

Minutes of Meeting
Business Meeting
July 5, 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 Human Resources (HR) Director Sylvia Proud, HR Generalist – Recruiting Zachary Newkirk, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Community Development Director David Callahan, Resource Management Office (RMO) Transit Program Manager Chad Ingle, KCSO 911 Communication Services Administrator Collin McRoy, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Ardurra Representative Corrie Esvelt-Siegford. Mr. Ingle 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:** KCSO Communication Services Administrator Collin McRoy 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)**

06/13/2023	Commissioners' Status Update
06/22/2023	Community Development
06/27/2023	Executive Session §74-206(1)(f) & (1)(b)

Commissioner Bruce Mattare moved that the Board approve items 1 through 3, 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 Valuation Amendment
Assessor Valuation Amendment
Assessor Valuation Amendment
Human Resources PAF/SCF Report for 2023 PP14 Week 2

Commissioner Mattare moved that the Board approve items 4 through 8 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 Mattare moved that the Board accept the Payables List for the week of June 26, 2023 through June 30, 2023 in the amount of \$660,140.22, with \$4,249.53 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:

Quote Approval for Contract Update/Everbridge/911 (Action)

Mr. McRoy requested the Board's approval of the proposed update to their Everbridge contract. He explained that Everbridge had a new module, Public Communications Advanced, they would like to add. He said the cost would be \$7,300 per year, prorated for the later start date this year. He noted that this was not currently included in their Budget but could be covered from the 124 Restricted Fund for FY23. He said that the contract renewal date would be April 2024 and described the impact on their FY24 Budget request.

Commissioner Brooks moved that the Board approve the quote for the contract update with Everbridge 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. McRoy exited the meeting at 2:06 p.m.

BeforeTheMovie – Advertising Agreement/BeforeTheMovie/Human Resources (Action)

Human Resources (HR) Generalist – Recruitment Zachary Newkirk requested the Board’s approval to sign an advertising contract with BeforeTheMovie. He explained this would allow 30 second pre-movie advertisements for Kootenai County career opportunities to be played at Hayden Cinema for three months. He stated that the contract included the production of the 30 second video which would be used.

Commissioner Mattare asked if HR had any way of tracking the efficiency of this method.

Mr. Newkirk said that it would be very difficult to track. He remarked that they could include a QR code for viewers to scan.

Commissioner Mattare remarked that it was easy to spend money on advertising, but they should keep focused on the results of various efforts.

Mr. Newkirk, in response to a question from Commissioner Brooks, said that the cost was about \$2,154 and would run from August 25 through November 25, 2023.

Commissioner Mattare moved that the Board approve the BeforeTheMovie advertising agreement as presented by HR. 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 Transaction Management Trading Partner Information/Regence/Human Resources (Action)

HR Director Sylvia Proud explained that the County was transitioning from Plan Source with Regence to Employee Navigator with Aflac and this agreement would allow Regence and Aflac to cooperate on the electronic data interchange required. She confirmed that there was no cost associated with this.

Commissioner Brooks moved that the Board approve the Transaction Management Trading Partner Information with Regence for HR. 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 Agreement # C2373KC/FTA 5310 Small Urban Funding Agreement Demand Response Vehicle/Federal Transit Administration (FTA) \$124,000/Cash and In Kind Match Public Transportation Partners/Kootenai County \$31,000/Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board's approval of a grant agreement related to the purchase of a Demand Response Paratransit Vehicle, in the amount of \$124,000, with a match in cash and in-kind of \$31,000. He said the agreement had been approved by Legal.

Commissioner Mattare moved that the Board approve the Grant Agreement # C2373KC with the FTA 5310 Small Urban Funding Agreement for Demand Response Vehicles, with the FTA for \$124,000 with a cash and in-kind match from the Public Transportation Partners and Kootenai County in the amount of \$31,000. 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.

Grant Agreement # C2373K2/FTA 5310 Small Urban Funding Agreement Demand Response Vehicle/Federal Transit Administration (FTA) \$170,000/Cash and/or In Kind Match Local Transportation Partners/Kootenai County \$35,000/Resource Management Office (Action)

Mr. Ingle requested the Board's approval of another grant agreement related to the purchase of a Demand Response Paratransit Vehicle. He noted that the agenda item included an error in the matching funds amount; it should be \$42,500.

Civil Deputy Prosecuting Attorney R. David Ferguson indicated that the error on the agenda did not present a problem, since the supporting documents had the correct amount.

Commissioner Brooks moved that the Board approve Grant Agreement # C2373K2/FTA 5310 Small Urban Funding Agreement for Demand Response Vehicle with the Federal Transit Administration in the amount of \$170,000 with cash and/or in-kind match from the Local Transportation Partners and Kootenai County in the amount of \$42,500. 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 Agreement # C2376KC/FTA 5339 Small Urban Funding Agreement Paratransit Vehicles/Federal Transit Administration (FTA) \$220,706/Cash and In Kind Match Public Transportation Partners/Kootenai County \$55,000/Resource Management Office (Action)

Mr. Ingle requested the Board's approval of a grant agreement for a Paratransit Vehicle. He noted that there was also a slight error in the matching funds amount on this item also; it should be listed as \$55,177.

Commissioner Mattare moved that the Board approve Grant Agreement # C2376KC/FTA 5339 Small Urban Funding Agreement for Paratransit Vehicles with the amount from FTA of \$220,706 and the cash and in-kind match from Public Transportation Partners and Kootenai County in the amount of \$55,177. 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 Agreement # C2379KC/FTA 5339 Statewide Bus & Bus Facilities Program/
Federal Transit Administration (FTA) \$475,000/Cash and/or In Kind Match Local
Transportation Partners/Kootenai County \$115,000/Resource Management Office
(Action)**

Mr. Ingle requested the Board's approval of a Grant Agreement for purchase of Demand Response Vehicles with FTA Funds. He pointed out that the cash and/or in-kind match amount should read \$118,750. He added that the agreement had also been reviewed and approved by Legal.

In response to a question from Commissioner Brooks, Mr. Ingle said this grant was for the purchase of four buses, while the others were for purchases of single buses. He explained the reason three of the four items needed corrections on the matching funds amounts.

Commissioner Brooks moved that the Board approve Grant Agreement # C2379KC/FTA 5339 Statewide Bus & Bus Facilities Program for the FTA in the amount of \$475,000, with a cash and/or in-kind match from Local Transportation Partners/Kootenai County in the amount of \$118,750. 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 Agreement # 3-16-0010-059-2023/TWY N/H/G/L/Aircraft Parking Apron –
Pavement Maintenance/Federal Aviation Administration (FAA) \$325,252/Cash Match
Fund 30 \$27,104.33 Max (7.5%)/Airport (Action)**

Ardurra Representative Corrie Esvelt-Siegford requested the Board's approval of a grant agreement related to Taxiways N, H, G, and L, plus the Aircraft parking apron pavement maintenance. She stated that the FAA grant would provide 90% of the funds, \$325,252, and the State of Idaho would offer at least 2.5% of the project total, leaving a maximum of 7.5%, or \$27,104.33 to come from the County.

Commissioner Mattare moved that the Board approve Grant Agreement # 3-16-0010-059-2023 for Taxiways N, H, G, and L and the Aircraft Parking Apron, for pavement maintenance, from the FAA in the amount of \$325,252 and a cash match from Fund 30 of \$27,104.33. 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 2:20 p.m.

Termination of Ground Lease AAL-2011-800 County T-Hangar #2/Lee Hannibal/Airport (Action)

Chair Duncan noted that no representative of the Airport was present for items 18 and 19.

Mr. Ferguson said that, unless the Commissioners had any questions about the two items, it would be acceptable to proceed with them.

Commissioner Brooks moved that the Board approve the termination of Ground Lease AAL-2011-800, County T-Hangar, for Lee Hannibal, at 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.

Development and Ground Lease AAL-2022-2100 Hangar Development/CSI Flight Services LLC/Airport (Action)

Chair Duncan remarked that they would proceed with this item in the same way as the previous one. She said the lease amount was \$4,363.40, to be paid monthly.

Commissioner Mattare moved that the Board approve the Development and Ground Lease AAL-2022-2100 for Hangar Development with CSI Flight 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.

Resolution 2023-60/Sign Community Development Fee Schedule/Community Development (Action)

Community Development Director David Callahan asked the Board to approve Resolution 2023-60, for changes in the Community Development Fee Schedule.

Commissioner Brooks moved that the Board approve Resolution 2023-60, to sign the Community Development Fee Schedule for Community Development. 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. Callahan exited the meeting at 2:24 p.m.

Resolution 2023-61/FFY2023 Title III Funds/Election for National Forest Related Safety Net Payments/Auditor (Action)

Staff Accountant – Grants Julina Hildreth requested the Board’s approval of Resolution 2023-61.

Ms. Hildreth also asked for direction from the Board regarding SRS (Secure Rural Schools Act) funding. She explained that last year was the first year since 2013 that the County could choose to change the percentage of Title 3 and Title 2 funds. She said the County could choose between the 1908 Act funds and SRS funding. She explained the difference between the 1908 Act funds and the SRS funds.

Chair Duncan said that she felt they should use SRS funds. No objection was voiced.

Commissioner Mattare moved that the Board approve Resolution 2023-61 for FFY2023 Title III Funds Election for National Forest Related Safety Net 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.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan stated that the Working Group would meet again on July 17, 2023.

Impact Fees

Commissioner Brooks reported that one of the mayors was hesitant to commit to the impact fees. He said he and KCSO Sheriff Robert Norris would meet with that mayor next week.

Commissioner Mattare offered suggestions on ways to encourage the mayors to respond.

Chair Duncan suggested that Mr. Callahan might have a form that could be sent to the mayors in an attempt to get some commitment on the issue.

Prosecuting Attorney’s Office Immediate Space Needs

Chair Duncan said she had not received any additional information on this.

Jail Pods

Commissioner Brooks stated he was still waiting to see numbers for this project.

Chair Duncan said that KCSO Captain Jeremy Hyle would probably know what stage the RFQ (Request for Qualifications) process had reached.

- 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 2:33 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk