

**Minutes of Meeting
Business Meeting
October 10, 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, Finance Manager Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Staff Accountants – Grants Rae Ann Fritsche and Julina Hildreth, KCSO Sheriff Robert Norris, KCSO Captain Jeremy Hyle, KCSO Lieutenants Ryan Higgins and William Klinkefus, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorney R. David Ferguson, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, 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 Bouten Construction Representatives Kristen Hester and John Stob. Lieutenant Klinkefus, Mr. Snyder and Ms. Littlefield were present via teleconference. Commissioner Brooks was also present via teleconference but would not be verbally participating in today’s meeting.

- 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:** KCSO Sheriff Robert Norris 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 item 21, “Board Approval Request: Avista Easement/Justice Building Expansion/BOCC (Action),” would be pulled from today’s agenda.

Resource Management Office (RMO) Grants Manager Dorian Komberec entered the meeting at 2:02 P.M.

- E. Approve Meeting Minutes (Action)**

10/03/2023 Lien Release Request 2018-2 & 2018-6

Commissioner Bruce Mattare moved that the Board approve item 1, the submitted minutes. 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.

F. Approve Consent Calendar (Action)

Assessor Homeowner Exemption 9-29-2023
Community Action Partnership (CAP) Public Official Designee Form
Disclosure of Lobbying Activities
Telephone Stipend/Loni Whiteman/Juvenile Probation
Tuition Reimbursement/Saakov/Auditor
BOCC Signatures for Indigent Cases: 09/28/2023 – 10/04/2023
Hayden Area Regional Sewer Board (HARSB) Payment Forms
Human Resources PAF/SCF Report for 2023 PP21 Week 2

Commissioner Mattare moved that the Board approve items 2 through 9 on the agenda, the Consent Calendar. 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.

G. Approve Payables List (Action)

Commissioner Mattare moved that the Board accept the Payables List for the week of October 2, 2023 through October 6, 2023 in the amount of \$2,356,809.06, with \$1,809.58 in jury payments. 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.

H. Business:

Bid Opening Bid #BP#10/Subcontractor Bid for Justice Building Expansion Work Package #02/Resource Management Office (Action)

Commissioner Mattare opened the bid envelope, stated that it was from Bouten Construction and that their base bid was \$645,007.

Commissioner Mattare moved that the Board acknowledge receipt of bid #BP#10, subcontractor bid for the Justice Building Expansion Work Package #02. 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.

Justice Building Expansion – Electric Service Agreement/Avista/Resource Management Office (Action)

Resource Management Office (RMO) Grants Technician Kaitlin Smith requested the Board’s approval of the electric service agreement with Avista related to the Justice Building Expansion project. She stated this was for line extension and relocation of conduits, and that the work was planned for October 25 and 26, 2023. She said the cost would be \$20,303.56, to be paid from ARPA (American Rescue Plan Act) funds set aside for this project.

Commissioner Mattare moved that the Board approve the Justice Building Expansion Electric Service Agreement with Avista, in the amount of \$20,303.56. 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.

Bouten Representatives Kristen Hester and John Stob exited the meeting at 2:05 p.m.

Grant Agreement (Use) # 23NONE853/Grant Use Agreement between Kootenai County Office of Emergency Management and North Kootenai Water & Sewer District/Idaho Office of Emergency Management \$368,776.00/In Kind Match North Kootenai Water & Sewer District

Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield requested the Board’s approval of Grant Use Agreement # 23NONE853, between OEM and North Kootenai Water & Sewer District. She reported that the grant amount was \$368,776 and that the in-kind match would come from North Kootenai Water & Sewer District.

Commissioner Mattare moved that the Board approve Grant Use Agreement #23NONE853 between Kootenai County Office of Emergency Management and North Kootenai Water & Sewer District in the amount of \$368,776, from the Idaho Office of Emergency Management, with the in-kind match to be paid by North Kootenai Water & Sewer District. 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.

Board Approval Request: FY24 Telmate Contract Extension/Sheriff – Jail (Action)

KCSO Captain Jeremy Hyle requested the Board’s approval of the FY24 Telmate Contract Extension. He reported that this would be a six month extension with the company. He stated that they had been in a contract with Telmate since 2011; the only changes to the agreement were some price adjustments. He explained that the County would not be responsible for paying for that because the costs were covered by fees paid by the

inmates when they used the service. He stated that the extension was only six months because it had been put out for bids to see what other companies might offer.

Commissioner Mattare moved that the Board approve the request to extend the FY24 Telmate Contract by six months. 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.

Board Approval Request: KCSO Kootenai Electric Security Fence/Sheriff (Action)

KCSO Lieutenant William Klinkefus requested the Board's approval of the installation of a security fence at the KC North Campus.

Finance Director Brandi Falcon asked the Commissioners to specify the funding source.

Lt. Klinkefus confirmed this was a General Fund request.

Commissioner Mattare moved that the Board approve the request by KCSO for the Kootenai Electric security fence in the amount of \$43,145. 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.

Financial/Budget: Request to Carry Forward FY23 Funding for Public Outreach Consultant Funding for the Open Space and Park Development Bond/Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval to carry forward FY23 funding for the public outreach consultant in the ongoing effort to secure funding for the Open Space and Park Development Bond which will appear on the November ballot. He said the amount was \$17,805.88.

Commissioner Mattare moved that the Board approve the request to carry forward FY23 funding for the public outreach consultant funding for the Open Space and Park Development Bond in the amount of \$17,805.88 to FY24. 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.

Changing FTO Software Program Company from ADORE to PowerFTO/PowerFTO Program/Sheriff/Patrol (Action)

KCSO Lieutenant Ryan Higgins requested the Board's approval for the proposed change from ADORE to PowerFTO for their FTO software. He noted that the cost was fairly similar to what they had been paying and would be shared between the Jail, Patrol and 911 budgets. He confirmed that the cost for ADORE had been included in their budget for FY24 but the onboarding of the new service had not been. He indicated that he believed the 911 Center would be able to absorb that portion.

In response to a question from Commissioner Mattare, Lt. Higgins stated that they had been encountering frequent losses of connectivity when officers were attempting to type reports for their trainees. He said with the old system, if connectivity were lost, the officer would lose everything typed to that moment; the new system would prevent that from happening.

Commissioner Mattare moved that the Board approve changing the FTO Software Program Company from ADORE to PowerFTO for the Sheriff's Office, with the additional funds coming from the 911 Center. 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.

Board Approval Request: Detective Vehicles/Sheriff (Action)

Lt. Klinkefus requested the Board's approval to proceed with the purchase of two new vehicles for the Detective Division. He stated the money had been included in their FY24 Capital Budget.

Commissioner Mattare moved that the Board approve the request to purchase the two Detective vehicles for the Sheriff's Office. 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.

Grant Application # PRE23EMPG244/FY23 Emergency Management Performance Grant (EMPG) Application/Federal Emergency Management Agency (FEMA) \$100,356.21/Cash Match OEM A&B Budget \$100,356.21/Office of Emergency Mgmt (Action)

Ms. Littlefield requested the Board's approval to submit their FY23 EMPG (Emergency Management Performance Grant) application in the amount of \$100,356.21 from the Federal Emergency Management Agency (FEMA). She explained that the funds supported administration and operation costs for OEM and the matching funds of \$100,356.21 had been included in their FY2024 budget.

Commissioner Mattare moved that the Board approve Grant Application # PRE23EMPG244 for the FY23 Emergency Management Performance Grant from the Federal Emergency Management Agency in the amount of \$100,356.21, with a cash match in the same amount to come from OEM's "A" and "B" budgets. 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.

Grant Application # PRE23SHSP097/FY23 State Homeland Security (SHSP) Grant Application/Federal Emergency Management Agency (FEMA) \$228,457.12/No Match Requirement/Office of Emergency Mgmt (Action)

Ms. Littlefield requested the Board's approval of Grant Application # PRE23SHSP097 for the FY23 State Homeland Security Grant from the Federal Emergency Management Agency in the amount of \$228,457.12, with no match required.

Commissioner Mattare moved that the Board approve Grant Application # PRE23SHSP097 for the FY23 State Homeland Security Grant from the Federal Emergency Management Agency in the amount of \$228,457.12, with no match required, for OEM. 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.

~~Board Approval Request: Avista Easement/Justice Building Expansion/BOCC (Action) - Pulled~~

Board Approval Request: Avista Easement/Fire Station/Fairgrounds/BOCC (Action)

Chair Duncan explained this was for the KCFR (Kootenai County Fire and Rescue) station located at the Fairgrounds. She said Avista would install the utilities and that the request for the easement had been reviewed by Legal and the County Surveyor Rod Jones.

Commissioner Mattare moved that the Board approve the request for the Avista Easement for the Fire Station at the Fairgrounds. 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.

Resolution 2023-71/Surplus Equipment and Asset Deletion/1989 Almar Boat and Trailer/Parks & Waterways (Action)

Mr. Snyder requested the Board's approval of Resolution 2023-71, to declare a piece of equipment surplus and delete the asset number. He stated the item was a 1989 Almar

Boat and Trailer, which would be sent to public auction. He asked that the funds from the sale be directed to his department, as he had requested in a memo dated August 22, 2023.

Commissioner Mattare moved that the Board approve Resolution 2023-71 for surplus equipment and asset deletion of a 1989 Almar Boat and Trailer for Parks & Waterways, with the funds realized to be returned to his department. 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.

Status Update Pending (Discussion)

Facilities Expansion

Chair Duncan stated that there was a Public Hearing scheduled for this Monday evening and that Bouten Construction would offer a presentation on Work Package #02 on Tuesday.

Impact Fees

Commissioner Mattare said he had sent the information he had promised to the Mayors and had received a reply from one so far.

Prosecuting Attorney's Office Immediate Space Needs

Chair Duncan said that there was no update on this item today.

Jail Pods

Chair Duncan reported that bids had been received and the Sheriff's Department intended to provide their decision on how they would like to procure the completion of the project. She noted that this would also be discussed Monday evening at the Public Hearing.

ARPA Projects

Ms. Smith provided updates on the following projects:

- Justice Building Updates had already been covered earlier in this meeting.
- Administration HVAC had no update. RFQ (Request for Qualifications) responses would be due November 7.
- Juvenile Detention HVAC – the work was completed and project could be closed out once final approval was received.
- Jail Generator – no update at this time. Release date of RFQ predicted for November 15.

- Subawards: PPE for Kootenai County EMS (Emergency Medical Services) was paid and, once the payment was reconciled, the project would be closed out. Wellspring Meadows had no change from last week's report. Children's Village submitted their timeline and RMO expected to receive a revised application by the end of the day this coming Friday.

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 2:21 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk