

**Minutes of Meeting**  
**Business Meeting**  
**August 1, 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, Staff Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Elections Manager Asa Gray, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, KCSO Lieutenant Justin Arts, KCSO 911 Communication Services Administrator Collin McRoy, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorneys Darrin Murphey and R. David Ferguson, Chief Deputy Assessor Ben Crotinger, Assessor’s Office Administrative Lead Secretary Deanna Gosselin, Vehicle License Manager Anna Frohboese, Community Development Administrative Manager Reba Grytness, County Surveyor Rodney Jones, Parks & Waterways/Noxious Weeds/Snowgroomers Director Nick Snyder, Information Technology (IT) Senior Applications Systems Manager Carrie Cole, Resource Management Office (RMO) Grants Technician Kaitlyn Smith, RMO Temp. Administrative Assistant Michal Bennett, Airport Administrative Secretary Kim Stevenson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Latah County Surveyor John Elsbury. Ms. Smith, Mr. Snyder, Ms. Cole, Ms. Littlefield and Ms. Stevenson were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:03 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Resource Management Office (RMO) Temp. Administrative Assistant Michal Bennett 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)**

07/11/2023	Parks & Waterways
07/11/2023	Business Meeting
07/14/2023	FY24 Budget Deliberations
07/17/2023	Human Resources FY24 Health Insurance Benefit Options
07/18/2023	Business Meeting

Commissioner Bruce Mattare moved that the Board approve items 1 through 5, 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 Allow Homeowner Exemption  
Assessor Adjustment to Tax-Valuation 7-13-23  
Assessor Adjustment to Tax-Valuation 7-18-23  
Assessor Adjustment to Tax-Valuation 7-19-23  
Assessor Allow Homeowner Exemption 7-20-23  
Treasurer’s Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 106721  
Treasurer’s Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 108973  
Treasurer’s Cancellation of Taxes – Solid Waste Fees for AIN/PIN: 241911  
Purchase of Property and Right of Way/Ramsey Road Extension/City of Hayden/AIN Nos. 113361, 318673  
Kennel License Application/Wurster/Little Hill Farm  
Kennel License Renewal/Kahn/Kaniska Kennels  
Human Resources PAF/SCF Report for 2023 PP16 Week 2  
BOCC Signatures for Indigent Cases: 07/20/2023 – 07/26/2023

Commissioner Brooks moved that the Board approve items 6 through 18 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 July 24, 2023 through July 28, 2023 in the amount of \$1,063,947.58, with \$2,645.30 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:**

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

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of an update to a previously approved contract with Everbridge. He explained that a phrase needed to be inserted but that the price had not changed. He stated that the quote had needed to include that the County "was a GSA purchasing client."

Commissioner Brooks moved that the Board approve the Contract Update Quote Approval 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.

**Spokane Point Dock Replacement Agreement/Stancraft Marine Construction/Parks & Waterways (Action)**

Parks & Waterways/Noxious Weeds/Snowgroomer Director Nick Snyder requested the Board's approval of an Agreement with Stancraft Marine Construction in the amount of \$165,196 for a new dock system at Spokane Point Boat Launch. He reported that the money would come from a combination of user fees and a Waterways Improvement Fund Grant. He stated that no general fund tax dollars would be used.

Commissioner Mattare moved that the Board approve the Spokane Point Dock Replacement Agreement with Stancraft Marine Construction for Parks & Waterways. 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.

**iMS Contract Update/iMS/Community Development (Action)**

Community Development Director David Callahan requested the Board's approval of an update to their iMS (Intuitive Municipal Solutions) Contract. He explained this would allow their iMS software to better track money for road name assignments and their permit processes. He said that this would be a one-time cost and fix, not requiring any addition to the ongoing yearly fees.

Commissioner Brooks moved that the Board approve the iMS Contract Update 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 2:10 p.m.

