

Minutes of Meeting
Business Meeting
January 6, 2026
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Bruce Mattare, Commissioner Leslie Duncan and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Coroner Duke Johnson, M.D., Chief Deputy Treasurer Jill Smith, Treasury Specialist III Kelly Wuest, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Facilities Director Jeff Voeller, Finance Director Brandi Falcon, Senior Accountant Jessica Hauser, Airport Compliance Administrator Kim Stevenson, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications & Project Manager Sara Masters and Deputy Clerk Tina Ginorio. Dr. Johnson, Mr. Snyder and Ms. Stevenson were present via teleconference.

- A. Call to Order:** Chair Bruce Mattare called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Chief Deputy Treasurer Jill Smith 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 Mattare asked that item 16, "Request to Replace Verizon with New Vendor/T-Mobile USA, Inc/BOCC (Action)" be removed from the agenda.

No objections were voiced.

- E. 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.

- F. Approve Meeting Minutes (Action)**

12/18/2025 Community Development
12/09/2025 Business Meeting

Commissioner Marc Eberlein moved that the Board approve items 1 and 2 on the agenda, the Approved Minutes. Commissioner Leslie Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

G. Approve Consent Calendar (Action)



Law Enforcement Contract/City of Hayden/Sheriff
Resolution – 2025-96/Kootenai County Parks & Department Emergency Expenditure
Human Resources PAF/SCF Report for 2026 PP2 Week 1

Commissioner Eberlein moved that the Board approve items 3 through 5 on the agenda, the Consent Calendar. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

A. Approve Payables List (Action)

Commissioner Duncan moved that the Board accept the Payables List for the week of December 29, 2025 through January 2, 2026 in the amount of \$221,303.81, with \$1,594.16 in jury payments. . Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

B. Business

Board Approval Request: Commissioner District Balancing: Idaho Code 31-704/Information Technology (Action)

Chair Mattare noted that Information Technology (IT) GIS (Geographic Information Systems) Manager David Christianson was not present and suggested that they defer this item until he arrived.

No objections were voiced.

60-Day Real Estate Lease Agreement Lakes Highway District Boat Launches/Lakes Highway District/Parks & Waterways (Action)

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval for the agreement with Lakes Highway District.

Commissioner Eberlein moved that the Board approve the 60-day real estate lease agreement for the Lakes Highways District Boat Launches with Parks & Waterways. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

**Board Approval Request: Purchase Request for Patrol Radios and Cameras/Sheriff/
Patrol (Action)**

Chair Mattare noted that KCSO Lieutenant William Klinkefus was not yet present and suggested that they defer this item until he arrived.

No objections were voiced.

**Board Approval Request: GMP Proposal/Ginno/Coroner's Autopsy Lab/Building &
Grounds (Action)**

Facilities Director Jeff Voeller requested the Board's approval of the GMP (Guaranteed Maximum Price) proposal from Ginno Construction regarding the Coroner's Autopsy Lab. He explained that, to fully fund the project, they needed the BOCC to reassign funds from the Facilities Master Plan in the amount of \$341,710.

Commissioner Eberlein moved that the Board approve the GMP Proposal from Ginno Construction for the Coroner's Autopsy Lab for Building & Grounds, with the \$341,710 to come from the Facilities Master Plan. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

**Board Approval Request: Release Surplus Funds/2025 Tax Deed Auction to Individuals
/Treasurer (Action)**

Treasurer's Office Treasury Specialist III Kelly Wuest requested the Board's approval to release surplus funds to individuals from the 2025 Tax Deed Auction.

Commissioner Duncan moved that the Board approve the release of surplus funds from the 2025 Tax Deed Auction to individuals. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

Board Approval Request: Release Unclaimed Surplus Funds/2025 Tax Deed Auction to State of Idaho/Treasurer (Action)

Ms. Wuest requested the Board’s approval to release unclaimed surplus funds from the 2025 Tax Deed Auction to the State of Idaho.

Commissioner Eberlein moved that the Board approve the release of unclaimed surplus funds from the 2025 Tax Deed Auction to the State of Idaho. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

Ms. Wuest and Ms. Smith exited the meeting at 2:08 p.m.

Consent to Assignment of Lease AAL-2020-991 No Limits Aviation Group, Inc./No Limits Aviation, Inc./Airport (Action)

Airport Compliance Administrator Kim Stevenson requested the Board’s approval for the assignment of Lease AAL-2020-991 from “No Limits Aviation Group, Inc.” to “No Limits Aviation, Inc.”

Commissioner Eberlein moved that the Board approve the assignment of Lease AAL-2020-991 from “No Limits Aviation Group, Inc.” to “No Limits Aviation, Inc.,” for the Airport. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

Lease Addendum AAL-2020-991 Increase Square Footage/No Limits Aviation Group, Inc./Airport (Action)

Ms. Stevenson requested the Board’s approval of an addendum to Lease AAL-2020-991, which would increase the square footage to 14,000 square feet.

Commissioner Duncan moved that the Board approve the lease addendum for AAL-2020-991, for the increase in square footage, for No Limits Aviation Group, Inc. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

Airport Work Order WO 25-012/Ardurra Group, Inc./Airport (Action)

Ms. Stevenson requested the Board’s approval for Airport Work Order WO 25-012, with Ardurra Group, Inc. She explained this was for an environmental review of the northwest section of the Airport’s property, for FAA (Federal Aviation Administration) approval for potential development. She stated this was not AIP (Airport Improvement Plan) eligible at this point, so they were paying for the project themselves. She added there was a chance they might be reimbursed if the FAA had money available. She stated this was not a budgeted expense and they would pay for it from fund balance in their Fund 30. She confirmed that the cost had been limited to “not to exceed \$10,000.”

Commissioner Eberlein moved that the Board approve Airport Work Order WO 25-012 with Ardurra Group, Inc., not to exceed \$10,000, to be paid from their fund balance. Commissioner Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

~~Request to Replace Verizon with New Vendor/T-Mobile USA, Inc./BOCC (Action)~~

This item was pulled from the agenda.

Chair Mattare verified that neither Mr. Christianson nor Lt. Klinkefus had arrived. He remarked that item 9 could probably be handled anyway.

Board Approval Request: Purchase Request for Patrol Radios and Cameras/Sheriff/ Patrol (Action)

Finance Director Brandi Falcon stated she had reviewed the request for radios and cameras, and the expense had been included in their budget.

Commissioner Duncan moved that the Board approve the purchase request for Patrol radios and cameras. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chair Mattare: Aye

The motion carried.

Chair Mattare asked if there would be a problem if item 7 was put off for one week.

Commissioner Duncan indicated she did not think so and explained her reasoning.

No objection to deferring item 7 to next week’s Business Meeting was made.

- C. **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.

- D. **Adjournment (Action):** Chair Mattare adjourned the meeting at 2:14 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk