

Minutes of Meeting
Business Meeting
August 8, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Pro Tem 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 Accountants – Grants Rae Ann Fritsche and Julina Hildreth, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, KCSO Jail Maintenance Supervisor Tom Reed, Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long, Solid Waste (SW) Director John Phillips, Civil Deputy Prosecuting Attorney R. David Ferguson, Treasury Specialist III Kelly Wuest, Treasury Specialist II Anna Engels, Resource Management Office (RMO) Transit Program Manager Chad Ingle, Airport Administrative Secretary Kim Stevenson, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Bouten Construction Representative Kristin Hester, Longwell Trapp Architects Representative Cory Trapp, Ardurra Representative Corrie Esvelt-Siegford and Kootenai County Resident John Padula. Captain Deak, Mr. Ingle, Ms. Long and Ms. Stevenson were present via teleconference. Chair Leslie Duncan was excused.

- 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:** Solid Waste (SW) Director John (JP) Phillips 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.

Chair Pro Tem Mattare stated that item 9 from the agenda, “Bid – Opening Bid #BP#01-Earthworks & Site Utilities/Bouten Subcontract for Justice Building Expansion Work Package #1/Resource Management Office,” would be deferred until the next Business Meeting.

- E. Approve Meeting Minutes (Action)**

07/20/2023 Human Resources
07/25/2023 Business Meeting

Chair Pro Tem Mattare moved that the Board approve items 1 and 2, the submitted minutes. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Adjustment to Tax – Valuation 7-31-23
Assessor Solid Waste Adjustment 07/31/2023
Justice Building Expansion/Expedited Check Request/Permit Applications
Human Resources PAF/SCF Report for 2023 PP17 Weeks 1 & 2
BOCC Signatures for Indigent Cases: 07/27/2023 – 08/02/2023

Commissioner Brooks moved that the Board approve items 3 through 7 on the agenda, the Consent Calendar. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio 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 accept the Payables List for the week of July 31, 2023 through August 4, 2023 in the amount of \$646,266.59, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

H. Business:

~~**Bid – Opening Bid #BP#01 Earthwork & Site Utilities/Bouten Subcontract for Justice Building Expansion Work Package 01/Resource Management Office (Action)**~~ - Pulled

Board Approval Request: Proposal of Auction Minimum Bid on Tax Deed Parcels/Treasurer (Action)

Treasury Specialist III Kelly Wuest asked the Board’s approval of the list of minimum bids for the upcoming tax deed parcel auction.

Commissioner Brooks moved that the Board approve the request for the auction minimum bids for the tax deed parcels. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Ms. Wuest exited the meeting at 2:04 p.m.

Chair Leslie Duncan entered the meeting at 2:04 p.m. She indicated that Commissioner Mattare would continue as Chair Pro Tem for the rest of the meeting.

Bouten Construction representative Kristen Hester exited the meeting at 2:05 p.m.

Third Amendment Recyclables Processing Agreement/Waste Management dba Bluebird Recycling/Solid Waste (Action)

Mr. Phillips requested the Board's approval of the third Amendment to the Recyclables Processing Agreement with Waste Management of Idaho dba Bluebird Recycling. He stated that this would extend the contract through September 30, 2024, with the same prices and terms.

Commissioner Brooks moved that the Board approve the third Amendment to the Recyclables Processing Agreement with Waste Management dba Bluebird Recycling for Solid Waste. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Board Approval Request: Retirement of Sergeant Kenneth Lallatin – Request to be Awarded his Sheriff's Badge, Duty Weapon and ID Card upon his Retirement/Sheriff (Action)

KCSO Undersheriff Brett Nelson requested the Board's approval for the award of badge, duty weapon and ID card to Sergeant Kenneth Lallatin, upon his retirement.

Chair Duncan moved that the Board approve the retirement request for the Sheriff's badge, duty weapon and ID card to be awarded to Sergeant Lallatin. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Board Approval Request: Adoption of Kootenai County Jail Evacuation Plan/Office of Emergency Mgmt (Action)

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long requested that the Board adopt the Kootenai County Jail Evacuation Plan.

Commissioner Brooks moved that the Board approve the request for adoption of the Kootenai County Jail Evacuation Plan. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Termination of Ground Lease AAL-2020-950 Hangar Sale/Chris Walsh/Airport (Action)

Ground Lease AAL-2023-400 Hangar Purchase/Black's, Inc./Airport (Action)

Airport Administrative Secretary Kim Stevenson asked that items 14 and 15 from the agenda be handled together, since they related to the same property.

No objections were voiced.

Ms. Stevenson asked the Board to approve the termination of Ground Lease AAL-2020-950, under Chris Walsh, and the new Ground Lease AAL-2023-400, by Black's Inc.

Chair Duncan moved that the Board approve the termination of Ground Lease AAL2020-950, hangar sale, from Chris Walsh and the Ground Lease for AAL-2023-400, hangar purchase, by Black's Inc. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Board Approval Request: Airport Advisory Board Guidelines/BOCC (Action)

BOCC Communications Coordinator Jonathan Gillham requested the Board's approval of the Airport Advisory Board Guidelines. He stated that the document had been reviewed by Legal and included additions for the quorum and alternates.

Commissioner Brooks moved that the Board approve the Airport Advisory Board Guidelines. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Grant Agreement # 3-16-0010-060-2023/SRE Building Phase 4/Federal Aviation Administration (FAA) \$410,586/Cash Match Fund 30 \$34,215.50 (7.5% max)/Airport (Action)

Ardurra Representative Corrie Esvelt-Siegford requested the Board’s approval of a Grant Agreement related to the SRE (Snow Removal Equipment) Building, Phase 4, from the FAA (Federal Aviation Administration) in the amount of \$410,586, with a cash match of \$34,215.50.

Commissioner Brooks moved that the Board approve Grant Agreement # 3-16-0010-060-2023, for the SRE Building Phase 4, with the FAA for \$410,586, with a cash match from Fund 30 of \$34,215.50. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Grant Amendment # ID-2020-015/02/Performance Period Extension to 12/31/2023/Federal Transit Administration (FTA) \$150,000/Cash Match Local Jurisdiction Cash \$37,500/Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board’s approval of a Grant Amendment, which would extend the performance period to December 31, 2023, for an FTA (Federal Transit Administration) grant in the amount of \$150,000, with a cash match of \$37,500. He confirmed that “local jurisdiction” indicated that the money came from the participating cities, not from County funds.

Chair Duncan moved that the Board approve the Grant Amendment, # ID-2020-015/02 Performance Period Extension to December 31, 2023 with the FTA for \$150,000, with a cash match from local jurisdictions for \$37,500. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Right of Entry Agreement for Sidewalk Construction Connecting Prairie Trail to Riverstone Drive/City of Coeur d’Alene/Streets & Engineering Department/Resource Management Office (Action)

Mr. Ingle requested the Board’s approval of a Right of Entry Agreement for sidewalk construction which would connect Prairie Trail to Riverstone Drive. He indicated that this agreement would be with the City of Coeur d’Alene and their Streets & Engineering Department.

Commissioner Brooks moved that the Board approve the Right of Entry Agreement for sidewalk construction connecting Prairie Trail to Riverstone Drive, for the City of Coeur d'Alene Streets & Engineering Department, with RMO. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Chair Pro Tem Mattare: Aye

Chair Duncan: Aye

The motion carried.

Treasury Specialist II Anna Engels exited the meeting at 2:15 p.m.

Resolution 2023-66/Extension of Effective Dates for Approved Roster of Professional Consulting Service Providers/Resource Management Office (Action)

Mr. Engels requested the Board's approval of Resolution 2023-66, for the extension of the effective dates for the Approved Roster of Professional Consulting Service Providers. He stated the effective date would be extended through December 31, 2023. He added that this had been reviewed and approved by Legal.

Chair Duncan moved that the Board approve Resolution 2023-66, for the extension of effective dates for the Approved Roster of Professional Consulting Service Providers. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Chair Pro Tem Mattare: Aye

Chair Duncan: Aye

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan reported that the Working Group would meet again on August 14, 2023 and that the BOCC planned to meet with the architects and construction group on August 24, 2023.

Impact Fees

Commissioner Brooks stated that there would be a meeting with all the Mayors on August 15, 2023.

Prosecuting Attorney's Office Immediate Space Needs

There was no new information on this item.

Jail Pods

Commissioner Brooks said that the RFQ (Request for Qualifications) ready to be sent out on August 18, 2023.

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 2:16 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk