response to a question from Chair Duncan, Mr. Ingle confirmed that this would be paid for from FTA (Federal Transit Agency) funds.

2023-2024 Agreement Amendment/Area Agency on Aging/Resource Management Office (Action)

Mr. Ingle requested that Board's approval of the 2023 – 2024 Amendment to the Agreement with the Area Agency on Aging. He explained this was related to providing matching funds for the FTA 5310 Ring a Ride Program and that the Agency was reducing their reimbursement amount.

Commissioner Mattare moved that the Board approve the Ring a Ride Amendment for 2023-2024 to the Agreement with the Area Agency on Aging. 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: 19HFR1/21HFR1 Bid Acceptance Hazard Wildland Fuels Treatment/Office of Emergency Mgmt (Action)

RMO Director Jody Bieze requested the Board's approval to accept a bid for Hazard Wildland Fuels Treatment within four project areas. She listed the areas: Tottens Pond (13 acres) with the lowest responsive bidder being Park it Out for \$50,700; East Hayden Lake (3 acres) with the lowest responsive bidder being The American Firefighter Company for \$4,500; English Point (21.7 acres) with the lowest responsive bidder being Majestic View Forestry for \$28,210 and Henry Point (40 acres) with the lowest responsive bidder being Majestic View Forestry for \$52,000

Commissioner Brooks moved that the Board approve the request 19HFR1/21HFR1 Bid Acceptance for Hazard Wildland Fuels Treatment for RMO, as listed. 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 Amendment # 3-16-0010-057-2023/Grant Amendment/Increase Awarded Amount for SRE Building/Federal Aviation Administration (FAA) \$27,200/No Match Requirement/Airport (Action)

Ardurra Representative Corrie Esvelt-Siegford requested the Board's approval of a Grant Amendment, #3-16-0010-057-2023, to increase the awarded amount for the SRE (Snow Removal Equipment) Building. She reported that the original grant was awarded in FY22 and the actual amount funded was \$327,778, but the total cost of the three schedules included in the bid was \$358,000. She stated that they were asking the FAA (Federal Aviation Administration) for 90% of the difference of \$29,222, or \$26,300.

Chair Duncan pointed out an error in the numbers, which read as \$27,200 on the submitted paperwork. She said she would double-check the numbers on the documents before she signed them.

Staff Accountant – Grants Julina Hildreth asked whether the State would be contributing 5% toward the amended amount.

Ms. Esvelt-Siegford said that they believe that was planned. She confirmed that the County would be receiving an amendment from the State as well.

Commissioner Mattare moved that the Board approve the Grant Amendment #3-16-0010-057-2023 to increase the awarded amount for the SRE Building from the FAA to \$27,200, with no additional 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.

Construction Contract for AIP 058 Runway 6/24 Rehab & Construct Taxiway B3/Poe Asphalt Paving, Inc./Airport (Action)

Interim Airport Director Phil Cummings requested the Board's approval of a Construction Contract with Poe Asphalt Paving, Inc.

Ms. Esvelt-Siegford stated that the contract amount was \$4,744,444, funded by a current grant previously approved by the Commissioners. She added that 90% of the total cost would be covered by the grant.

Commissioner Brooks moved that the Board approve the Construction Contract for AIP 058 Runway 6/24 Rehab and Construction of Taxiway B3 with Poe Asphalt Paving, Inc. 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.

Ms. Esvelt-Sieford and Mr. Cummings exited the meeting at 2:36 p.m.

KCSO Lieutenant Ryan Higgins entered the meeting at 2:36 p.m.

Approval of (III-A) Joint Powers Agreement/Idaho Independent Intergovernmental Authority/Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested the Board’s approval of a Joint Powers Agreement with the Idaho Independent Intergovernmental Authority. She explained this represented a mental health program similar to EAP (Employee Assistance Program) for sworn officers. She said the cost would be \$15 per month, per employee and, with about 200 employees at KCSO, would result in an annual expense of about \$36,000.

Commissioner Mattare moved that the Board approve the (III-A) Joint Powers Agreement with Idaho Independent Intergovernmental Authority 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.

Approval of (III-A) Participation Agreement/Idaho Independent Intergovernmental Authority/Human Resources (Action)

Ms. Proud asked the Board to approve the Participation Agreement related to the previous item. She said the County would need to commit to at least a 1 year term of service, plus the rest of this fiscal year. She noted that the cost for the rest of FY23 would be about \$9,000.

Commissioner Mattare suggested that the Board be kept informed next year regarding the success of the program.

Commissioner Brooks moved that the Board approve the (III-A) Participation Agreement with the Idaho Independent Intergovernmental Authority. 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: Aquifer Protection District Independent Contractor Agreement/Alta Science & Engineering, Inc./BOCC (Action)

Chair Duncan commented that no representatives of the Aquifer Protection District were present. She explained that this request involved the scope of work for the District to look at the different aquifer recharge areas, in an ongoing effort also involving DEQ (Department of Environmental Quality).

Commissioner Mattare moved that the Board approve the Aquifer Protection District Independent Contractor Agreement with Alta Science & Engineering, 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.

Resolution 2023-59/Sale of Surplus Vehicles/Prosecuting Attorney/Civil (Action)

Prosecutor Stanley Mortensen requested the Board's approval of Resolution 2023-59, for the sale of surplus vehicles for his department. He listed the vehicles: 1998 Lincoln Continental, 1998 Chevy Tahoe, 1998 Dodge Ram, 2006 Ford Explorer and a 2011 BMW 328i.

Chair Duncan confirmed that these vehicles would be sent to auction.

Commissioner Brooks moved that the Board approve Resolution 2023-59, for the sale of surplus vehicles for the Prosecuting Attorney'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.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan commented that a meeting had been held on this project yesterday and that things seemed to be going well. She reminded those present that a three stage process had been approved, in the interest of reducing costs.

Impact Fees

Commissioner Brooks reported that he had received no response from the city mayors on the letters sent out.

Prosecuting Attorney's Office Immediate Space Need

Prosecutor Mortensen described their efforts to rework their front lobby to provide additional space. He said they had not yet received an estimate on the total cost from Buildings & Grounds (B&G).

Jail Pods

Commissioner Brooks indicated that this project would be dependent on the result of the Budget Deliberations.

Chair Duncan said that she thought that they were working on the RFQ (Request for Qualifications) now. She suggested that Commissioner Brooks check with KCSO Captain Jeremy Hyle for an update on that.

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 2:44 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk