

Minutes of Meeting
Business Meeting
July 18, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Chief Deputy Clerk Grace Blomgren, Elections Manager Asa Gray, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grant Julina Hildreth, KCSO Undersheriff Brett Nelson, Office of Emergency Management Director Tiffany Westbrook, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resource Director Sylvia Proud, Human Resource Generalist - Employee Relations Dorothy Cross, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Airport Administrative Assistant Kim Stevenson, Juvenile Probation Director Bryan Alexander, Juvenile Probation Officer Supervisor Gerald Martin, Juvenile Probation Officer Loni Whiteman, BOCC Communications Coordinator Jonathan Gillham, and Deputy Clerk Rosanna Santiago. Also present was Ardurra Engineer Corrie Siegford. Also present was Kootenai County Resident John Padula. Chair Leslie Duncan was excused. Ms. Westbrook, Ms. Stevenson and Ms. Siegford were present via teleconference.

- A. Call to Order:** Chair Pro Tem Bruce Mattare called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder led the Pledge of Allegiance.
- D. Changes to the Agenda: (Action):** There were no changes to the agenda.
- E. Approve Meeting Minutes (Action)**

06/21/2023	FY24 Budget Deliberations Meeting
06/26/2023	Justice Center Expansion Minutes
06/27/2023	Business Meeting Minutes
06/27/2023	Airport Minutes
06/27/2023	Solid Waste Minutes
06/27/2023	FY24 Budget Deliberations Minutes
06/30/2023	Airport Minutes
07/05/2023	Business Meeting Minutes
07/06/2023	Human Resources Minutes
07/13/2023	Executive Session 74-206(1)(a) 10:30 a.m. Minutes
07/13/2023	Executive Session 74-206(1)(a) 1:00 p.m. Minutes

Commissioner Bill Brooks moved that the Board approve items one through eleven, the submitted minutes. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Allow Homeowner Exemption Wigen AIN 186021
Assessor Allow Homeowner Exemption
Assessor Valuation Amendment
Assessor Valuation Amendment
Assessor Valuation Amendment
Assessor Valuation Amendment
Assessor Valuation Amendment
Human Resources PAF/SCF Report for 2023 PP15 Week 2

Commissioner Brooks moved that the Board approve items twelve through nineteen on the agenda, the Consent Calendar. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

G. Approve Payables List (Action)

Chair Pro Tem Mattare moved that the Board approve the Payables List for the week of July 10, 2023 through July 14, 2023 in the amount of \$1,639,688.85, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

H. Business:

Ordinance 583 /Adoption of Open Space Election Ordinance /Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's adoption of the Open Space Election Ordinance. He stated that the Board had directed him to work with the Clerk's Office on placing the bond on the November ballot and this was the next step in order to move forward.

Commissioner Brooks moved that the Board adopt Ordinance 583 Open Space Election Ordinance for Parks & Waterways. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Board Approval Request: Approval to Purchase Safety Equipment (Vests and Equipment) / Juvenile Probation (Action)

Juvenile Probation Director Bryan Alexander requested the Board's approval for the purchase of \$20,879.96 worth of safety equipment.

Commissioner Brooks moved that the Board approve the request to Purchase Safety Equipment (vests and equipment) in the amount of \$20,879.96 for the Juvenile Probation Department. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Mr. Snyder exited the meeting at 2:04 p.m.

Mr. Alexander, Juvenile Probation Officer Supervisor Gerald Martin and Juvenile Probation Officer Loni Whiteman exited the meeting at 2:05 p.m.

Board Approval Request: Request to Advertise Higher Salary – Public Safety Systems Manager Position / Sheriff (Action)

KCSO Undersheriff Brett Nelson informed the Board that the Public Safety Systems Manager Position had been advertised since May 3, 2023 and they had received five applications. Of the five applicants, two met the minimum requirements and two withdrew their applications. He requested the Board's approval to advertise the position at a higher salary in order to attract more quality applicants.

Commissioner Brooks moved that the Board approve the request to advertise at a higher salary, Step 10, for the Public Safety Systems Manager Position. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Undersheriff Nelson exited the meeting at 2:06 p.m.

Contract for Services 19HFR-01 Hazard Fuels Treatment Gatton 13 Acres / North Idaho Landscapes & Forestry / Office of Emergency Management (Action)

Office of Emergency Management Director Tiffany Westbrook requested the Board's approval for a hazard fuels treatment service contract for 13 acres with the North Idaho Landscapes and Forestry for the 2019HFR Grant.

Commissioner Brooks moved that the Board approve the contract for services 19HFR-01 for Hazard Fuel Treatment for the Gatton 13 acres with the American Firefighter Company in the amount of \$4,500 with North Idaho Landscapes and Forestry. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Grant Agreement #22HFR1-Kootenai / Canfield Natural Area/Cancourse Natural Area Hazard Fuel Treatment / Idaho Department of Lands (IDL) \$155,000 / No Match Requirement / Office of Emergency Management (Action)

Ms. Westbrook requested the Board's approval for a Hazardous Fuels Reduction Grant agreement for hazardous fuel treatment.

Commissioner Brooks moved that the Board approve Grant Agreement #22HFR1-Kootenai for Canfield Natural Area/Cancourse Natural Area Hazard Fuel Treatment with the IDL with No Match Requirement. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Financial/Budget: Request Use of Fund Balance for FY2023 Expense / Airport (Action)

Airport Administrative Assistant Kim Stevenson explained that the Airport FY2024 budget included a request for a boiler replacement. She said that the contractor would be available to do the replacement before the end of FY2023 with available funds from the current budget and she requested the Board's approval to proceed with the replacement.

Commissioner Brooks moved that the Board approve the request for the use of Fund Balance for FY2023 expense for the Airport. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Grant Amendment #3-16-0010-058-2023 / AIP 058 Change Order / Federal Aviation Administration (FAA) 8063.00 / Cash Match 483.19 / Airport (Action)

Ardurra Representative Corrie Esvalt-Siegford requested the Board's approval for a change order. The Certification Bids Inspector required two additional guidance signs along the taxiway and runway. She said that the \$8,063 cost would be reimbursable from the FAA for approximately 90% with a cash match of \$483.19 from County funds.

Commissioner Brooks moved that the Board approve Grant Amendment #3-16-0010-058-2023, AIP 058 Change Order with the Federal Aviation Administration in the amount of \$8,063 with a Cash Match of \$483.19 for the Airport. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Pro Tem Mattare stated that he had received no additional information.

Impact Fees

Commissioner Brooks said that he had a meeting scheduled for Friday with the Mayor of Hayden and Sheriff Bob Norris.

Prosecuting Attorney Office Immediate Space Need

Chair Pro Tem Mattare stated that he had received no additional information.

Jail Pods

Chair Pro Tem Mattare stated that he had received no additional information.

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 Pro Tem Mattare adjourned the meeting at 2:13 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk