

**Minutes of Meeting**  
**Business Meeting**  
**October 3, 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 Accountants – Grants Rae Ann Fritsche and Julina Hildreth, Elections Manager Asa Gray, Chief Deputy Assessor Ben Crotinger, Solid Waste (SW) Director John (JP) Phillips, Human Resources (HR) Director Sylvia Proud, HR Generalist – Benefits CK Kirkpatrick, KCSO Captain Jeremy Hyle, Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey, IT Senior Applications Systems Manager Carrie Cole, Civil Deputy Prosecuting Attorney R. David Ferguson, Airport Compliance Administrator Kim Stevenson, Resource Management Office (RMO) Grants Technician Kaitlin Smith, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Longwell Trapp Architects Representative Cory Trapp and Bouten Construction Representative Kreg Shelby. Commissioner Brooks and Ms. Stevenson 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:** Information Technology (IT) Network Administrator Grant Kinsey 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 Duncan stated that items 31, “Board Approval Request: FY24 Telmate Contract Extension/Sheriff – Jail (Action),” 33, “Board Approval Request: KCSO Kootenai Electric Security Fence/Sheriff (Action), and 34, “2023 – 2024 KCSO/Lakeland School District SRO Agreement/Lakeland Joint School District/Sheriff/Patrol (Action)” would be pulled from today’s agenda.

No objections were voiced.

- E. Approve Meeting Minutes (Action)**

08/30/2023	FY24 Public Budget Hearing
09/07/2023	Human Resources
09/12/2023	Business Meeting
09/12/2023	Commissioners’ Status Update
09/13/2023	Kootenai County Facilities Director Interviews

09/14/2023 Community Development Update Meeting  
09/15/2023 Kootenai County Facilities Director Interview

Commissioner Bruce Mattare moved that the Board approve items 1 through 7, 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.

RMO Grants Manager Dorian Komberec entered the meeting at 2:02 p.m.

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

Assessor Valuation Amendment 9-20-2023  
Assessor Solid Waste Adjustment 9-22-2023  
Assessor Valuation Amendment 9-22-2023  
Assessor Homeowner Exemption 9-22-2023  
Assessor Homeowner Exemption 9-20-2023  
Authorization Request for Bad Debt Write Off – Solid Waste  
BOCC Signatures for Indigent Cases – 9/21/2023 – 9/27/2023  
Human Resources PAF/SCF Report for 2023 PP21 Week 1

Commissioner Mattare moved that the Board approve items 8 through 16 on the agenda, the Consent Calendar. 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.

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

Commissioner Mattare moved that the Board accept the Payables List for the week of September 24, 2023 through September 29, 2023 in the amount of \$568,728.84, with \$2,983.04 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:

**RFP – Opening Bid #2023-SH1003/Kootenai County Public Safety Building – Jail Pods Build-Out/Resource Management Office (Action)**

Resource Management Office (RMO) Grants Technician Kaitlin Smith reported that responses had been submitted for the RFQ (Request for Qualifications) for the design of the build-out of the Jail Pods. She said that the names of the respondents would be read into the record and the responses acknowledged then rated by an evaluation team.

Chair Duncan remarked that the Commissioners were considering going with a General Contractor process. She stated that they would still acknowledge receipt of the documents from the two different architects and then send them to Legal and RMO for evaluation.

Commissioner Mattare stated that the Board had received responses from Lombard Conrad Architects and Design West Architects.

Commissioner Mattare moved that the Board acknowledge receipt of responses from Lombard Conrad Architects and Design West Architects, which would be forwarded to Legal and RMO for review. 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.

**Work Package #02 GMP Amendment to Agreement between Kootenai County and Bouten Construction for Justice Building Expansion – ARPA Funded/Bouten Construction Company/Resource Management Office (Action)**

Ms. Smith stated that this was the second Guaranteed Maximum Price (GMP) Amendment to the agreement between Kootenai County and Bouten Construction for Work Package #02 of the Justice Center Expansion. She said this total contract sum was \$8,453,544 and would include building structure, detention doors, frames, hardware, detention glazing, elevators, mechanical and electrical. She noted that this amount would be added to the Work Package #01 sum and would be funded through ARPA (American Rescue Plan Act) dollars previously set aside for the project.

Finance Director Brandi Falcon reported that, with the total cost at \$38.64 million, the project had been left with a \$10.4 million funding shortfall. She called attention to the list of potential funding sources she had provided and said this included the proposed reallocation of the \$200,000 from Admin, as previously discussed. She commented that she had received news that one of the HVAC projects might be coming in over the planned budget and suggested that the Commissioners might want to direct that \$200,000 there instead. She enumerated the available resources that could be drawn upon to reach the fully funded amount of \$38.6 million. She cautioned that if soft cost numbers continued to increase, the total price would increase. She concluded that her calculations would

leave the County with \$8.9 million left in Fund 11 to be used to complete the Jail Pods and enable KCSO's move to KC North.

Ms. Falcon said she had included a copy of the last letter she had received that listed the estimated cost to complete the Jail Pods at \$7.6 million and that she had included a placeholder in her calculations for the KC North Campus of \$1.5 million. She stated that there was not quite enough left in Fund 11 to assure the completion of both projects but remarked that her figures did not include any additional fund balance that would be built after the FY23 books were closed. She said she did not feel comfortable offering a number for how much fund balance would be built this fall; they would not know for certain until January or February.

Chair Duncan pointed out that Contingency Funds had not been included in the figures. She reminded those present that the Sheriff's Office intended to do some of the work at KC North in-house, which would reduce the expense. She added that there were also projects included in that estimate which did not need to be completed before staff moved into the new facility.

Commissioner Mattare expressed his continued concern regarding the limited time they had available to review the three projects and whether they would be able to complete all three within the desired financial constraints.

Chief Deputy Treasurer Jill Smith entered the meeting at 2:11 p.m.

Chair Duncan commented that there were many unknowns related to expenses right now, so some things had been estimated on the high side. She assured those present that better numbers would become available soon.

Commissioner Mattare expressed his continued reservations regarding these issues. He stated that he believed the County did not have enough money for all three projects.

Chair Duncan said she disagreed with his conclusions, but understood his reasoning. She stated she had been working with the Treasurer's Office on different ways they could help the Board with financing. She commented that cancelling the Justice Center Expansion at this point would still cost the County millions of dollars and successful completion of the project would enhance the County's ability to get people out of the overcrowded Jail and through legal system faster. She explained that courtrooms were having to be shared now and the County was soon getting yet another Judge, which would increase the need for space. She expressed confidence that all the factors would come together and make their goals achievable.

Commissioner Mattare reiterated his concerns with the process. He indicated he would be willing to make a decision in a week.

Chair Duncan asked Bouten Construction Representative Kreg Shelby what the impact would be if they delayed the Work Package #02 item for a week.

Mr. Shelby said Bouten would receive updated trade partner numbers on Tuesday of next week and would need the rest of the week to sort through the numbers and meet with the design team. He said they would be prepared to meet with the Board and present the results on October 17. He recommended that the Board wait to approve Work Package #02 until then, with one exception. He stated that it was critical that they release the structural steel, reinforcing bar and concrete work for shop drawings. He said this was his recommendation, since it would not increase the project cost in the end.

Treasury Specialist III Kelly Wuest entered the meeting at 2:22 p.m.

Commissioner Mattare listed his concerns about the project and voiced his dissatisfaction regarding availability of information and the increases in cost.

Mr. Shelby commented that when his company was chosen as the CMGC, they had stated up front that this was not going to be a \$22 or \$24 million project; it would come in the range of \$32 to \$35 million. He pointed out that, after two work packages, they were ahead of estimates by about \$200,000. He also reminded those present that the estimates included \$1.35 million in contingency funds.

Commissioner Mattare expressed skepticism regarding the accuracy of the estimates and noted that the total he had seen had gone up \$300,000 in a matter of ten days.

Chair Duncan confirmed that a discussion of the fund balance would be held before the October 17, 2023 meeting. She said they would have updated information by Bouten by that time and predicted they would be able to proceed with Work Package #02.

Mr. Shelby asked that the motion today include submittals and shop drawings for structural steel, reinforcing steel and concrete form work.

Chair Duncan stated that she believed this suggestion would allow them to delay the decision on Work Package #02 without costing the County more money. She commented that these items would be needed in the long run so she felt it was an acceptable risk.

Commissioner Mattare asked whether these items would still be needed if they decided not to add the top floor to the building.

Mr. Shelby confirmed that they would. He recommended that the County keep the design as presented so that the last floor could be added in the future, if it were not done this time.

Commissioner Mattare said that he would be willing to accept the amendment and wait until October 17, if Mr. Shelby could guarantee his statement.

Connection was lost with Commissioner Brooks at some time prior to the motion being made.

Chair Duncan moved that, in lieu of Work Package #02, the Board approve the submittals for the shop drawings on the structural steel, the reinforced steel and the concrete form work. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Ms. Falcon asked if approving just these portions of Work Package #02 would have a financial impact.

Chair Duncan stated that it was her understanding that the Board was approving the specific work to go forward, so the Board was agreeing to pay for that, but the items would be needed whether it ended up as a three floor or a four floor building.

Ms. Falcon asked that RMO and/or Bouten inform her of the exact amount, since she needed to track the ARPA dollars used as they go along.

**Financial/Budget: Purchase Approval for Loader Tires/Solid Waste (Action)**

Solid Waste (SW) Director John (JP) Phillips requested the Board's approval to proceed with the purchase of four solid rubber tires for one of their waste handler loaders at the Prairie Transfer Station. He said the total price, including shipping, had been quoted as \$30,747.91, which had been included in their Budget.

Commissioner Mattare moved that the Board approve the purchase of loader tires for Solid Waste. Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Excused

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Mr. Phillips exited the meeting at 2:32 p.m.

Commissioner Brooks re-entered the meeting via teleconference at 2:32 p.m.

**Board Approval Request: Request to Roll Over FY2023 Project Funds into FY2024/Information Technology (Action)**

Mr. Kinsey requested the Board's approval to roll over the FY2023 project funds into FY2024. He explained the annual process by which multi-year project funds were transferred to Fund Balance at the end of each fiscal year.

Ms. Falcon stated she had already explained this process to some other involved departments and had spoken to Civil Deputy Prosecuting Attorney R. David Ferguson about it. She explained that statute only allowed rolling forward of capital construction projects, so anything other than a capital construction project was returned to fund balance at year end and, if the department wished to continue the project, they had to

come to the Board in the next fiscal year to request the amount be moved from fund balance back to their budget.

Commissioner Mattare moved that the Board approve the request to roll over FY2023 Project Funds into FY2024 for Information Technology. 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. Kinsey, IT Director James Martin, IT Senior Applications Systems Manager Carrie Cole, Mr. Shelby and Auditor's Office Staff Accountant – Grants Julina Hildreth exited the meeting at 2:35 p.m.

**Board Approval Request: Approval of Regence Interfacility Ground Ambulance Claims Reprocessing/Human Resources (Action)**

HR Generalist – Benefits CK Kirkpatrick requested the Board's approval of the reprocessing by Regence of interfacility ground ambulance claims. She stated that Regence had recommended this as appropriate and noted the dollar amount was \$1,684.

Commissioner Mattare moved that the Board approve the Regence interfacility ground ambulance claims reprocessing as presented by HR. 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 Aflac Group Master Application/Aflac Continental American Insurance Company/Human Resources (Action)**

Ms. Kirkpatrick requested the Board's approval of the Aflac Group Master Application for Accident, Critical Illness and Hospital Indemnity. She noted that the documents for Accident and Hospital Indemnity were attached but Critical Illness was not yet. She said that they could bring that back at the next meeting.

Commissioner Mattare moved that the Board approve the Aflac Group Master Application with Aflac Continental American Insurance Company for HR. 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.

Ms. Hildreth re-entered the meeting at 2:35 p.m.

**The Standard Termination Letter for Accident, Critical Illness and Hospital Indemnity Benefits/The Standard/Human Resources (Action)**

Ms. Kirkpatrick requested the Board's approval of the Termination Letter for Accident, Critical Illness and Hospital Indemnity Benefits with the County's prior carrier, The Standard. She noted that the County would retain The Standard's coverage for County-paid life insurance and a few other voluntary coverages.

Commissioner Mattare moved that the Board the Standard Termination Letter for Accident, Critical Illness and Hospital Indemnity Benefits with The Standard, for HR. 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.

Ms. Kirkpatrick and HR Director Sylvia Proud exited the meeting at 2:40 p.m.

**Board Approval Request: Corrected Approval Order/Pine Grove Academy/Assessor (Action)**

**Board Approval Request: Corrected Approval Order/North Idaho College/Assessor/Assessor (Action)**

Chief Deputy Assessor Ben Crotinger requested the Board's approval of corrected Approval Orders for Pine Grove Academy and North Idaho College. He stated that items 25 and 26 were related to the same AIN, #174950.

Mr. Crotinger explained that the AIN was a commercial property located in Post Falls, leased out by multiple different entities, including both Pine Grove Academy and North Idaho College. He stated that, prior to the approval order that had gone through on May 1, 2023, there had already been an exemption for North Idaho College (NIC) on this AIN for 26%. He said that when the approval order for Pine Grove Academy came in, it only said, "The Kootenai County Board of Commissioners have received a request for tax exemption to be granted to Pine Grove Academy." He said that they then did a 100% exemption for the entire property in error.

To correct this, Mr. Crotinger asked that 21% be exempted on AIN 174950 for Pine Grove Academy and 26% for NIC on the same AIN.

Mr. Ferguson advised that the motion make it clear what exemption was being applied from each entity. He agreed that it could be done in one motion.



Commissioner Mattare moved that the Board approve the request for the corrected approval order for Pine Grove Academy for 21% and North Idaho College for 26%, both on AIN 174950. Chair Duncan 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. Crotinger exited the meeting at 2:43 p.m.

**Airport Work Order WO23-007 COE Wildlife Management Plan Training/T-O Engineers/Airport (Action)**

Airport Compliance Administrator Kim Stevenson requested the Board's approval of Work Order WO23-007 COE Wildlife Management Plan Training with T-O Engineers (Ardura). She explained this was an annual training offered to Airport staff and the cost this year would be \$3,100. She said there would hands-on training for six or seven people.

Commissioner Mattare moved that the Board approve the Airport Work Order WO23-007 COE Wildlife Management Plan Training with T-O Engineers. 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.

**Development and Ground Lease – NORTH AAL-2023-500 North Side Hangar Development/North Idaho Hangar Group LLC/Airport (Action)**

Ms. Stevenson requested the Board's approval of North Side Hangar Development NORTH AAL-2023-500 for North Idaho Hangar Group LLC. She said the annual revenue would be \$25,415.

Commissioner Mattare moved that the Board approve the Development and Ground Lease NORTH AAL-2023-500 North Side Hangar Development for North Idaho Hangar Group LLC, for the Airport. Chair Duncan 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.

**T-Hangar Lease AAL-2023-650 Lease Space 2/NIDFG LLC/Airport (Action)**

Ms. Stevenson requested the Board's approval of a T-Hangar lease AAL-2023-650 with NIDFG LLC, which would bring an annual revenue of \$4,200.

Commissioner Mattare moved that the Board approve T-Hangar Lease AAL-2023-650 Lease Space 2 with NIDFG LLC and the Airport. 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: Request for Annexation/Meert/Kootenai County Fire & Rescue/BOCC (Action)**

Mr. Ferguson reported that all the required conditions had been met for this request and the property was contiguous with other land that was included under Kootenai County Fire & Rescue.

Commissioner Mattare moved that the Board approve the request for annexation with Meert and Kootenai County Fire & Rescue. 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: FY24 Telmate Contract Extension/Sheriff – Jail (Action) – Pulled~~**

**Board Approval Request: FY24 Summit Food Service and Commissary Agreement/Sheriff – Jail (Action)**

KCSO Captain Jeremy Hyle requested the Board’s approval of the FY24 Summit Food Service and Commissary Agreement. He remarked that the cost for the next year was a little less than expected.

Commissioner Mattare moved that the Board approve the request for FY24 Summit Food Service and Commissary Agreement for the Sheriff’s 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.

**~~Board Approval Request: KCSO Kootenai Electric Security Fence/Sheriff (Action) – Pulled~~**

**~~2023-2024 KCSO/Lakeland School District SRO Agreement/ Lakeland Joint School District/Sheriff/Patrol (Action) – Pulled~~**

Captain Hyle exited the meeting at 2:49 p.m.

**Board Approval Request: Approve Ballot Order per Idaho Code 34-902/November 7, 2023 Consolidated Election/Elections (Action)**

Elections Manager Asa Gray requested the Board’s approval of the Ballot Order for the November 7, 2023 Consolidated Election. He reported that there were multiple districts on the ballot: several cities would be conducting elections for mayors and/or city council, two fire districts, several school zones and four ballot questions. He offered some details of the different questions and explained how his department calculated the number of ballots to order.

Commissioner Mattare moved that the Board approve the Ballot Order per Idaho Code 34-902 for the November 7, 2023 Consolidated Election. 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.

**Resolution 2023-75/Designate Polling Places pursuant to Idaho Code 34-302/November 7, 2023 Consolidated Election/Elections (Action)**

Mr. Gray requested the Board’s approval of Resolution 2023-75, to designate polling places for the November 7, 2023 Consolidated Election. He reported that there had been three changes made since the May 2023 Election:

- A dual polling location for Precincts 305 and 309, at Lakeland High School library.
- Precinct 308 normally went to Golden Spikes Community Recreation Center, but they were undergoing construction that would conflict with the election date. This precinct would be moved to John Brown Elementary School.

Mr. Gray stated that Early Voting at the Elections Office would run from October 23 through November 3 and they had added a new feature: new “I Voted Early” stickers with various iconic Kootenai County pictures on them.

Commissioner Mattare moved that the Board approve Resolution 2023-75, to designate the polling places pursuant to Idaho Code 34-302 for the November 7, 2023 Consolidated Elections. 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.

**Resolution 2023-76/County Deeds from Tax Auction/BOCC (Action)**

Ms. Wuest asked whether the Commissioners had any questions or concerns regarding the Resolution.

None of the Commissioners had any questions.

Commissioner Mattare moved that the Board approve Resolution 2023-76, County Deeds for Tax Auction, BOCC. 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: Tax Deed Bid/AIN 166952/Whitfield/BOCC (Action)**

Chair Duncan said she did not have the bid envelope. She suggested they move on to the Pending Items for the moment. No objections were voiced.

**Status Update Pending (Discussion)**

Facilities Expansion

Chair Duncan reported that an update was given today on the project and that she was going to work further with the Auditor's Office to get a deeper understanding of the way projects were funded. She said the Facilities Work Group would be meeting on Monday.

Clerk Jennifer Locke reminded those present that one item from the Commissioners' Status Update this morning was that the Auditor's Office would be included in meetings of the Working Group and when the architect or Bouten Construction met with RMO.

Chair Duncan said Working Group did not usually address things which were expansion related. She explained they were considering how to backfill spaces vacated when the expansion was populated. She added that the Auditor's Office could certainly be added to the Master Invitation List and send a representative to those meetings.

BOCC Administrative Secretary Teri Johnston delivered the bid envelope to Chair Duncan at 2:58 p.m.

Clerk Locke asked how often the meetings were being held with Bouten and the architects.

Chair Duncan replied that those were held weekly, on Thursday morning.

Clerk Locke said her people would like to be present for those as well.

Chair Duncan said that would be fine.

Clerk Locke asked about the Jail Pods project, whether Requests for Proposals would be going to RMO or to the Sheriff's Office.

Chair Duncan stated that the Sheriff's Office had asked RMO to do the RFP for them. She indicated she would like to continue conversations about this with RMO and the other Commissioners.

### Impact Fees

Commissioner Mattare confirmed that a meeting with the Mayors was planned for tomorrow morning.

### Prosecuting Attorney's Office Immediate Space Needs

Chair Duncan said there was no updated information on this topic.

### Jail Pods

Chair Duncan stated that they had just received bids for this project.

### ARPA Projects

Ms. Smith listed the ARPA projects and their progress to date.

- Justice Center Expansion – Work Package #02 was presented and would be addressed in two weeks, on October 17, 2023. She said Design intended to have a contract to present for Work Package #03 around the end of December or the beginning of January. She stated that items from Work Package #01 were ongoing and would continue through October.
- Administrative Building HVAC RFQ had been published and responses were due November 7, 2023. She said design and engineering needed to be completed by late 2024 at the latest; a contractor would have to be procured by December 31, 2024.
- JVC HVAC upgrade contract was awarded earlier this year; work was still underway but the estimated date for the final walkthrough and inspection was later this week.
- Jail Generator RFQ was being prepared. She said design and engineering also needed to be completed by late 2024 and a contractor procured before December 31, 2024.
- Subawards: EMS had completed its ambulance project, which was paid and closed out. EMS PPE (Personal Protective Equipment) reimbursement project had been executed and reimbursement was requested and issued. CDA Care Program was complete, paid and closed out. Onsite for Seniors operational expenses was completed, paid and closed out. Wellspring Meadows subaward was ongoing and revised subaward agreements would be brought to the Board for approval to keep the project in compliance with changes in Treasury rules associated with the appropriate eligibility category. Children's Village was also affected by the change in rules and RMO expected a timeline by Friday for a new application from them.

Chair Duncan asked if the Children's Village agreement was not received, could the BOCC change direction on it or would they have to wait until 2024.

Ms. Smith said they did not have to wait; 2024 was the deadline for forming contracts funded through ARPA but the Board had discretion on what contracts to pursue so long as it was before December 31, 2024.

Staff Accountant – Grants Julina Hildreth asked for additional information related to Children’s Village.

Ms. Smith confirmed that they expected a timeline from them by the end of the week on when their application could be expected, but the agreement would not be finalized this week.

Chair Duncan stated they would return to item #38.

**Board Approval Request: Tax Deed Bid/AIN 166952/Whitfield/BOCC (Action)**

Chair Duncan stated that the name on the bid envelope was Daniel Whitfield and the offer was in the amount of \$300. She reported that Community Development and other staff sources had reported that this lot was an unbuildable sliver and should therefore only be sold to a contiguous property owner. She noted that Mr. Whitfield was not a contiguous owner. She stated that she and Community Development both recommended that the offer not be accepted and the funds returned.

Commissioner Mattare moved that the Board deny the Tax Deed Bid for AIN 166952 by Whitfield to the BOCC. 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.

- 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 3:06 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk