

ARPA Task Force

Minutes for 02.22.2022, 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: Steve Matheson, Jim Brannon, Dena Darrow, Nanci Plouffe, Pat Braden, Jody Bieze, Kaitlin Smith, Dorian Komberec, Julina Hildreth

via Teams:

Other Attendees

In-person: Amy Voeller, William Le

via Teams: Dolly Dubois

2. Changes to the Agenda (Action)

No changes to the agenda were proposed.

3. Presiding Officer's Remarks

Presiding Officer Steve Matheson did not have any remarks.

4. Announcements

No announcements.

5. Approval of Minutes (Action)

A motion to approve the meeting minutes for 15 February 2022 was made by Jody Bieze. Motion seconded and passed.

6. Public Comment

Amy Voeller commented to note that Innovia has submitted a revised funding request. She stated that this revised submission does not constitute a changed request, but instead further clarifies how Innovia's requested project is aligned with eligible use for ARPA funds.

Dolly Dubois commented to note that she is attending today to observe the Task Force process on behalf of her company, which submitted a request for funding.

7. Handling of Requests Submitted After March 1st (Action)

Jody Bieze stated her conviction that any project the Board of County Commissioners may consider in the future should go through the Task Force's established assessment and evaluation process.

Kaitlin Smith suggested that requests submitted after March 1st should not be considered for funding except by a decision of the BOCC. If the BOCC selects a project or request for consideration, however, then the project or request in question should be required to proceed through the established assessment and evaluation process as Jody Bieze said, and only after a positive eligibility assessment and completed evaluation should the project or request be considered fundable.

A motion to proceed as expressed by Jody Bieze and Kaitlin Smith was made by Pat Braden. The motion was seconded and passed.

8. Project Scoring Review: Seventh Batch (Discussion)

Steve Matheson noted receipt of an email from Pat Braden on Friday which provided direction for the seventh batch, but that he did not have time to complete evaluation before the long weekend. The other evaluators concurred.

9. Project Evaluation Update: Eighth Batch (Discussion)

Steve Matheson suggested that evaluators aim to complete both the belated seventh batch and as much of the eighth batch as possible before March 1st.

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

Master Plan Meeting

Public Hearing / Evening Meeting

Countywide PPE

Preparation of documentation templates for final recommendations

Dena Darrow commented on the "Kootenai County Court Facility Expansion" meeting last Friday, which she attended. She noted that the information provided at that meeting by the architects was very high level, and that numbers - including both building specifications and estimated costs - were provided as still being very much subject to change based on County feedback and market conditions.

Steve Matheson concurred, and noted the architects' statement that the project is estimated for a start date in 2023 and an 18-month construction time. The Task Force will need to consider these factors while selecting projects to recommend for ARPA funding.

Julina Hildreth relayed that OEM staff will work on an earmark amount for PPE expenses, to be provided next week. She noted that this amount will account for County departments only, and not component units such as the EMS system or the Fairgrounds.

Kaitlin Smith reported that she and Dorian Komberec have completed a writeup template for the justification of capital projects, to be used for any capital projects ultimately selected for recommendation.

Dena Darrow inquired into what should be done if one or more recommended projects turn out to not be completable within the ARPA performance period. Steve Matheson stated that every project request will be ranked, and the Board should be able to select a replacement project from that ranked list. Dena Darrow noted also the possibility that delays to a larger project could result in gaps which the Board would have to fill through alternate funding; the Board should be prepared for this possibility before selecting any large construction projects.

Steve Matheson asked whether the Task Force recommendation should include a set-aside of some amount of funds in case of emergent needs such as further waves of COVID-19, with a scheduled date in one to two years - if no emergent needs arise - to revisit how the set-aside should be used. This question shall be added to next week's agenda as a discussion item.

11. Confirmation of Next Meeting (Action)

Steve Matheson confirmed that the next meeting shall be held at 8:10 AM on Tuesday, March 1st, in the BOCC Board Room.

12. Adjournment

Presiding Officer Steve Matheson pronounced the meeting adjourned at 8:37 AM.

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