

**Minutes of Meeting
Business Meeting
August 15, 2023
2:00 p.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney Jamila Holmes, Finance Director Brandi Falcon, Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Staff Accountant – Grants Rae Ann Fritsche, Office of Emergency Management Director Tiffany Westbrook, Resource Management Office (RMO) Transit Program Manager Chad Ingle, RMO Administrative Assistant—Temp Michal Bennett, RMO Grants Technician Kaitlin Smith, Airport Administrative Assistant Kim Stevenson, BOCC Executive Assistant Sara Masters, BOCC Administrative Secretary Teri Johnston, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Also present were Bouten Construction Representatives John Stob and Kristen Hester, StanCraft Representative Keaton Brown, Ditches Unlimited Representative Laura Ward and Kootenai County Resident John Padula. Commissioner Bill Brooks was excused. Ms. Westbrook, Mr. Ingle, Ms. Stevenson and Ms. Johnston were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Finance Director Brandi Falcon led the Pledge of Allegiance.
- D. Changes to the Agenda: (Action):** There were no changes to the agenda.
- E. Approve Meeting Minutes (Action)**

07/17/2023	FY24 Budget Deliberations Minutes
07/25/2023	Vicious Dog Hearing Minutes
07/25/2023	Airport Minutes
08/01/2023	Budget Deliberations Minutes
08/03/2023	Human Resources Minutes
08/10/2023	Community Development Minutes

Commissioner Bruce Mattare moved that the Board approve items one through six, the submitted minutes. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

F. Approve Consent Calendar (Action)

Treasurer’s Monthly Report for June 2023
Treasurer’s Settlements and Statements Report for June 2023
Treasurer’s Settlements and Statements Report for July 2023
Kennel License Renewal / Thomas
Kennel License Renewal / Fowler / Fowler Farm Doggy Daycare & Boarding
Kennel License Renewal / Peacock
BOCC Signatures for Indigent Cases: 08/03/2023 – 08/09/2023

Commissioner Mattare moved that the Board approve items seven through thirteen on the agenda, the Consent Calendar. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board approve the Payables List for the week of August 7, 2023 through August 11, 2023 in the amount of \$953,960.27, with \$3,620.67 in jury panel payments. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
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)

Chair Duncan stated that three bids had been received. The Commissioners opened the bids and the results were as follows:

Bid #1 from Peck and Peck for \$684,370
Bid #2 from Corridor Contractors for \$799,710
Bid #3 from Ditches Unlimited, Inc. for \$725,000

Commissioner Mattare moved that the Board recognize the bids for Bid#BP#01 earthwork and site utilities with Bouten and submit them to RMO and Legal for review. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

2023-2024 Janitorial Services Agreement – Riverstone Transit Center / TESH / Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board’s approval for the yearly agreement with TESH, Inc. to provide janitorial services to the Riverstone Transit Center. He said that the cost was \$944 per month and that the agreement had been reviewed by Legal.

Commissioner Mattare moved that the Board approve the 2023-2024 Janitorial Services Agreement at the Riverstone Transit Center with TESH and RMO. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

Kootenai County Preservation Plan Historical Context Professional Services Agreement / Partners in History Sharon Boswell / Resource Management Office (Action)

RMO Administrative Assistant—Temp Michal Bennett requested the Board’s approval for a professional services agreement with Partners in History Sharon Boswell to draft a submittal for a Cougar Gulch multiple property document to the Idaho State Preservation Office for nomination to the National Historic Registry. The cost would be \$9,999 which would be paid with federal funds with a required match of \$9,999. This match would be met by the volunteer time put in by members of the Historic Preservation Commission as well as RMO staff hours.

Commissioner Mattare moved that the Board approve the Kootenai County Preservation Plan Historical Context Professional Services Agreement with Partners in History Sharon Boswell and the Resource Management Office. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

Independent Contractor Agreement Project Management Services 20HFR1 – Kootenai Hazard Fuels Reduction / Inland Forest Management Steve Bloedel / Office of Emergency Management (Action)

Office of Emergency Management (OEM) Director Tiffany Westbrook requested the Board’s approval for a project management services agreement, not to exceed \$9,500, with Inland Forest Management. The funds would be covered by the 20HFR1 Grant.

Commissioner Mattare moved that the Board approve the Independent Contractor Agreement Project Management Services 20HFR1 Kootenai Hazard Fuels Reduction with Inland Forest Management, not to exceed \$9,500. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

Independent Contractor Agreement 22HFR1 – Kootenai Hazard Fuels Reduction / Inland Forest Management Steve Bloedel / Office of Emergency Management (Action)

Ms. Westbrook requested the Board’s approval for a project management services agreement with Inland Forest Management, not to exceed \$22,600. The funds would be covered by the 22HFR1 Grant.

Commissioner Mattare moved that the Board approve the Independent Contractor Agreement 22HFR1 for Kootenai Hazard Fuels Reduction with Inland Forest Management, not to exceed \$22,600. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

First Amendment to Contract for Services Hazard Fuels Treatment 19HFR1 / North Idaho Landscapes & Forestry Randy Davis / Office of Emergency Management (Action)

Ms. Westbrook requested the Board’s approval for an amendment to the Hazard Fuels Treatment Contract for the 19HFR FireSmart Grant for an additional 1.5 acre fuel break on the Loch Haven Grandview English Point Project for \$6,000.

Commissioner Mattare moved that the Board approve the First Amendment to the Contract for Services Hazard Fuels Treatment 19HFR1 with North Idaho Landscapes & Forestry in the amount of \$6,000. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused
Commissioner Mattare: Aye
Chair Duncan: Aye
The motion carried.

Board Approval Request: Public Defender Conflict Contract / Merck Law, LLC / BOCC (Action)

BOCC Administrative Secretary Teri Johnston requested the Board’s approval for a public defender conflict contract with Merck Law, LLC. She explained that this interim contract had been reviewed and approved by Judge Meyer in a Judicial Selection Committee. She also said that the regular contract would be renewed at the end of the fiscal year, along with the other conflict attorney contracts.

Commissioner Mattare moved that the Board approve the request for a public defender conflict contract with Merck Law, LLC. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Airport Work Order 23-003 for Taxiway C extension, design & construction / T-O Engineers / Airport (Action)

Airport Administrative Assistant Kim Stevenson requested the Board's approval for a time and materials work order in the amount of \$719,331.54 for Taxiway C. This would be in addition to the master professional services agreement. Ms. Stevenson said that an FAA grant to fund the additional work for up to 90% was expected in FY24.

Commissioner Mattare moved that the Board approve Airport Work Order 23-003 for Taxiway C Extension, Design & Construction in the amount of \$719,331.54 with T-O Engineers. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Lease Addendum AAL-2020-998 Increase lot square footage / Fightertown LLC / Airport (Action)

Ms. Stevenson requested the Board's approval for a lease addendum that would expand Fightertown LLC's leased area by 74,000 square feet, resulting in \$19,000 additional yearly revenue for the Airport.

Commissioner Mattare moved that the Board approve Lease Addendum AAL-2020-998 to increase the lot square footage for Fightertown LLC. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Consent to Assignment of Lease AAL-2009-110 Lease Assignment to Foreman Properties LLC / Daryl Foreman / Airport (Action)

Ms. Stevenson requested the Board's approval for the assignment of a long-term tenant's lease into his LLC. She said that no other changes to the lease would occur.

Commissioner Mattare moved that the Board consent to the assignment of Lease AAL-2009-110 for the lease assignment to Foreman Properties, LLC. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

Supplemental Agreement for SRE Building / TML Construction, Inc. / Airport (Action)

Ms. Stevenson requested the Board’s approval for TML Construction, Inc. to install a restroom facility in the SRE (Snow Removal Equipment) building. She said that the Idaho Department of Transportation would fund this \$105,513 project at 100%.

Commissioner Mattare moved that the Board approve the supplemental agreement for the SRE building in the amount of \$105,513 to be paid 100% by the Idaho Transportation Department with TML Construction, Inc. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

Resolution 2023-68 / Disaster Emergency Declaration / Kootenai County Wildfire / BOCC (Action)

Chair Duncan said this resolution was for the Parkway Fire in Post Falls. It had been previously approved but new approval was required due to updated language in the resolution.

Commissioner Mattare moved that the Board approve Resolution 2023-68 Disaster Emergency Declaration with the Kootenai County Wildfire. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

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

The motion carried.

Resolution 2023-69 / City of Hayden right-of-way property purchase / Airport (Action)

Ms. Stevenson requested the Board’s approval for a resolution to allow the City of Hayden to purchase the property, pay for the temporary construction easement, and allow the funding to remain with the Airport, as per FAA grant assurances.

Chair Duncan added that this was for the Ramsey Road extension around the Airport.

Commissioner Mattare moved that the Board approve Resolution 2023-69 with the City of Hayden Ramsey Road right-of-way property purchase at the Airport. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan reported that she would update the Board once the meeting with Bouten Construction was rescheduled. She also reported that there had been a Facilities Working Group meeting on August 14th and they were waiting to hear back from Legal regarding the Sheriff's move. She said that, based upon the results from Legal, the Board would then decide if they wanted a judicial review.

Impact Fees

Commissioner Mattare reported on that morning's meeting with the Mayors. He said that it was the first step in identifying any issues and answering questions and that it went well. He said he hoped that before the end of the year, they would be on a good pathway towards getting the impact fees implemented.

Prosecuting Attorney Office Immediate Space Need

Chair Duncan reported that the project is proceeding and the Buildings and Grounds Department as well as the KCSO were assisting in the project.

Jail Pods

Chair Duncan reported that the RFQ (Request for Qualifications) would be published on August 18th.

- 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 2:20 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk