

ARPA Task Force

Minutes for 02.01.2022, 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, Dena Darrow, Nanci Plouffe, Pat Braden, Kaitlin Smith, Dorian Komberec, Julina Hildreth

via Teams:

Other Attendees

In-person: Jon Groth (Kingston/Cataldo Sewer District), William Le

via Teams: Necia Maiani (Welch Comer), Kaye Thornbrugh (CDA Press), Amy Voeller (Innovia)

2. Changes to the Agenda (Action)

No changes to the agenda were proposed.

3. Presiding Officer's Remarks

Presiding Officer Steve Matheson reiterated for new 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

Dena Darrow announced her attendance of an Innovia event last week, detailed further in a summary email distributed to the Task Force.

Steve Matheson announced his attendance of last Tuesday's Kootenai County Republican Central Committee meeting to address concerns about ARPA. He has received more invitations for other meetings and groups, but has not yet committed to attend.

Steve Matheson stated that a Public Hearing about ARPA projects hosted by the BOCC is currently under consideration; he has discussed the matter with two of three commissioners. He requests that the Task Force provide input on when they would prefer this hearing to be held, relative to the completion of project recommendations. He also requests the Task Force consider any items they may wish to include in next week's agenda.

5. Approval of Minutes (Action)

A motion to approve the meeting minutes for 25 January 2022 was made by Steve Matheson. Motion seconded and passed.

6. Public Comment

William Le commented to express that, in meetings for local groups which he has attended, the group consensus has been opposition to the acceptance of ARPA funds. He further expressed that this opposition was not only due to concern over executive orders, but also moral argument.

7. **Submission of Quarterly Report (Discussion)**

Kaitlin Smith reported on the first Quarterly Report, due January 31st. Due to technical difficulties, Resource Management Office staff have not yet been able to submit the Quarterly Report. The new online reporting tool requires that obligations and expenditures for each project be listed multiple times: the full amounts under a "Projects" tab, and broken down into individual large expenditures or aggregated small expenditures by type under an "Expenditures" tab. However, the "Expenditures" tab requires that expenditures be identified from a drop-down list focused on subawards such as contracts, loans, or direct payments. This does not align with the County's administrative expenditures such as staffing and supplies. Two technical support cases have been opened with the Treasury's Covid Relief IT Support staff, and the Task Force will be updated on any changes.

8. **Public Notice of Final Deadline for Project Requests (Action)**

Steve Matheson reviewed discussion of this topic from the previous meeting.

Jim Brannon stated his belief that project requests submitted after the deadline should no longer be the purview of the ARPA Task Force or its evaluation process, but go directly to the Board of County Commissioners. Steve Matheson suggested that one or more persons including himself, Jim Brannon, and Jody Bieze discuss the possibility with the Board, and asked if the decision would need to be put before the Board in a written memo.

Pat Braden stated that it would not need to be put before the board with a written memo, and that a verbal statement or a written one included in the notice of the deadline would suffice.

9. **Delegation of Responsibility for County PPE Coordination (Discussion)**

Kaitlin Smith explained that an ARPA funding request from Kootenai County EMS System (KCEMSS) for reimbursement of PPE costs brought up the question of whether a specific party should or will be responsible for coordinating PPE purchases for the county under ARPA, as OEM has been under CARES. Kaitlin Smith further noted for the record that this discussion did not directly concern KCEMSS' request, which includes costs that were incurred before the ARPA period of performance and are ineligible. Pat Braden clarified that the request for reimbursement can still go forward to evaluation so long as the ineligible costs are excluded.

OEM still has some COVID-19-response items in stock, including hand sanitizer, gloves, and masks. Julina Hildreth has spoken with OEM employees responsible for coordinating PPE under CARES and determined that OEM is willing to continue doing so by requesting PPE orders from departments on a monthly basis and making purchases in bulk to fill those requests. The Task Force concluded that there is no need to seek further elaboration from OEM at this time.

Steve Matheson noted that OEM should put in an ARPA funding request for forward-looking PPE needs, which should be assessed for eligibility and evaluated alongside the other requests for ARPA funding.

10. **Project Scoring Review: Fourth Batch (Discussion)**

North Kootenai Water & Sewer: Rimrock

North Kootenai Water & Sewer: Twin Lakes

BOCC: Airport Sewer Lines

Hayden Lake Sewer District

Bayview Water and Sewer District

Coroner: Mobile Morgue Trailer

Sheriff: Jail Generator Upgrade

Dena Darrow noted that grouping similar types of projects together made evaluation easier to complete. Evaluators had no additional comments about evaluation and scoring of the fourth batch.

Dorian Komberec will be taking over evaluation of projects in place of Kim Riley. The Task Force discussed whether Dorian Komberec should complete all batches and replace Kim Riley's evaluations, or if she should pick up where Kim Riley left off instead. Consensus currently falls on the latter option.

11. Project Evaluation Update: Fifth Batch (Action)

Eight projects are ready for evaluation, four of them eligible only under the revenue loss category. Julina Hildreth asked whether such requests should be evaluated separately from requests for projects eligible under other categories. The Task Force agreed to evaluate the four requests not reliant on the revenue loss category this week, and to discuss how to handle revenue loss eligibility at the next meeting.

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

Master Plan Meeting Docs
Public Hearing / Evening Meeting
Website Update and Posting of Evaluation Materials

There is no new information available about the Master Plan this week.

A potential public hearing was discussed during agenda item #4, Announcements.

The ARPA webpage on the County website has been updated with links to the Award Terms and Conditions and the Task Force's Project and Program Requests Evaluation Plan. Kaitlin Smith has sent out a reminder to applicants that project requests are public record. A list overview of all of Kootenai County's requests for ARPA funding shall be added to the web page.

13. Confirmation of Next Meeting (Action)

The next meeting shall be held on Tuesday February 8th in the BOCC Board Room. Steve Matheson will be out of office next week, and requests that Jody Bieze preside.

14. Adjournment

Presiding Officer Steve Matheson pronounced the meeting adjourned at 8:38 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.