

**Minutes of Meeting
Business Meeting
September 19, 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 Rae Ann Fritsche and Julina Hildreth, Elections Manager Asa Gray, Human Resources (HR) Director Sylvia Proud, HR Generalist – Risk Management & Compliance Cecilia Sweet, HR Generalist – Benefits CK Kirkpatrick, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Juvenile Detention Assistant Director Jeremy Roth, Juvenile Detention Training Supervisor Lauren Gibson, Resource Management Office (RMO) Grants Manager Dorian Komberec, RMO Grants Technician Kaitlin Smith, KCSO 911 Communication Services Administrator Collin McRoy, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Executive Assistant Sara Masters, BOCC Administrative Secretary Teri Johnston, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were North Idaho Fair General Manager Alexcia Jordan, Bouten Construction Representative Kristen Hester and Kootenai County Residents Andrew Spilker, Jacob Spilker, Ian Anderson, Tyler Cavanaugh, Paul Valadon, Jordan Reese, Jake Fisher, Peter Holbrook, Deacon Norton, Ken Bond, Mike Quade, Eli Kuchin, Luke Orlando, Tate Berdoy, Aaron Kayser, Harold Elofson, and Jarred Norris. Ms. Johnston was present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:01 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Juvenile Detention Assistant Director Jeremy Roth 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)**

08/29/2023	Business Meeting
08/30/2023	Commissioners' Status Update
08/30/2023	Idaho State Public Defense Commission
09/05/2023	Commissioners' Status Update
09/07/2023	Auditor

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 Deferred Tax Correction 9-7-2023
Assessor Homeowner Exemption 9-7-2023
Human Resources PAF/SCF Report for 2023 PP20 Week 1
BOCC Signatures for Indigent Cases: 09/07/2023 – 09/13/2023

Commissioner Brooks moved that the Board approve items 6 through 9 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 September 11, 2023 through September 15, 2023 in the amount of \$613,387.10, with \$3,688.47 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:

Bid – Opening Bid #BP #06 - #14/Subcontractor Bids for Justice Building Expansion Work Package 02/Resource Management Office (Action)

Commissioner Mattare read the following bids into the record.

#06 – Selective Demolition

- Bouten Construction: \$60,870
- IRS Environmental: \$95,377

#07 – Structural Concrete & Below Grade Waterproofing

- Bouten Construction: \$1,638,300

#08 – Masonry

- Great Northern Company: \$1,220,000
- Spilker Masonry Company: \$1,684,000
- Anderson Masonry, Inc.: \$1,622,056

#09 – Steel Fabrication & Erection

- Advanced Welding & Steel, Inc.: \$2,574,000
- Spokane Metals LLC: \$2,219,567

#10 – None received

#11 – Elevators

- Schindler Elevator Corporation: \$487,000

#12 – Fire Protection

- McKinstry Company LLC: \$290,800
- RLH Fire Protection: \$369,500
- Western States Fire Protection: \$440,310
- Patriot Fire Protection, Inc.: \$326,890

#13 – Underground Plumbing

- Mackin & Little, Inc.: \$178,846
- Apollo Mechanical Contractors: \$115,143,69
- McKinstry Company Underground Plumbing: \$191,426
- TRM Services, Inc.: \$275,500
- ETCO Services LLC: \$113,000

#14 – Underground Electrical

- Summit Electric LLC: \$88,819
- Innovative Electric Solutions: \$183,297.09
- Fogg Electric: \$127,382.50
- McKinstry: \$69,961
- Energized Electric, Inc.: \$64,500
- TRM Services, Inc.: \$105,100

Chair Duncan moved that the Board acknowledge receipt of the bids and turn them over to Legal, RMO and Bouten to see if they were responsive. 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.

Resource Management Office (RMO) Grants Technician Kaitlin Smith, Bouten Construction Representative Kristen Hester and Kootenai County Residents Andrew Spilker, Jacob Spilker, Ian Anderson, Tyler Cavanaugh, Paul Valadon, Jordan Reese, Jake Fisher, Peter Holbrook, Deacon Norton, Ken Bond, Mike

Quade, Eli Kuchin, Luke Orlando, Tate Berdoy, Aaron Kayser, Harold Elofson, and Jarred Norris exited the meeting at 2:15 p.m.

Grant Award # ID-2023-019/ADP Software Licensing/Federal Transit Administration (FTA) \$80,000/In-Kind Match \$20,000/Resource Management Office (Action)

RMO Grants Manager Dorian Komberec requested the Board’s approval of a grant award for ADP Software Licensing from the FTA (Federal Transit Administration) in the amount of \$80,000, with an in-kind match in the amount of \$20,000. She explained this was for FTA allocation of 5307 funds for the Intelligent Transport System (ITS). She said that money would be used to cover eligible expenses for the cloud-based ITS system for their fixed route and Paratransit services.

Commissioner Mattare moved that the Board accept Grant Award # ID-2023-019 for ADP Software Licensing, from the Federal Transit Administration, in the amount of \$80,000, with an in-kind match of \$20,000, 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.

Grant Award # ID-2023-022/Fixed Route/Para Operations/Federal Transit Administration (FTA) \$1,129,554/In-Kind Match \$816,329/Resource Management Office

Ms. Komberec requested the Board’s approval of a grant award for fixed route and Paratransit operations from the FTA in the amount of \$1,129,554, with an in-kind match of \$816,329. She explained this was for FTA allocation of 5307 funds for all eligible operating expenses for fixed route and Paratransit services.

Commissioner Brooks moved that the Board approve Grant Award # ID-2023-022, for fixed route and Paratransit Operations from the FTA in the amount of \$1,129,554, with an in-kind match of \$816,329. 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.

Grant Award # ID-2023-023/Vehicle Preventive Maintenance/Federal Transit Administration (FTA) \$80,000/In-Kind Match \$20,000/Resource Management Office (Action)

Ms. Komberec requested the Board’s approval of a grant award for vehicle preventive maintenance from the FTA, in the amount of \$80,000, with an in-kind match of \$20,000. She explained that this was also for FTA allocation of 5307 funds for preventive maintenance on fixed route and Paratransit vehicles.

Commissioner Mattare moved that the Board approve Grant Award # ID-2023-023, for vehicle preventive maintenance from the FTA in the amount of \$80,000, with an in-kind match of \$20,000 for the Resource Management Office. 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.

Proposal for Construction Materials Testing & Special Inspections/Allwest/Resource Management Office (Action)

Ms. Komberec requested the Board's approval of a proposal for construction materials testing and special inspections from Allwest in the amount of \$64,365.20.

Finance Director Brandi Falcon asked what the funding source for it would be.

RMO Director Jody Bieze entered the meeting via teleconference at 2:20 p.m.

Chair Duncan stated that it would use ARPA (American Rescue Plan Act) money.

Ms. Komberec noted that there was a meeting planned on Thursday of this week during which more specific details of the funding source would be settled.

Commissioner Mattare moved that the Board approve the proposal for construction materials testing and special instructions with Allwest in the amount of \$64,365.20, to come out of ARPA, to be determined on Thursday, September 21, 2023 with the Resource Management Office. 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.

Ms. Smith reentered the meeting at 2:20 p.m.

Board Approval: FY2024 Invoice Payment for Precinct Central Electronic Poll Book Contract/\$22,500.00/Tenex Software Solutions, Inc./Elections (Action)

Elections Manager Asa Gray requested the Boards approval to pay the FY2024 invoice for the Precinct central Electronic Poll Book contract, in the amount of \$22,500, with Tenex Software Solutions, Inc. He said this covered the E-poll books and included both the software and support received from Tenex. He stated the cost was the same as last year; this was the final year of the agreement which began when the devices were purchased.

Commissioner Brooks moved that the Board approve the FY2024 Invoice Payment for Precinct Central Electronic Poll Book Contract for \$22,500 to Tenex Software Solutions, Inc. 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.

Board Approval: FY 2024 Invoice Payment for Hardware and Software License, Maintenance and Support Services Agreement/Elections Systems and Software/Elections (Action)

Mr. Gray requested the Board’s approval of the FY2024 invoice payment for hardware and software licenses and the Maintenance and Support Services Agreement with Elections Systems and Software (ES&S). He noted that the cost of \$32,193 represented an increase of \$1,533 from last year.

Commissioner Mattare moved that the Board approve the FY2024 invoice payment in the amount of \$32,193 for hardware and software license and the Maintenance and Support Services Agreement with Elections 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.

Board Approval Request: Renewal of Liability Insurance/Joint Powers Subscriber Agreement/Idaho Risk Management Program (ICRMP)/Human Resources (Action)

Human Resources (HR) Generalist – Risk Management & Compliance Cecilia Sweet requested the Board’s approval of the renewal of the County’s liability insurance Joint Powers Subscriber Agreement with ICRMP (Idaho Counties Risk Management Program). She noted that the payment would be made in two parts, with \$486,389.50 due on October 1, 2023 and the same amount due on April 1, 2024. She briefly explained how ICRMP determined the fee.

Commissioner Mattare moved that the Board approve the request to renew the liability insurance for the total amount of \$972,779, with the first payment due by October 1, 2023 in the amount of \$486,389.50, with the same amount due April 1, 2024, with the Joint Powers Subscriber Agreement, with the Idaho Counties Risk Management Program. 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.

Approval of PMR Service Agreement/PMR Healthcare/Human Resources (Action)

HR Director Sylvia Proud requested the Board’s approval of the PMR Service Agreement. She stated that the cost would be \$1.2 million and that this covered a three year contract with a non-appropriation clause included. She stated that PMR had offered a \$5,000 per month credit for executing the contract by the end of the day. She said the cost had been budgeted and added that a potential site had been located for the clinic.

Commissioner Brooks moved that the Board approve the PMR Service Agreement, with PMR Healthcare, for Human Resources. 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.

Master Agreement/Software & Support License/Computer Arts, Inc./Harris/CAI – Harris/Myers/County Assistance (Action)

Clerk Jennifer Locke requested the Board’s approval of the Master Agreement for the software & support license with Computer Arts, Inc./Harris for County Assistance. She said this was the renewal of the Master Agreement and that it was covered under the IT (Information Technology) budget. She added that the cost this year was \$3,996.

Commissioner Mattare moved that the Board approve the Master Agreement for the software & support license with Computer Arts, Inc./Harris/CAI for County Assistance. 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.

1st Amendment to Addendum L to the Service Level Agreement for Electronic Transaction and Access/NIC Idaho d.b.a. Access Idaho/Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board’s approval of an amendment to Addendum “L” to their Service Level Agreement for electronic transactions and access with NIC Idaho d.b.a. Access Idaho. He explained that the entity would change the format used by customers to pay their online daily launch fees and related items. He said this amendment would authorize Access Idaho to proceed with that change.

Ms. Komberec, Ms. Smith and Ms. Falcon exited the meeting at 2:31 p.m.

Commissioner Brooks moved that the Board approve the first amendment to Addendum "L" to the service level agreement for Electronic Transaction and Access with NIC Idaho d.b.a. Access Idaho for Parks & Waterways. 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.

Blackwell Island Marina Lease Agreement YC21/Hagadone Hospitality Co./Parks & Waterways (Action)

Mr. Snyder requested the Board's approval of the Blackwell Island Marina Lease Agreement YC21 with Hagadone Hospitality Company. He remarked that P & W would pay \$5,446 and KCSO would pay \$2,732 of the total \$8,170. He said this included a 5% increase from last year.

Ms. Falcon reentered the meeting at 2:33 p.m.

Commissioner Mattare moved that the Board approve the Blackwell Island Marina Lease Agreement YC21 with Hagadone Hospitality Company for Parks & Waterways in the amount of \$8,170. 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.

ECW Support Renewal Quote – 2062210/Motorola Solutions/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of their annual ECW (Emergency Call Works) Support Renewal Quote. He stated this was a budgeted item, with the actual contract price being less than expected. He said the total was \$89,279.36.

Commissioner Brooks moved that the Board approve the ECW Support Renewal Quote – 2062210 with Motorola Solutions for 911 in the amount of \$89,279.36. 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.

Motorola Solutions ASTRO Support Renewal Quote – 2060728/Motorola Solutions/911 (Action)

Mr. McRoy requested the Board's approval of their Motorola Solutions ASTRO Support Renewal Quote. He explained this was the radio system support agreement, which they renew annually. He said there was no change to their service level, so the only price

change was the normal 3% increase, with a total cost of \$196,232. He stated this would be paid from the E-911 Funds and had been included in their budget.

Commissioner Mattare moved that the Board approve the Motorola Solutions ASTRO Support Renewal Quote – 2060728 for 911 in the amount of \$196,232. 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 and Mr. Snyder exited the meeting at 2:36 p.m.

Amendment to Food Service Partnership/Summit/Juvenile Detention (Action)

Juvenile Detention Training Supervisor Lauren Gibson requested the Board’s approval of an amendment to the Food Service Partnership contract with Summit Food Service, LLC. She said the changes included the required prohibitions of contracts with the Chinese government and an increase in cost from \$2.58 per meal to \$3.25 per meal, or 21%.

Commissioner Brooks moved that the Board approve the amendment to the Food Service Partnership with Summit for Juvenile Detention. 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.

Ms. Gibson and Mr. Roth exited the meeting at 2:37 p.m.

Contract Renewal/Public Defender Conflict Contracts/Administrator Contract/Scot Nass/BOCC (Action)

Public Defender Conflict Contract Renewals/Andersen/Bolton/Bowes/Chesebro/Crocker-Hagerty/Findlay/Frampton/ Merck/Nixon/Palmer/Pierce/Riadh/Riffle/Schwartz/Swartz/BOCC (Action)

Public Defender Conflict Contracts/Abbitt/Marcello/Abbit;Marcello/BOCC (Action)

BOCC Administrative Secretary Teri Johnston suggested that items 26, 27 and 28 be handled with one motion because they were three parts of one issue. She stated that item 26 was a renewal of the Administrator Contract for Public Defender Conflict Attorney Contracts with Scot Nass. She said the new contract would run from October 1, 2023 to September 30, 2024, with the terms unchanged. She reported that item 27 included Conflict Contract Renewals for the listed Attorneys, with the agreements running from October 1, 2023 through September 30, 2024, with the terms unchanged. She stated that item 28 was for two new Conflict Attorney Contracts for the listed persons, with the agreements extending from October 1, 2023 through September 30, 2024.

Commissioner Mattare moved that the Board approve the renewal of the contracts for Public Defender Conflict Contracts Administrator Scot Nass in the amount of \$4,000 per month and for Andersen, Bolton, Bowes, Chesebro, Crocker-Hagerty, Findlay, Frampton, Merck, Nixon, Palmer, Pierce, Riadh, Riffle, Schwartz, and Swartz for \$150 per hour, and the new contracts for Abbitt and Marcello for \$150 per hour. 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.

RATIFY: Memorandum of Understanding/Spokane County Medical Examiner's Office/Coroner (Discussion)

Commissioner Brooks moved that the Board approve the Memorandum of Understanding with the Spokane County Medical Examiner's Office for the Coroner'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.

Chair Duncan said they would address item 31 before item 30, since 31 was an action item. No objections were voiced.

Board Approval Request: RBS Closeout/Sheriff – Marine (Action)

Staff Accountant – Grants Julina Hildreth requested the Board's approval of the closeout of the RBS (Recreational Boater Safety) grant for the Sheriff's Office. She noted the grant was for \$169,738.

Commissioner Mattare moved that the Board close out the Boating Safety Grant with the Idaho Department of Parks & Recreation in the amount of \$169,738. 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.

Fair Board Quarterly Update – 2023 North Idaho State Fair Recap (Discussion)

North Idaho Fair General Manager Alexcia Jordan reminded those present that the FY23 Fair had ended on August 28, 2023. She thanked all the Commissioners and other County employees who attended the Fair over its ten day run. She reported that the attendance this year had been 150,130, down 7% from last year, probably due to the poor weather conditions experienced during the first four days. She said that seven of the eleven arena shows sold out, the carnival was down 7% and food sales were down 3.5%. She said there

had been 135 commercial vendors and 40 food vendors. She added that there had been about 700 volunteers who gave their time to help make the Fair a success.

Ms. Jordan reported that the Livestock Market Sale had handled 301 animals for a total of \$910,000. She said this was a smaller number of animals than in previous years and the average price per animal was \$3,023.54, down about 8% from last year. She noted that they had 6,408 exhibitors over the whole span of the Fair.

Ms. Jordan listed upcoming events, such as Cowboy Christmas in December. She also said that the Rocky Mountain Association of Fairs would be holding their annual conference here in Coeur d'Alene this year, so there would be about 450 fair management personnel and entertainers for the event.

Status Update Pending (Discussion)

Facilities Expansion

Chair Duncan remarked that they expected to hear back from Bouten Construction regarding the bids accepted today during the first week of October.

Impact Fees

Commissioner Mattare said they were still planning on meeting with the mayors during the first week of October.

Prosecuting Attorney's Office Immediate Space Needs

There was no additional information on this item.

Jail Pods

Chair Duncan reminded those present that the RFQs (Request for Qualifications) were due October 3, 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 2:47 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk