

Minutes of Meeting
Business Meeting
August 29, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Bruce Mattare, Chair Leslie Duncan 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, Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Staff Accountant – Grants Rae Ann Fritsche, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, Civil Deputy Prosecuting Attorney Jamila Holmes, KCSO Sheriff Robert Nelson, KCSO Captain Andy Deak, KCSO Sergeant Ryan Miller, Office of Emergency Management Preparedness Coordinator Sarah Long, Office of Emergency Management Administrative Assistant Andrea Littlefield, Solid Waste Director John Phillips, Resource Management Office (RMO) Transit Program Manager Chad Ingle, Airport Administrative Assistant Kim Stevenson, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Also present was Airport Advisory Board Vice Chair Steve Anderson. Commissioner Brooks, Chair Duncan, Mr. Ingle, Ms. Long, Ms. Littlefield and Ms. Stevenson 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:** Finance Director Brandi Falcon 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 asked that the order of items 24 and 25 be switched and that items 21, 22, and 23 be removed from today’s agenda.

Chair Leslie Duncan asked that item 32 be removed from today’s agenda

- E. Approve Meeting Minutes (Action)**

08/17/2023	Community Development – Update Meeting - Minutes
08/08/2023	Business Meeting Minutes
08/15/2023	Impact Fees Meeting with Mayors Minutes
08/16/2023	Vicious Dog Hearing Minutes
08/17/2023	Office of Emergency Management Minutes
08/15/2023	Business Minutes

Chair Duncan moved that the Board approve items one through six, the submitted minutes. Commissioner Bill 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: Aye

The motion carried.

F. Approve Consent Calendar (Action)

Cell Phone Stipend Request/Claflin/Parks & Waterways
Tuition Reimbursement Request / Whiteman
Tuition Reimbursement Request / Gidney
Human Resources PAF/SCF Report for 2023 PP18 Week 2
BOCC Signatures for Indigent Cases: 08/17/2023 – 08/23/2023

Chair Duncan moved that the Board approve items seven through eleven on the agenda, the Consent Calendar. 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: Aye

The motion carried.

G. Approve Payables List (Action)

Chair Duncan moved that the Board approve the Payables List for the week of August 21, 2023 through August 25, 2023 in the amount of \$655,685.26. 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: Aye

The motion carried.

H. Business:

Right-Of-Way Exchange Deed / Worley Highway District / Solid Waste (Action)

Solid Waste (SW) Director John (JP) Phillips requested the Board’s approval for a right-of-way exchange between the County and the Worley Highway District. This exchange would reconfigure the existing right-of-way to avoid a wetland mitigation area. He said that Civil Deputy Prosecuting Attorney Jamila Holmes had reviewed the exchange deed.

Chair Duncan moved that the Board approve the right-of-way exchange deed with Worley Highway District. 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: Aye
The motion carried.

First Amendment to Janitorial Services Agreement / Environment Control / Solid Waste (Action)

Mr. Phillips requested the Board’s approval for a one-year extension to the janitorial services agreement with Environmental Controls’ Building Maintenance Company of Spokane. He said that the price increased by 4.2%, was consistent with other contracts, and that the agreement had been reviewed by Legal and was covered by the budget.

Chair Duncan moved that the Board approve the First Amendment to Janitorial Services Agreement with Environment Control. 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: Aye
The motion carried.

Real Estate Lease – Blue Creek / Jack Forest / Solid Waste (Action)

Mr. Phillips requested the Board’s approval for a five-year lease with Jack Forest for the placement of dumpsters at the Blue Creek Bay Rural Collection Site for a cost of \$1 per year. He said that Ms. Holmes authored the lease agreement.

Chair Duncan moved that the Board approve the real estate lease with Blue Creek, Jack Forest and the Kootenai County Solid Waste Department. 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: Aye
The motion carried.

KCSO Sheriff Robert Norris and Mr. Phillips exited the meeting at 2:08 p.m.

