

ARPA Task Force

Minutes for 01.04.2022, 8:10 am-9:40 am

BOCC Board Room

Presiding: Steve Matheson, Kootenai County Treasurer

1. Call to Order and Roll Call

Meeting was called to order at 8:10 AM.

Task Force

In-person: Steven Matheson, Jim Brannon, Nanci Plouffe (late arrival), Dena Darrow, Jody Bieze, Kim Riley, Julina Hildreth (late arrival), Kaitlin Smith

via Teams: Pat Braden

Other Attendees

In-person: Amy Voeller (Innovia), William Le

via Teams: Sandra White, Necia Maiani (Welch Comer)

2. Changes to the Agenda (Action)

No changes to the agenda were proposed.

3. Presiding Officer's Remarks

Presiding Officer Steve Matheson reiterated for attendees that the ARPA Task Force is a working group of employees assigned by the BOCC, and will not be using strict parliamentary protocol.

4. Announcements

Steve Matheson announced that he has sent a response to Ms. Lynda Putz, a member of the public who submitted questions via email to ARPA@kcgov.us. The Task Force was carbon-copied on the response. She has not replied with further questions as of this meeting.

Steve Matheson also announced that there will be an Elected Officials Meeting on January 19th. Steve Matheson would like to provide an update on the evaluation of ARPA project requests at this meeting, as well as ask that Kootenai County's elected officials review the evaluation process. Kaitlin Smith has been assigned to draft a summary of the Task Force's activities and progress.

Dena Darrow announced that Amy Voeller from Innovia was in attendance. In her capacity as Kootenai County's Finance Director, Dena Darrow attended a focus group for Innovia's proposed regional promise scholarship on December 14, 2021.

5. Approval of Minutes (Action)

A motion to approve the meeting minutes for 14 December 2021 was made by Steve Matheson. Motion seconded and passed.

6. Public Comment

No public comments.

7. Project Recommendation/s for CARES (Action)

Kaitlin Smith explained that a request from the Kootenai County EMS System for reimbursement of PPE and other COVID-19 expenses includes items dating to before the ARPA performance period. She proposed that the request be removed from consideration for ARPA funding and presented to the BOCC for CARES funding instead.

The Task Force concurred. Steve Matheson requested that Kaitlin Smith draft the required memo for the BOCC.

8. Procurement Policies and Procedures (Discussion)

Jody Bieze discussed a revised edition of the Kootenai County Policy and Procedures for Federally Funded Procurements which she and Pat Braden are currently developing. The new edition complies with the latest changes in state laws and federal regulations. Procurements funded by federal grants and financial aid, including ARPA, must follow both state and federal requirements, or whichever is more restrictive.

Steve Matheson requested clarification on whether these procedures permit sole source procurements. Jody Bieze stated that all sole source procurements will be considered non-competitive and cannot be used without specific justification. Pat Braden clarified that this does not completely preclude sole source procurements. Permissible sole source procurements are most common in the software industry, where it is often the case that multiple comparable software packages developed to perform the same functions do not exist.

9. Grant Management/Administration Process Flow (Discussion)

Jody Bieze shared a presentation on the grants management process which will be going before the BOCC. Projects funded through ARPA must also conform to this process.

10. Project Scoring Review: Third Batch (Discussion)

Greenferry Water and Sewer District (two projects)

Ohio Match Road Water District

Rose Lake Water Association

Trails End Estates Water System

Evaluators had no comments regarding the third batch of project requests at this time.

11. Project Evaluation Update: Fourth Batch (Action)

Eligibility assessments have been completed for fifteen additional requested projects. Of the projects which have been assessed as eligible, seven to eight will be selected for evaluation. Evaluations are to be completed and returned prior to the January 11th Task Force meeting.

12. Eligibility Assessment Update and Signature Needs (Action)

Kaitlin Smith provided a reminder that evaluators must sign their score pages for each project. She will be contacting evaluators with missing signatures before the next meeting.

13. Updates: Ongoing Tasks/Project Information (Discussion)

Master Plan Meeting Docs

Revenue Loss Calculation

Dena Darrow reported that Commissioner Duncan is working with the Lombard/Conrad and Longwell+Trapp architecture firms to incorporate the adaptation of the Justice Building into the Master Plan such that the former fully complies with the requirements of the Interim Final Rule for ARPA Funds.

Steve Matheson requested that Dena Darrow confirm the reliability of the GFOA calculator used to determine Kootenai County's revenue loss, and asked whether the County's preferred auditing firm Eide Bailly has recommended a different tool or built their own. He further requested that Dena Darrow present the latest Revenue Loss calculations to the Task Force for review. Dena Darrow agreed to do so.

14. Confirmation of Next Meeting (Action)

The next ARPA Task Force meeting has been confirmed for Tuesday January 11th at 8:10 AM.

15. Adjournment

Presiding Officer Steve Matheson pronounced the meeting adjourned at 8:41 AM.

Kootenai County does not discriminate against individuals or groups on the basis of disability in the admission or access to, or treatment in, its public meetings, programs, or activities. Further information, or requests for assistance or accommodations, can be arranged by contacting the Kootenai County ARPA Task Force at ARPA@kcgov.us with 48-hour notice.