

**Minutes of Meeting  
Business Meeting  
September 26, 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 KCSO Undersheriff Brett Nelson, KCSO Captain Jeremy Hyle, KCSO Lieutenants Ryan Higgins and Justin Arts, KCSO Sergeant Ryan Miller, Deputy Finance Director Keith Taylor, Accounting Manager Isaac Ohm, Accountant – Budget Arrow Gidney, Staff Accountant – Grants Julina Hildreth, Staff Accountant – Grants Rae Ann Fritsche, Tax Accounting Specialist Alicia Lynch, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Civil Deputy Prosecuting Attorney R. Dave Ferguson, Resource Management Office (RMO) Grants Technician Kaitlin Smith, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Also present were Northern Lakes Fire District Assistant Chief Matt Dill and Firefighter Justin Brodin. Chair Pro Tem Mattare and Ms. Smith were present via teleconference. Chair Leslie Duncan was excused.

- A. Call to Order:** Commissioner Bill Brooks called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** KCSO Undersheriff Brett Nelson 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)**

09/01/2023	Adopt FY24 Budget Minutes
09/05/2023	Business Meeting Minutes
09/06/2023	Requests for Cancellation of Taxes Minutes

Chair Pro Tem Bruce Mattare moved that the Board approve items one through three, the submitted minutes. 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:	Excused

The motion carried.

**F. Approve Consent Calendar (Action)**

Assessor Homeowner Exemption 9-13-2023  
Assessor Valuation Amendment 9-13-2023  
Cell Phone Reimbursement / Assistant to the Trial Court Administrator  
Resolution – 2023-74 / Cancel Taxes, Penalties & Interest / AIN 300868 / Post Falls  
Highway District  
Agreement for Medical Examiner Services / Spokane County / Coroner  
BOCC Signatures for Indigent Cases: 09/14/2023 – 09/20/2023  
Human Resources PAF/SCF Report for 2023 PP20 Week 2

Chair Pro Tem Mattare moved that the Board approve items four through ten 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: Excused

The motion carried.

**G. Approve Payables List (Action)**

Chair Pro Tem Mattare moved that the Board approve the Payables List for the week of September 18, 2023 through September 22, 2023 in the amount of \$1,308,976.49 and jury panel payments of \$2,051.19. 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: Excused

The motion carried.

**H. Business:**

**Board Approval Request: Approval/Certification of Tax Year 2023 L-1 / Auditor (Action)**

Tax Accounting Specialist Alicia Lynch requested the Board’s approval and certification for the 2023 L-1 form. The L-1 included all of the calculated levy rates for all of Kootenai County’s Taxing Districts and was due to the Idaho State Tax Commission by September 30, 2023. Greenferry Water and Sewer District was added to the list as they have levied for the first time.

Chair Pro Tem Mattare moved that the Board approve the request for the Certification of Tax Year 2023 L-1 with the Auditor. 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: Excused

The motion carried.

**Board Approval Request: Change Order 001 Builders Risk Insurance / Bouten Construction / Resource Management Office (Action)**

Resource Management Office (RMO) Grants Technician Kaitlin Smith requested the Board's approval to ratify Change Order 001 for the contract between the County and Bouten Construction. She said that there was an obligation to carry builder's risk insurance. The \$74,184 insurance premium cost would bring the total of Work Package 1 to \$5,182,882

Chair Pro Tem Mattare moved that the Board approve the Request for Change Order 001 for the Builder's Risk Insurance with Bouten Construction and the Resource Management Office. 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: Excused

The motion carried.

**Countywide Proposed Step Anniversary Criteria / Human Resources (Action)**

Human Resources (HR) Director Sylvia Proud requested the Board's approval for the new Countywide Proposed Step Anniversary Criteria. She said the Board had preliminarily approved the criteria at both the September 20, 2023 Elected Officials' Meeting and the September 21, 2023 Human Resources Meeting. The criteria included conditions which would either make employees eligible or ineligible for the step increase. She said the changes the Board had made had been incorporated into the document. She added that the KSCO Operations Sworn Peace Officers 5-Step matrix would be reviewed next and those employees would have to comply with this criteria as well.

Chair Pro Tem Mattare said he was pleased they were able to put this together, create this anniversary step and demand a high level of performance in exchange.

Chair Pro Tem Mattare moved that the Board approve the Countywide Proposed Step Anniversary Criteria with Human Resources. 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: Excused

The motion carried.

**Financial/Budget: Retention Bonuses FY2024 / 911 (Action)**

KCSO Lieutenant Ryan Higgins requested the Board's approval to continue the retention bonuses for the 911 Center staff through FY24 until their staffing levels reached 75%. He said the 911 Center had a staffing crisis and if they were to lose one employee then they would not be able to staff the Center 24hrs/7days a week. He added that they had 6 job applicants currently undergoing the background process. The projected cost of \$305,374 was budget-neutral and would come out of salary savings.

Commissioner Brooks asked how long the background process took. Lt. Higgins said that it would take 6-8 weeks for the background plus an additional 6-8 months for new employees to be fully trained to work on the floor.

Chair Pro Tem Mattare moved that the Board approve the retention bonuses for FY2024 for 911 until they get to a 75% full staffing level. 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: Excused

The motion carried.

**Board Approval Request: Northern Lakes Fire District 2023 Memorandum of Understanding / Sheriff / Sheriff - Marine (Action)**

KCSO Sergeant Ryan Miller requested the Board's approval for a Memorandum of Understanding with the Northern Lakes Fire District in order for them to provide divers to assist the Sheriff's Dive Team.

Chair Pro Tem Mattare moved that the Board approve the request for the Memorandum of Understanding with the Northern Lakes Fire District for 2023 with the Sheriff's Office. 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: Excused

The motion carried.

**Board Approval Request: Sworn Deputy Matrix Steps Measurables Revised / Sheriff (Action)**

KCSO Undersheriff Brett Nelson requested the Board's approval for the five-year Sworn Deputy Matrix, which he said, had been updated with the new discipline County policy and approved by HR. He noted that there had been discussion with the Board to increase the minimum requirement of 20 POST (Police Officer Standards & Training) hours in FY25 to 25 POST hours in FY26 and then to 30 POST hours in FY27. He stated that the Sheriff and he were in support of those changes.

Chair Pro Tem Mattare thanked the Sheriff's Office for helping to put this together.

Chair Pro Tem Mattare moved that the Board approve the request for the Sworn Deputy Matrix Steps Measurables as revised. There being no further discussion, Deputy Clerk Santiago called the roll:

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

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):** Commissioner Brooks adjourned the meeting at 2:16 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Rosanna Santiago, Deputy Clerk