Korn Ferry Contract Renewal / Korn Ferry / Human Resources (Action)

Human Resources (HR) Director Sylvia Proud requested the Board’s approval for a contract renewal with Korn Ferry, a company that the County had utilized for several years to provide job evaluations.

Chair Duncan moved that the Board approve the Korn Ferry Contract Renewal. 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: Aye

The motion carried.

Emergency Facilities & Land Use Agreement Ridge Creek Fire / Kootenai County / USDA Forest Service / Office of Emergency Management (Action)

Office of Emergency Management (OEM) Preparedness Coordinator Sarah Long requested the Board's approval for a land use agreement between the County and the USDA Forest Service for emergency use of the County's Emergency Operation Center for operations pertaining to the Ridge Creek Fire response.

Chair Duncan moved that the Board approve the Emergency Facilities & Land Use Agreement for the Ridge Creek Fire with the USDA Forest Service. 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: Aye

The motion carried.

Contract for Services 20HFR1 Glencairn Neighborhood 19 acres / The American Firefighter Company Boyle / Office of Emergency Management (Action)

OEM Administrative Assistant Andrea Littlefield requested the Board's approval for a contract with the American Firefighter Company to perform the hazardous fuel reduction for the Glencairn neighborhood with a cost of \$39,900 from the FireSmart Grant.

Chair Duncan moved that the Board approve the Contract for Services 20HFR1 Glencairn Neighborhood for 19 acres with the American Firefighter Company Boyle. 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: Aye

The motion carried.

Board Approval Request: September – National Preparedness Month / Office of Emergency Management (Action)

Ms. Long requested the Board's approval for the month of September to be declared as the Kootenai County Preparedness Month.

Chair Duncan moved that the Board approve the request for September to be National Preparedness Month in Kootenai County. 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: Aye

The motion carried.

Grant Award # ID-2023-016-00 / 5307 Capital – Tractor / Federal Transit Administration (FTA) \$20,000 / Cash Match Local Jurisdiction Cash \$5,000 / Resource Management Office (Action)

Resource Management Office (RMO) Transit Program Manager Chad Ingle requested the Board’s approval for a grant agreement with the Federal Transit Administration (FTA) for the purchase of a grounds/maintenance tractor and accessories.

Chair Duncan moved that the Board accept the Grant Award # ID-2023-016-00 for the 5307 Funds capital purchase of a tractor and the FTA funds of \$20,000 with a \$5,000 cash match. 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: Aye

The motion carried.

~~**Grant Amendment # O2270KC / 5310 Purchase of Service – Performance Period Extension Only / Idaho Transportation Department (ITD) \$181,000 / Cash and In Kind Match \$45,250 / Resource Management Office (Action) - Pulled**~~

~~**Grant Agreement # C2479KC / 5339 ID 2018 002 – Bus Rehabilitation / Idaho Transportation Department (ITD) \$95,000 / In Kind Match \$23,750 / Resource Management Office (Action) - Pulled**~~

~~**Grant Amendment # C1779KC / 5339 Bus Stops B3 & C15 Improvements / Idaho Transportation Department (ITD) \$329,200 / Cash and In Kind Match \$82,300 / Resource Management Office / Airport (Action) - Pulled**~~

Financial/Budget: Title III Reimbursement / Sheriff – Rec Safety (Action)

Staff Accountant – Grants Julina Hildreth requested the Board’s approval for a transfer of \$26,853.09 from the Title III Fund into the Sheriff’s Title III account. She said that the 45 day waiting period after the original request had expired and, as per Statute, the funds could then be transferred.

Chair Duncan asked if there had been any responses to the advertisements and Ms. Hildreth answered that none had been received.

Chair Duncan moved that the Board approve the Title III reimbursement. 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: Aye

The motion carried.

Board Approval Request: Snowmobile Purchase Out of Title III / Sheriff – Rec Safety (Action)

KCSO Sergeant Ryan Miller requested the Board’s approval for \$15,660 from Title III funds for the purchase of a new snowmobile.

Sergeant Miller and Ms. Hildreth exited the meeting at 2:16 p.m.

Chair Duncan moved that the Board approve the snowmobile purchase request out of Title III funds for the KCSO Rec Safety Division in the amount of \$15,660. 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: Aye

The motion carried.

Board Approval Request: Variance Approval for Exempt Status Position / Sheriff (Action)

KCSO Captain Andy Deak requested the Board’s approval for a variance of Policy 120 for compensation. He said they would like to utilize an employee assigned to the KCSO Public Safety Administration Department in the KCSO Dispatch Center and compensate that exempt employee with overtime pay for those overtime hours.

Chair Duncan asked if it would be appropriate for the Board to approve this item today but bring it back to an HR meeting, after HR’s analysis.

Ms. Proud said that it would be appropriate, provided that Civil Deputy Prosecuting Attorney Darrin Murphey had approved the agreement.

Captain Deak stated that Mr. Murphey had approved the agreement.

Sheriff Nelson re-entered the meeting at 2:17 p.m.

Ms. Hildreth re-entered the meeting at 2:20 p.m.

Chair Duncan moved that the Board approve the variance for exempt status for the position at the 911 Center for one year. 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: Aye

The motion carried.

Ground Lease AAL-2023-300 Hangar Purchase / Thomas E and Pamela D Pritchett Revocable Living Trust / Airport (Action) and Termination of Ground Lease AAL-2016-700 Hanger Sale / David Moxley LLC / Airport (Action)

Airport Administrative Assistant Kim Stevenson requested the Board's approval for Items # 27 and 28 to be combined as they were directly related.

Chair Duncan was agreeable to this and remarked that Item #28 would be the termination and #27 would be the purchase.

Ms. Stevenson informed the Board that David Moxley, LLC sold his hangar to the Thomas E and Pamela D Pritchett Revocable Living Trust. She requested the Board's approval for the termination of Ground Lease AAL-2016-700 and for the Pritchett Revocable Living Trust to receive a ground lease. The lease term would be for 19 years with a possible 25 year extension and would result in annual revenue of \$3,747.

Sheriff Nelson and Captain Deak exited the meeting at 2:21 p.m.

The Board addressed both items simultaneously and took action with one motion.

Chair Duncan moved that the Board approve the termination of Ground Lease AAL-2016-700, a hangar sale from David Moxley, LLC to Thomas E and Pamela D Pritchett Revocable Living Trust, and to approve the Ground Lease AAL-2023-300 Hangar Purchase. 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: Aye

The motion carried.

Lease Addendum AAL-2021-800 Amortization of Infrastructure payment / DFA LLC / Airport (Action)

Ms. Stevenson requested the Board's approval for an addendum to Lease AAL-2021-800, which would reduce the monthly land rent by 50% for the next 33 months. The lessee paid an infrastructure payment and this addendum would result in a \$58,509.52 or a 25% amortization of that payment.

Chair Duncan moved that the Board approve Lease Addendum AAL-2021-800 Amortization of Infrastructure payment with DFA, LLC. 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: Aye

The motion carried.

Termination of Ground Lease AAL-2020-061 Hanger Sale / North Idaho Jet, LLC / Airport (Action) and Ground Lease AAL-2023-600 Hanger Purchase / NEL Idaho Investment Group, LLC / Airport (Action)

Ms. Stevenson requested the Board's approval for Items # 30 and 31 to be combined as they were directly related.

Ms. Stevenson requested the Board's approval for the sale of a hangar from North Idaho Jet, LLC and a lease of a hangar to NEL Idaho Investment Group, LLC. The lease would be for a base of 21 years with an option for 25 additional years and would produce \$22,938.13 in annual revenue for the Airport.

The Board addressed both items simultaneously and took action with one motion.

Chair Duncan moved that the Board terminate Ground Lease AAL-2020-061, which is a hangar sale from North Idaho Jet, LLC to NEL Idaho Investment Group, LLC and that the Board approve Ground Lease AAL-2023-600. 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: Aye

The motion carried.

Status Update Pending Items (Discussion) - Pulled

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 2:27 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk