

**Minutes of Meeting**  
**Business Meeting**  
**July 25, 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, Assessor’s Office Administrative Manager Shelly Amos, Administrative Lead Secretary Deanna Gosselin, Clerk Jennifer Locke, Accounting Manager Isaac Ohm, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Prosecutor Stanley Mortensen, Interim Airport Director Gaston Patterson, Airport Administrative Secretary Kim Stevenson, Reprographics/Mail Center Manager David Reid, Buildings & Grounds (B&G) Operations Manager Greg Manley, 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. Ms. Esvelt-Siegford was present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:06 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Reprographics/Mail Center Manager David Reid 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)**  
07/13/2023     Community Development  
07/18/2023     Executive Session §74-206(1)(f)

Commissioner Bill Brooks moved that the Board approve items 1 and 2, the submitted minutes. Commissioner Bruce 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.

**F. Approve Consent Calendar (Action)**

ITD Request Permission to Access Private Property (Kootenai County Owned) I-90  
Corridor Study, SH41 to 15<sup>th</sup> Street  
Kennel License Renewal/Bolinger/Kootenai Kennels  
ITD Agreement C1779KC Pre-Award Authority  
BOCC Signatures for Indigent Cases: 7/13/2023 – 7/19/2023  
Human Resources PAF/SCF Report for 2023 PP16 Week 1

Commissioner Mattare moved that the Board approve items 3 through 7 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 Brooks moved that the Board accept the Payables List for the week of July 17, 2023 through July 21, 2023 in the amount of \$531,790.32, with \$1,339.97 in jury payments. 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.

**H. Business:**

**Xerox Lease Contract/Kelley Connect/Mail and Reprographics Center (Action)**

Mr. Reid requested the Board’s approval of a contract with Kelley Connect for a new five-year Xerox Lease. He said this would cover their new production printers and noted that the price would be fixed for all five years at \$2,528.94 per month.

Commissioner Mattare moved that the Board approve the Xerox Lease Contract with Kelley Connect for Reprographics and the Mail Center. 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/Reimbursable Agreement # AJW-FN-WSA-22-NM-005207/Federal Aviation Administration (FAA) \$70,716.74/No Match Requirement/Airport (Action)**

Ardurra Representative Corrie Esvelt-Siegford requested the Board’s approval of an FAA (Federal Aviation Administration) Grant Agreement in the amount of \$70,716.74, with no

matching funds required. She said it was for the design of a medium-intensity approach lighting system, including the relocation of an existing light bar to correct an existing configuration. She stated that the cost would be reimbursable under a future FAA AIP (Airport Improvement Plan) project and would be ready for bidding in the winter.

Commissioner Brooks moved that the Board approve the Grant Agreement for the Reimbursable Agreement # AJW-FN-WSA-22-NM-005207 with the FAA in the amount of \$70,716.74, with no match requirement. 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: Purchase of Fleet Vehicle/Assessor/Residential Appraisal Division (Action)**

Assessor's Office Administrative Manager Shelly Amos requested the Board's approval of the purchase of a fleet vehicle from Robideaux Motors. She said the purchase had been reviewed by Buildings & Grounds (B&G) Operations Manager Greg Manley and Chief Deputy Assessor Ben Crotinger. She noted that the purchase would be made from FY23 funds.

Commissioner Mattare moved that the Board approve the request to purchase a Fleet Vehicle for the Assessor's Residential Appraisal Division. 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.

**Aquifer Protection District/Storage of Surplus Spokane Valley-Rathdrum Prairie Aquifer Atlases/Ronald & Kristy Reed Johnson/BOCC (Action)**

Chair Duncan explained that the surplus Spokane Valley-Rathdrum Prairie Aquifer Atlases would be stored at the residence of Ronald and Kristy Reed Johnson. She commented that this had been done in the past.

Commissioner Mattare asked if some payment, even if it were to be a token amount, would be wise, legally.

Chair Duncan replied that Kristy Reed Johnson had been a member of the Aquifer Protection District Board since it came into existence.

Civil Deputy Prosecuting Attorney R. David Ferguson said that he did not see any significant issue with proceeding as planned.

Commissioner Brooks moved that the Board approve the Aquifer Protection District storage of surplus Spokane Valley – Rathdrum Prairie Aquifer Atlases by Ronald and Kristy Reed Johnson. 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.

**Financial/Budget: Request Capital Purchase FY2023 with Topsoil Funds/Airport (Action)**

Interim Airport Director Gaston Patterson requested the Board’s approval for the purchase of a new mower for \$53,250, using \$47,721 from previously received Topsoil Funds and the remainder from future Topsoil Funds or Airport Fund Balance. He noted that this expense had not been budgeted for FY23.

Commissioner Mattare moved that the Board approve the request to make a capital purchase for FY2023 with Topsoil Funds by the Airport, as described, for \$53,250. 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: Consolidation of Parcels for Justice Center Expansion/Courthouse Lots A and B/BOCC (Action)**

Chair Duncan explained that the architect had informed the Board that the City of Coeur d’Alene required that the two parcels be combined in order to proceed with the Justice Center Expansion project.

Commissioner Brooks moved that the Board approve the request for consolidation of parcels for the Justice Center Expansion, Courthouse Lots A and B. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Nay  
Commissioner Mattare: Aye  
Chair Duncan: Aye

The motion carried.

**Resolution 2023-63/Airport Fees Public Hearing and Resolution 2023-63/Airport (Action)**

Airport Administrative Secretary Kim Stevenson asked the Board’s approval of Resolution 2023-63. She said that they had made only two changes to the fee schedule and that they had increased exemptions to include historic and antique aircraft manufactured prior to January 1, 1955.

KCSO Sheriff Robert Norris entered the meeting at 2:18 p.m.

Chair Duncan called for public testimony for or against the proposed fee changes.

No public testimony was offered.

Commissioner Mattare moved that the Board end public testimony and enter into deliberations. 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.

Commissioner Brooks moved that the Board approve Resolution 2023-63 regarding Airport fees. 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. Patterson and Ms. Stevenson exited the meeting at 2:21 p.m.

**Board Approval Request: Hayden Area Regional Sewer Board (HARSB) Budget/HARSB Resolution 2023-1/BOCC (Action)**

Chair Duncan pointed out that the Resolution presented had a HARSB (Hayden Area Regional Sewer Board) Resolution number, not a County Resolution number. She offered to answer any questions related to the HARSB 2023-2024 Budget. She pointed out that they had no major projects planned.

Commissioner Mattare moved that the Board approve the request for Hayden Area Regional Sewer Board Budget, HARSB Resolution 2023-1. 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 announced that the next Facilities Working Group meeting was planned for August 14, 2023. She said that, as soon as Bouten Construction and LCA (Lombard Conrad Architects) had their next steps in place, they would schedule a meeting to update the BOCC.

Impact Fees

Commissioner Brooks reported that he and Sheriff Norris had met with the Mayor of the City of Hayden. He said that the three of them had agreed that Impact Fees needed to be instituted but the Mayor suggested holding another meeting with all the mayors. He indicated that some of the mayors seemed to be annoyed by actions taken recently by the Treasurer's Office and recommended that they make it clear that the BOCC not could exert control over that issue. He added that Anne Wescott had said she felt the additional meeting of the mayors would be a good idea.

Commissioner Mattare said he felt the suggestion was good and would help get things moving.

Auditor's Office Staff Accountant – Grants Julina Hildreth recommended that appropriate measures be taken to ensure that the accounting system was prepared to handle receipt of Impact Fees, should they be implemented.

Prosecutor's Office Immediate Space Needs

Chair Duncan said that there was no updated information on this item.

Jail Pods

Commissioner Brooks said that they had determined how much money would be needed for the project.

Sheriff Norris confirmed that they were almost ready to send the project out for bids.

**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 2:29 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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