

**Minutes of Meeting  
Buildings & Grounds  
July 13, 2021  
10:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Also present were McKinstry Co. Senior Accounting Executive and Project Director Jack Knudsen and INW Program Management Lead Casey McGourin.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 10:33 a.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business (Discussion):**

**Admin Campus Heating, Ventilation, and Air Conditioning (HVAC) Plan Presentation by McKinstry Co.**

McKinstry Co. Senior Accounting Executive and Project Director Jack Knudsen and INW Program Management Lead Casey McGourin introduced themselves.

Mr. Knudsen provided the Commissioners with copies of his presentation and offered a brief overview of what he intended to cover. He said that his company had become known to Buildings & Grounds (B&G) Operations Manager Greg Manley and Maintenance Supervisor Tom Reed through prior service calls and had then begun talking about ways their company could renovate the County's systems and possibly save the County money.

Mr. Knudsen described the types of services his company could provide. He explained that their first step would be a facility assessment, to examine possible renovations and to address safety, security and performance issues. He said they could provide systems that were more efficient and had lower maintenance costs in the future. He stated they had a number of funding alternatives to allow more accurate budgeting. He noted that his company was familiar with a number of different grant opportunities that could be used.

Commissioner Leslie Duncan stated that the Board was planning on using ARPA (American Rescue Plan Act) funds in this project. She said the Commissioners would have to wait until September, when the final version of the ARPA regulations was released, before they could complete financial planning.

Mr. McGourin explained the differences between their recommended procedures of design-build versus the traditional design-bid-build process and listed its advantages.

Commissioner Duncan commented that McKinstry Co. offered the chance to piggyback on existing state contracts, thereby decreasing costs.

Mr. Knudsen explained their bidding process and how they enlisted subcontractors.

Commissioner Duncan remarked that the Board was considering having an addition to the Justice Center built. She said that they had been told their company would work on expansions as well as renovations.

Mr. McGourin confirmed that and said that they could work cooperatively with any architect that the Board chose.

Mr. McGourin reviewed components of the cost analysis and a utility data analysis. He described basic plans for the County buildings.

Both Mr. Knudsen and Mr. McGourin provided additional details on funding options and proposed changes and upgrades to the County's equipment, as well as some history on their company. They answered the Commissioners' questions.

Commissioner Duncan asked Resource Management Office (RMO) Senior Program Manager Kimberli Riley to research funding issues and provide the Board with information so the Commissioners could discuss it with Legal.

- D. Public Comment:** 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.
  
- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:30 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

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

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