**Board Approval Request: Purchase of Fleet Vehicle/Assessor (Action)**

Chief Deputy Assessor Ben Crotinger requested the Board’s approval of the purchase of an additional vehicle by the Assessor’s Office. He reported that Robideaux Motors had located a suitable vehicle, but the price exceeded the amount budgeted by \$4,255. He noted that the budgeted amount had been set in 2020 and prices had increased significantly since then.

Mr. Crotinger explained that the cost for their contract for Highland Appraisal had come in substantially lower than expected, so they could move the \$4,255 from that allotment to cover the cost. He said the other option would be to move money from their witness payments fund. In response to a question from Chair Duncan, he confirmed that all of the money would be coming from Restricted Fund 46.

Commissioner Mattare moved that the Board approve the request to purchase a Fleet Vehicle for the Assessor. 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.

**Yearly Subscription Increase at 5% instead of 7%/NeoGov/Information Technology (Action)**

Information Technology (IT) Applications Systems Manager Carrie Cole reported that NeoGov had attempted to increase the part of the County’s subscription fee that covered add-on text messaging service by 7% instead of 5%. She said this had been adjusted to 5% to match the rest of NeoGov’s agreements with the County.

Commissioner Brooks moved that the Board approve the yearly subscription increase at 5% instead of 7% with NeoGov, for Information Technology, as described. 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.

**Riverstone Transit Center Supplement Agreement #4/Coffman Engineers/Resource Management Office (Action)**

RMO Grant Technician Kaitlyn Smith Requested the Board’s approval of the Riverstone Transit Center Supplemental Agreement #4 with Coffman Engineers. She reported that it would extend the construction administration and management services for the project. She explained the extension was related to landscaping, painting and correction of unsatisfactory work details on their punch list.

Commissioner Mattare moved that the Board approve the Riverstone Transit Center Supplemental Agreement #4 with Coffman Engineers for RMO. 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.

**Contract for Services Hazard Fuels Treatment 21-HFR-01 and 21-HFR-02 (40 acres)  
\$52,000/Majestic View Forestry Bernhard/Office of Emergency Mgmt (Action)**

Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield requested the Board's approval of the Contract for Services for Hazard Fuels Treatment with Majestic View Forestry in the amount of \$52,000. She stated this was for their Fire Smart Program.

Commissioner Brooks moved that the Board approve the Contract for Services for Hazard Fuels Treatment 21-HFR-01 and 21-HFR-02, for 40 acres, in the amount of \$52,000 with Majestic View Forestry Bernhard 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.

**Contract for Services Hazard Fuels Treatment 21-HFR-05, 06, 07, 08, 09 (21.7 acres)  
\$28,210/Majestic View Forestry Bernhard/Office of Emergency Mgmt (Action)**

Ms. Littlefield asked for the Board's approval for another Contract for Services for Hazard Fuels Treatment with Majestic View Forestry in the amount of \$28,210. She noted that this was also for the Fire Smart Program.

Commissioner Mattare moved that the Board approve the Contract for Services for Hazard Fuels Treatment 21-HFR-05, 06, 07, 08 and 09, for 21.7 acres, in the amount of \$28,210, with Majestic View Forestry Bernhard, for the Office of Emergency Management. 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.

**Professional Services Agreement Kootenai County Preservation Plan Historical  
Context/Northwest Vernacular, Inc. Pratt/Resource Management Office (Action)**

Ms. Bennett requested the Board's approval of a Professional Services Agreement with Northwest Vernacular, Inc. She explained that this was for the Historic Context section of the Historic Preservation Plan for Kootenai County. She stated that the cost would be \$5,500, of which \$5,000 would come from their Federal Funds and \$500 from the Historic Preservation FY23 Budget. She noted that the required match of \$5,000 would be met

in-kind, through volunteer hours and RMO staff time. She provided details of the scope of the Preservation Plan.

Commissioner Brooks moved that the Board approve the Professional Services Agreement for the Kootenai County Preservation Plan Historical Context with Northwest Vernacular, Inc. Pratt 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.

**Board Approval Request: Certification of BOCC /Consent to Filing Design Departure Administrative Review Application for Justice Building Expansion/Resource Management Office (Action)**

Ms. Smith requested the Board’s approval for filing the Design Departure Administrative Review Application with the City of Coeur d’Alene for the Justice Building Expansion. She explained that the City’s approval of the design was required before construction could begin. She noted that there was an application fee of \$100, which would be paid from the ARPA (American Rescue Plan Act) funds set aside for the project.

Commissioner Mattare moved that the Board approve request for certification by the BOCC Consent to Filing Design Departure Administrative Review Application for the Justice Building Expansion with RMO. Commissioner Brooks 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.

**Board Approval Request: Justice Building Expansion – City of Coeur d’Alene Site Development Permit Application and Fee/Resource Management Office (Action)**

Ms. Smith requested the Board’s approval for the application for the site development permit for the scope of work for the Justice Building Expansion Part I. She said the application had to be submitted to the City of Coeur d’Alene, with the \$2,951 fee and that the fee would also be paid from the ARPA funds set aside for the project.

Commissioner Brooks moved that the Board approve the request for the City of Coeur d’Alene Site Development Permit Application and Fee for the Justice Building Expansion, for the Resource Management Office. 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.

**Grant Agreement # 3-16-0010-059-2023/Construction Contract for AIP 059-Taxiway N Sealcoat with Road Products, Inc./Federal Aviation Administration (FAA) \$290,656/ Cash Match \$24,221.33 (Max 7.5%)/Airport (Action)**

Airport Administrative Secretary Kim Stevenson requested the Board’s approval for Grant Agreement # 3-16-0010-059-2023 with the FAA (Federal Aviation Administration) for the Construction Contract for AIP (Airport Improvement Plan) 059, Taxiway N sealcoat, by Road Products, Inc. She said the grant would be for \$290,656, with a cash match of \$24,221.33.

Commissioner Mattare moved that the Board approve the Grant Agreement #3-16-0010-059-2023 for the Construction Contract for AIP 059 Taxiway N sealcoat with Road Products, Inc. with the FAA contribution of \$290,656 and a cash match of \$24,221.33. 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.

DMV (Department of Motor Vehicles) Vehicle License Manager Anna Frohboese exited the meeting at 2:25 p.m.

**Grant Agreement/Reimbursable Agreement # AJW-FN-WSA-22-NM-005207/Federal Aviation Administration (FAA) \$12,117.60/No Match Requirement/Airport (Action)**

Ms. Stevenson requested the Board’s Approval of a Reimbursable Agreement with the FAA for \$12,117.60, with no match required. She stated this was for a flight check on the runway end identifier lights that were being replaced as part of another project. She explained the cost would be reimbursable under the other project, once it was completed.

Commissioner Brooks moved that the Board approve the Reimbursable Grant Agreement # AJW-FN-WSA-22-NM-005207 with the FAA, in the amount of \$12,117.60, with no match required. 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: Transfer of K9 Insurance Reimbursement to K9 Donation Account/Sheriff/Patrol (Action)**

KCSO Lieutenant Justin Arts explained that K-9 Deuce had been retired for medical reasons and KCSO had filed a claim with ICRMP (Idaho Counties Risk Management Program) for the cost of the replacement K-9 and associated training for a handler. He stated that the County had received \$19,571.21 from ICRMP and asked that the money be transferred to the K-9 Donation Account.

Commissioner Mattare moved that the Board approve the transfer of K-9 insurance reimbursement funds to the K-9 Donation Account. 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.

**Financial/Budget: Request Contingency for Witness Payments/Prosecuting Attorney (Action)**

Prosecutor Stanley Mortensen requested the Board's approval to transfer additional funds into the Witness Payments Account. He reminded the Commissioners that his office had been approved \$53,500 for FY23, but this amount had already been exceeded as of this date and still more was required to see them through to the end of the fiscal year. He said that only two of the three Commissioners had been present when he had asked that money from the Contingency Fund be allocated for this need. He asked that the item be clarified, specifically how much money would be transferred and from what source.

Chair Duncan confirmed that they could vote on the use of Contingency Funds today, since all three Commissioners were present.

Commissioner Brooks moved that the Board approve the Budget Request for Contingency for Witness Payments, as requested by 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.

Finance Director Brandi Falcon asked how much should be moved from the Contingency Fund, as directed in the last motion.

Prosecutor Mortensen said that he had asked for the amount allowed for FY23 to be increased to \$80,000, so an additional \$26,500 would need to be shifted.

Ms. Falcon voiced understanding of the request.

**Board Approval Request: Per Policy 930/Purchase Two DS300 Poll Place Scanner and Tabulators with Supplies and Associated Costs/Elections (Action)**

Elections Manager Asa Gray asked if item #38 could be handled directly after this one, since they were related.

No objections were voiced.



Mr. Gray explained that the purchase required direct Board approval, since it was in excess of \$10,000. He said they planned to purchase two DS300 Polling Place Scanner and Tabulator units, with the necessary supplies and associated costs. He described the devices, their use and said they were asking for two units because a backup was always needed in the event of any problems. He added that they would be used at the Elections Office, during Early Voting. He also confirmed that they had enough in the FY23 "B" (Operations) Budget to cover the cost.

Commissioner Brooks moved that the Board approve the request, per Policy 930, to purchase two DS300 Polling Place Scanner and Tabulators, with supplies and associated costs. 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.

Chair Duncan directed that the Board address item 38 next.

**Sales Order Agreement/Purchase of (2) DS300 Poll Place Scanner and Tabulators with Supplies and Associated Costs/Election Systems and Software/Elections (Action)**

Mr. Gray requested the Board's approval of the Sales Order Agreement for the two DS300 Poll Place Scanner and Tabulators, with the required supplies and associated costs, with Election Systems and Software (ES&S). He stated that, per the new State Law, the document would include a provision to the effect that the company would not be owned by the Chinese government for the duration of the contract. He also said the agreement would include one year of hardware and software maintenance.

Commissioner Mattare moved that the Board approve the Sales Order Agreement for the purchase of two DS300 Poll Place Scanner and Tabulators with the supplies and associated costs, with Election Systems and Software. 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.

Mr. Gray asked that item 37 from the agenda be addressed before item 36.

No objections were voiced.

**Board Approval Request: Purchase EVS 6.3.0.0 Election Reporting System with Associated Upgrades/Elections (Action)**

Mr. Gray requested the Board's approval for the purchase of an EVS 6.3.0.0 Election Reporting System, with the associated upgrades. He explained that this was the system by which they transferred results from the Tabulators and was not connected to the Internet. He said this allowed them to see the results before they were provided live to the public. He reported that the system had been certified by the Office of the Secretary

of State and that it had been recommended because it had features that their current one lacked. He described the improvement in efficiency it would offer, particularly in respect to the Duplication Boards.

Mr. Gray stated that the system cost \$5,485, with \$7,500 needed for upgrades to other equipment, for a total of \$12,985. He said that the annual cost for the current system had been \$4,210 in annual software; for next year it would have been \$4,410. He reported that the cost for the improved system would be higher: \$6,820 per year. He predicted that their "B" Budget would be able to absorb the difference in FY24.

Commissioner Brooks moved that the Board approve the request for purchase of the EVS 6.3.0.0. Election Reporting System, with its associated upgrades for Elections. 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.

**EVS 6.3.0.0 Reporting Standard Standalone System Purchase Order/Election Systems and Software/Elections (Action)**

Mr. Gray requested the Board's approval for the Purchase Order for the EVS 6.3.0.0 Reporting Standard Standalone System from ES&S.

Commissioner Mattare moved that the Board approve the EVS 6.3.0.0 Reporting Standard Standalone System Purchase Order with Election Systems and Software. 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.

KCSO Lieutenant William Klinkefus entered the meeting at 2:38 p.m.

Lieutenant Arts exited the meeting at 2:38 p.m.

Chair Duncan stated that they would skip over item 39, in order to address items 40 and 41, to allow Mr. Gray to depart.

No objections were voiced.

**Resolution 2023-64/Classify Documents/Elections (Action)**

**Resolution 2023-65/Destroy Documents/Elections (Action)**

Chair Duncan indicated that items 40 and 41 could be covered together.

Mr. Gray requested the Board's approval of Resolutions 2023-64 and 2023-65, for the classification and destruction of documents his department was no longer required to maintain.

Commissioner Brooks moved that the Board approve Resolution 2023-64 and 2023-65, to classify and destroy records for Elections. 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.

### **Ordinance 584/Six County Boundary Line Change/BOCC (Action)**

Chair Duncan invited Latah County Surveyor John Elsbury to take his place at the front table for this item. She remarked that he had worked tirelessly, for many years, on this project. She complimented him on his efforts.

Commissioner Mattare moved that the Board approve Ordinance 584, for the Six County Boundary Line Change. 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 noted that the Board had approved the filing of permit applications with the City of Coeur d'Alene. She said that Bouten Construction and LCA (Lombard Conrad Architects) would provide updated information to the BOCC later this month.

#### **Impact Fees**

Commissioner Brooks indicated that Post Falls and Rathdrum had articulated issues with the proposed Impact Fees. He said he had received a letter from those mayors, which he had forwarded to Anne Wescott.

Commissioner Mattare commented that he had not yet seen the joint letter. Chair Duncan said she had and would see that it was sent to him.

It was generally agreed that efforts would still be made to hold another joint meeting with all of the mayors. Chair Duncan remarked that two times had been set aside in August for such a meeting. It was also agreed that Ms. Wescott's response would be provided to all the Commissioners.

### Prosecuting Attorney's Office Immediate Space Need

No additional information was provided on this item.

### Jail Pods

KCSO Undersheriff Brett Nelson reported that there were ongoing discussions between RMO and KCSO Captain Jeremy Hyle.

### **Sheriff's Office Move to Kootenai North**

Commissioner Mattare asked for clarification of the issues that had arisen regarding the Sheriff's Office moving to Kootenai North. He stated that he had understood that the move had been reviewed and approved previously, with the understanding that County Services needed to be located at the County Seat. He expressed discontent that money had already been spent to facilitate this move when, evidently, not all aspects had been covered.

Chair Duncan remarked that there were a number of services that were located outside the County Seat and it had been understood in the past that the requirement was only for the Elected Official to have his or her office at the County Seat. She reported that a further review by Legal had indicated otherwise, which was the problem they faced today.

Commissioner Mattare asked if this meant that all services had to be provided from within the County Seat or just the majority of the services.

Chair Duncan said that asking Legal to clarify this opinion would require them going into Executive Session.

Undersheriff Nelson described the events leading up to the present situation and expressed concern over the new developments.

Chair Duncan said that they would need to consider whether the County would maintain a satellite office where the existing Sheriff's Office was, while moving the rest of the operation out to Kootenai North. She noted there was also an option to move Marine, Search & Rescue and some other services to Kootenai North. She asked for input from KCSO.

KCSO Sheriff Robert Norris stated that they would prefer to have as much of their operation under one roof as possible.

There followed some substantial discussion of various aspects of the situation and available options.

Commissioner Mattare moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(d). 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.

The Board entered into Executive Session at 2:57 p.m.

Chair Duncan invited Prosecutor Stanley Mortensen and Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey to remain for the Executive Session.

**Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code. – BOCC Division (Closed Session – Discussion)**

**Decisions/Direction (Open Meeting – Action)**

The Board exited Executive Session at 3:15 p.m.

Commissioner Mattare moved that the Board exit Executive Session (1)(d) with staff to proceed as discussed. 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.

**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 3:16 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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